

**Shetland Islands Health and Social Care Partnership
Integration Joint Board (IJB)**

Publication Scheme

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Shetland Islands Health and Social Care Partnership Integration Joint Board (IJB)

Publication Scheme

Introduction

Individuals can ask the IJB to provide any information that we hold and, if it is both legal to do so and practical to do so, we will. In addition, the Freedom of Information (Scotland) Act 2002 (the Act) requires all Scottish public authorities to produce and maintain a Guide to Information, also known as a publication scheme.

Guide to Information

The 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 (for most information, there is no charge);
- explain how to find the information easily;
- provide contact details for enquiries and to get help with access to the information; and
- explain how to request information that has not been published.

The Guidance is split into the following six sections:

- availability and formats;
- exempt information;
- copyright;
- charges;
- contact details; and
- the classes of information that we publish.

Availability and formats

Much of the information will be available on the IJB web pages which can be accessed through the Shetland Islands Council website. We offer alternative arrangements 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 usually arrange to send out information in paper copy (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 black out the information before publication and explain why.

Copyright

Where the IJB holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately;
- it is not used in a misleading context; and
- the source of the material is identified.

Where the IJB does not hold the copyright in information we publish, we will make this clear.

Charges

For photocopying, we will charge a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Information provided on CD-Rom will be charged at £1.00 per computer disc.

Postage costs will be recharged at the rate we pay to send the information to you.

If providing copies of any pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass any other costs on to you in relation to our published information.

Information Not Published Under the Publication Scheme

There will be no charge for information requests which cost us £100 or less to produce.

Where information costs between £100 and £600 to provide to you, you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50. That is calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

We are not obliged to respond to requests for non-environmental information which will cost us over £600 to process.

Where environmental information costs over £600 to provide to you, we may ask you to pay the additional cost over that amount in full. 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, and full cost recovery for cost over £600 (in this example, £200).

In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Contact details and how to request information not included in this guide

You can contact us for assistance with any aspect of this information guide and if you want to ask us for information that is not included in the guide:

Anne Cogle, Team Leader- Administration,
Freedom of Information,
Shetland Islands Health and Social Care Partnership, Integration Joint Board,
Governance and Law,
Corporate Services Department,
Town Hall, Lerwick,
Shetland.
ZE1 0HB.

Tel 01595 744554

Email anne.cogle@shetland.gov.uk

We will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of the publication scheme. If you wish to make a request for information not contained in the publication scheme please contact us at the address provided above. Information is also available on the IJB web pages which can be accessed through the Shetland Islands Council website at :- www.shetland.gov.uk

The Classes of Information

We publish information that we hold 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 will be available. If you would like to see previous versions, you may make a request to us for that information.

The classes are:

- Class 1: About the IJB
- Class 2: How we deliver our functions and services
- Class 3: How the IJB takes decisions and what it has decided
- Class 4: What the IJB spends and how it spends it
- Class 5: How the IJB manages its human, physical and information services
- Class 6: How the IJB procures goods and services from external providers
- Class 7: How the IJB is performing
- Class 8: Our commercial publications - we do not hold or publish any information under this class

The Classes of Information – The IJB

	Class	Description
1	About The IJB	
1.1	who we are	The background as to how and why The IJB was established is provided on the Integration Joint Board web pages which can be accessed through the Shetland Islands Council web site :- www.shetland.gov.uk
1.2	where to find us, how to contact us	<p>Contact Information</p> <p>If you would like more information about health and social care integration or you would like to share your thoughts with us then please contact us:-</p> <p>By email to :- anne.cogle@shetland.gov.uk</p> <p>By telephone :- 01595 744554.</p> <p>Address: Corporate Services Department, Town Hall, Lerwick, Shetland. ZE1 0HB.</p>
1.3	how we are managed and our external relations	Introducing the IJB (Integrated Joint

Board)

Governance and Constitution

The Integration Joint Board [the IJB] is a body corporate, established by Order under section 9 of the Public Bodies (Joint Working) (Scotland) Act 2014. The Parties to the IJB are the Shetland Islands Council [the Council], and NHS Shetland [the Health Board]. The Parties agreed the Integration Scheme for the Shetland Islands Health and Social Care Partnership, which sets out the delegation of functions by the Parties to the Integration Joint Board. This Integration Scheme came into effect on 27 June 2015, the date on which the Parliamentary Order formally established the Integration Joint Board. The IJB governance and constitutional documents provide more detail on its establishment, membership and decision making procedures:

- Integration Scheme
- Scheme of Administration and Delegations
- Standing Orders for Meetings
- Financial Regulations

Strategic Planning

The IJB is responsible for strategic planning of the functions delegated to it by the Council and the Health Board and for the preparation of the Strategic Plan. The Strategic Plan specifies the services to be delivered by the Parties.

