

South Ayrshire Integration Joint Board

Publication Scheme 2016

Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and whether information is available free of charge or on payment.

South Ayrshire Integration Joint Board has adopted the Scottish Information Commissioner's Model Publication Scheme which was produced and approved on 29 March 2016.

You can see this scheme on our website at <http://www.south-ayrshire.gov.uk/health-social-care-partnership/foi.aspx>

Or you can contact us on the address below.

This purpose of this Guide to Information is to:

- allow the public to see what information is available (and what is not available) in relation to each class
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with access to the information
- explain how to request information that has not been published.

Availability and formats

The information published through this scheme should, wherever possible, be available on our website. We offer an alternative arrangement for people who do not wish to, or who cannot, access the information either online or by inspection at our premises. For example, we can arrange to send out information in paper copy on request (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal data or a trade secret), we will remove or redact the information before publication and we will explain why.

Copyright

South Ayrshire Integration Joint Board holds the copyright for the vast majority of information in this Publication Scheme. You are free to use any information supplied for your own non-commercial research or private study purposes. The information may also be used for any other purpose allowed by a limitation or exception in copyright law, such as news reporting. All of this information can be copied or reproduced without our formal permission, provided that:

- it is copied or reproduced accurately;
- it is not used in a misleading context;

- it is not used for profit; and
- the source of the material is acknowledged.

The copyright in other information may be owned by another person or organisation, as indicated in the information itself and where we do not hold copyright in its published information, you must apply to the copyright owner to obtain their permission for any form of re-use for which permission is required.

Charges

This section explains when we may charge for our publications and how any charges will be calculated.

There is no charge to view information on our website or at our premises, or where it can be sent to you electronically by email.

We may charge for providing information to you, for example photocopying and postage, but we will not charge more than it actually costs us to do so. We will also tell you what the cost is before providing the information to you.

Information Charging Schedule

Photocopying per double-sided sheet at 10p per black and white A4 sheet and 30p per colour A4 sheet.

CD Roms are charged at £1 per CD-ROM/DVD.

Postage costs are charged at the rate we pay to send the information to you by Royal Mail First Class.

When providing copies of pre-printed publications we will charge no more than what it costs us, per copy, to have the publication printed.

We do not charge for the time taken to determine whether we hold the requested information, nor for the time it takes us to decide whether the information can be released, nor for the time it takes us to decide whether to disclose the information in full or whether parts should be redacted (blacked out). Charges may, however, be made for the staff time taken to locate, retrieve and redact the information and for providing it to you

Calculating charges

Charges are calculated on the basis of the actual cost to us of providing the information.

Staff time is charged at the hourly rate of pay for the grade(s) of the staff responding to the request, up to a maximum of £15 per hour per member of staff.

Charge waiver

We do not charge for information which costs less than £100 to provide to you.

Where information costs between £100 and £600 to provide to you, we **may** ask you to pay 10% of the cost of providing it.

For example, if you were to ask us for information that costs us £600 to provide, you could be asked to pay no more than £50. This fee is calculated on the basis of a waiver for the first £100 costs of providing the information and 10% of the remaining £500.

Where information costs over £600 to provide to you, we **may** ask you to pay the additional cost over that amount in full. There is however, no obligation on a public body to provide information under the Act where the cost for provision will be over £600.

For example, if you were to ask us for information that costs us £800 to provide, you may be asked to pay £250. This fee would be calculated on the basis of a waiver for the first £100 costs of providing the information, 10% of the next £500 costs, (£50) and full cost recovery for the cost over £600 (in this example, £200).

The Classes of Information

We publish information we hold which falls within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years. Where information has been updated or superseded, only the current version need be available (previous versions may be requested from us).

CLASS 1: SOUTH AYRSHIRE INTEGRATION JOINT BOARD (IJB)

The Board is a separate legal entity in its own right from both South Ayrshire Council and the NHS Ayrshire and Arran Board and was established on 1st April, 2015 by Parliamentary Order. It is responsible for planning and overseeing the delivery of a full range of community health and social work/social care services, including those for older people, adults, children and families and people in the Criminal Justice System.

The South Ayrshire Partnership is responsible for a number of Pan-Ayrshire Health Services delegated by the NHS Board relating to Allied Health Professionals, Continence, Joint Equipment and Technology Enabled Care.

Background information on the Integration Joint Board and the Health and Social Care Partnership is available through the website at the following link. This includes dates of Board meetings which are, unless otherwise stated, held in public session:

<http://www.south-ayrshire.gov.uk/health-social-care-partnership/>

The IJB can be contacted through:

Jacqueline Lucy
South Ayrshire Integration Joint Board
County Buildings
Wellington Square
AYR
KA7 1DR
Tel: 01292-612246
E-mail: jacqueline.lucy@south-ayrshire.gov.uk

FOI enquiries should be submitted to: FOI-IJB@south-ayrshire.gov.uk

Parliamentary Order establishing the IJB:

<http://www.south-ayrshire.gov.uk/health-social-care-partnership/documents/item%207%20-%20report%20on%20integration%20scheme%20and%20order.pdf>

Membership of the IJB:

<http://www.south-ayrshire.gov.uk/health-social-care-partnership/documents/ijb%20membership.pdf>

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

The Integration Joint Board's primary responsibilities are to produce a strategic plan, allocate the integrated revenue budget for health and social care and oversee service delivery.