- Joint Strategic (Commissioning) Plan 2016-2019
- Participation and Engagement Strategy
- Risk Management Strategy
- Primary Care Strategy
- Oral Health Strategy
- Dementia Strategy
- Mental Health Strategy
- Shetland's Autism Spectrum Disorder Strategy 2016-2020

IJB Members and Conduct

The Ethical Standards in Public Life etc. (Scotland) Act 2000, "the 2000 Act", provides for Codes of Conduct for local authority Councillors and members of relevant public bodies. The

		<p>Public Bodies (Joint Working) (Scotland) Act 2014 (Consequential Amendments & Savings) Order 2015 has determined that Integration Joint Boards are “devolved public bodies” for the purposes of the 2000 Act.</p> <ul style="list-style-type: none"> • Shetland IJB - Code of Conduct August 2016 <p>The Shetland IJB Code of Conduct has been specifically developed using the Model Code and the statutory requirements of the 2000 Act. This Code applies to all members of the Shetland Islands Integration Joint Board, but they may also be subject to another Code of Conduct.</p> <p>The IJB has 6 voting members and 10 non-voting members. To find out more about the IJB members, including contact information and their individual Register of Interests, visit the IJB Members page.</p> <p>IJB Meetings</p> <p>The following links will take you to information about meetings, reports and minutes for the IJB and its committees:</p> <ul style="list-style-type: none"> • Integration Joint Board • IJB Audit Committee
2	How we deliver our functions and services	<p>How the IJB operates is set out in the Integration Scheme. The Integration Scheme was approved by the Scottish Government. The Shetland Islands Council Health and Social Care Partnership Integration Scheme (1st April 2015) and is available on the Integration Joint Board web pages on Shetland Islands Council’s website.</p>
2.1	Our strategies and policies	<p>The IJB Strategies and policies are available on the IJB web pages of the Shetland Island Council Web site:-</p> <p>www.shetland.gov.uk</p>
2.2	Information for service users:	<p>Information in relation to the IJB can be accessed on the IJB web pages of the Shetland Island Council website:-</p> <p>www.shetland.gov.uk</p>
3	How we take decisions and what we have decided	<p>How we make decision will be set out in the Integration Scheme (see 2 above). The minutes and reports of the IJB can be accessed via the link provided on the IJB</p>

		web pages on the Shetland Islands Council website:- www.shetland.gov.uk .
4	What we spend and how we spend it	Details of the IJB spending are regularly reported to the IJB and these reports can be viewed as part of the IJB web pages through the Shetland Island Council website where a link is provided to IJB reports and minutes..
5	How we manage our human, physical and information resources	See 5.1, 5.2 and 5.3.
5.1	Our human resources	<p>The staff who provide the services will either be employed by Shetland Islands Council, NHS Shetland or external providers commissioned by the Council or NHS Shetland. The IJB will not employ staff directly. Information about the terms and conditions of staff are available on the websites of the Council and NHS Shetland. External Providers will have their own Terms and Conditions of Employment:</p> <p>www.shetland.gov.uk www.shb.scot.nhs.uk</p>
5.2	Our information resources	<p>The services to be provided by the IJB will be delivered by the Council and the NHS and both organisations have their own Information Governance Policies and procedures. In additions, some services may be commissioned from other providers who will have their own Information governance Policies and procedures.</p> <p>The Council has policies for Records Management, Data Protection and Freedom of Information policies and procedures. Freedom of Information requests for services delivered by the Council specifically for the IJB can be made to the Council using the contact details provided on page 2 of this publication scheme.</p> <p>The NHS has policies for Information Governance, Data Protection and Freedom of Information policies and procedures. Freedom of Information requests for services delivered by the NHS made through the NHS Shetland website or by telephone (tel:01595 743060) or email at : shet-hb.foi@nhs.net</p>
5.3	Our physical	

	resources	The physical resources used by those providing services that the IJB has commissioned will be owned by the Council and the NHS who will each follow their own procedures. External providers may provide additional physical resources owned and operated in accordance with their own governance arrangements.
6	How we procure goods and services from external providers	The IJB will follow the Shetland Islands Council or NHS Shetland tendering and procurement procedures as appropriate.
7	How we are performing	Reports in relation to the performance of the IJB are regularly reported to the IJB and can be accessed through the Shetland Islands Council website where a link is provided on the IJB web pages.
8	Our commercial publications	The IJB has not issued any commercial publications to date.