The functions delegated to the IJB and how these will be delivered is set out in the Integration Scheme prepared by South Ayrshire Council and NHS Ayrshire and Arran and approved by Scottish Ministers.

<http://www.south-ayrshire.gov.uk/documents/final%20integration%20scheme.pdf>

The primary planning document of the Integration Joint Board is its Strategic Plan which was approved by the Board on 2nd April, 2015. This sets out its strategic objectives and policy priorities in pursuit of agreed national outcomes. An implementation plan, which is an integral part of the Strategic Plan, sets out actions for the delivery.

<http://www.south-ayrshire.gov.uk/documents/south%20ayrshire%20health%20and%20social%20care%20full%20strategic%20plan.pdf>

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

Decisions taken by the Integration Joint Board, including minutes of Board meetings and meetings of its Performance and Audit Committee, are published on our website:

<http://www.south-ayrshire.gov.uk/health-social-care-partnership/meetingpapers.aspx>

The Integration Joint Board has agreed a number of governance documents to aid its decision making and to regulate the way in which it will conduct its business including:

- Standing Orders for meetings
- Scheme of Delegation
- Code of Conduct for Members of Devolved Public Bodies
- IJB Expenses Policy
- Strategic Risk Register

<http://www.south-ayrshire.gov.uk/health-social-care-partnership/documents/ijb%20standing%20orders.pdf>

<http://www.south-ayrshire.gov.uk/health-social-care-partnership/documents/sa%20ijb%20scheme%20of%20delegation.pdf>

<http://www.south-ayrshire.gov.uk/health-social-care-partnership/documents/code%20of%20conduct%20for%20members%20of%20devolved%20public%20bodies.pdf>

<http://www.south-ayrshire.gov.uk/health-social-care-partnership/documents/sa%20ijb%20expenses%20policy.pdf>

<http://www.south-ayrshire.gov.uk/health-social-care-partnership/documents/strategic%20risk%20register.pdf>

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

Details of our spending plans and how the IJB has decided to allocate the Integrated Budget for Health and Social Care is contained in the approved Strategic Plan:

<http://www.south-ayrshire.gov.uk/documents/south%20ayrshire%20health%20and%20social%20care%20full%20strategic%20plan.pdf>

Budget monitoring reports are submitted regularly to the IJB for its consideration and approval:

<http://www.south-ayrshire.gov.uk/health-social-care-partnership/integrationjointboard.aspx>

The IJB has approved governance documents to help it regulate decisions made on the utilisation of the Integrated Budget including:

- Financial Regulations
- A Reserves Strategy

<http://www.south-ayrshire.gov.uk/health-social-care-partnership/documents/sa%20ijb%20financial%20regulations.pdf>

<http://www.south-ayrshire.gov.uk/health-social-care-partnership/documents/sa%20ijb%20reserves%20strategy.pdf>

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

The IJB does not directly employ staff. Staff engaged in the delivery of services funded through the Integrated Budget are employed by South Ayrshire Council or NHS Ayrshire and Arran. Details of numbers of staff employed by both bodies that are within the scope of the Partnership are set out in Appendix 8 of the approved Strategic Plan:

<http://www.south-ayrshire.gov.uk/documents/south%20ayrshire%20health%20and%20social%20care%20full%20strategic%20plan.pdf>

The IJB does not directly own any physical assets used for the delivery of services such as buildings or vehicles. These are owned by South Ayrshire Council and NHS Ayrshire and Arran and administered in accordance with their policies and procedures:

<http://www.south-ayrshire.gov.uk/>

<http://www.nhsaaa.net/>

Information on how to make a Freedom of Information request to the IJB is provided on the Partnership website:

<http://www.south-ayrshire.gov.uk/health-social-care-partnership/foi.aspx>

The Integration Joint Board is part of the Ayrshire Data Sharing Partnership and has become a party to the Ayrshire & Arran Protocol for Sharing Information. It is a party to the Information Sharing Protocol between South Ayrshire Council and NHS Ayrshire and Arran.

<http://www.south-ayrshire.gov.uk/health-social-care-partnership/documents/item%2014%20-%20report%20on%20information%20sharing.pdf>

CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

South Ayrshire Integration Joint Board does not hold information within this class. Goods and services are procured by South Ayrshire Council or NHS Ayrshire and Arran.

CLASS 7: HOW WE ARE PERFORMING

The IJB will produce a publically available Annual Performance Report setting out how the South Ayrshire Health and Social Care Partnership is performing against its stated Strategic Objectives and Policy Priorities all of which are designed to drive progress against the published National Outcomes. Information on all of these matters and details of the Partnership's current performance framework is available in its approved Strategic Plan:

<http://www.south-ayrshire.gov.uk/documents/south%20ayrshire%20health%20and%20social%20care%20full%20strategic%20plan.pdf>

The first Annual Performance Report for the Partnership will be published in autumn 2016.

Performance information is regularly reported to the Partnership's Performance and Audit Committee: <http://www.south-ayrshire.gov.uk/health-social-care-partnership/performanceaudit.aspx>

CLASS 8: OUR COMMERCIAL PUBLICATIONS

South Ayrshire Integration Joint Board does not hold any information within this area.

CLASS 9: OPEN DATA

South Ayrshire Integration Joint Board does not hold any additional data which is not already publicly available, either on our website at the links given above, or on request.