



# **Moray Integration Joint Board Guide to Information (Publication Scheme)**

April 2017

Version 1.0

## Document Control Sheet

Name of Document:	Moray Integration Joint Board; Publication Scheme
Author	Alison Morris, Records and Heritage Manager
Consultees	Moray IJB Chief Officer TMC Information Assurance Group TMC FOI Team
Description of Content	A guide on Moray IJB's obligations under Access to Information legislation, including Freedom of Information (Scotland) Act 2002
Distribution:	Published upon approval
Status	Version 1.0 Approved by Moray Integration Joint Board 27 <sup>th</sup> April 2017
Date	April 2017

## Contents

1.0	Introduction and obligations.....	3
1.1	Freedom of Information (Scotland) Act 2002 (FOISA) .....	3
1.2	Environmental Information (Scotland) Regulations 2004 (EIRs) .....	3
2.0	Availability and formats.....	3
3.0	Exempt information .....	3
4.0	Copyright and Re-Use .....	4
4.1	Copyright.....	4
4.2	Re-use of Public Sector Information.....	4
5.0	Charges.....	4
6.0	Contact details.....	5
7.0	The Classes of Information and Duration .....	5
8.0	The Classes of Information – The IJB Class. ....	6
9.0	References and Links.....	8

## **1.0 Introduction and obligations**

In Moray the partnership of health and social care is governed by the Moray Integration Joint Board (IJB). The board had been operating in shadow form since April 2015 and took up its full powers on 1st April 2016. The Integration Scheme is a partnership of Moray Council and NHS Grampian that was agreed by the Scottish Government in February 2016. The IJB has responsibility for the planning, delivery and resourcing of delegated health and social care services. The IJB is a separate public body to the council and the NHS, and therefore will be developing its own policies and procedures, such as an Access to Information guide.

### **1.1 Freedom of Information (Scotland) Act 2002 (FOISA)**

Moray IJB being a Scottish public authority is subject to the provisions of the Freedom of Information (Scotland) Act 2002 (FOISA). Subject to certain exemptions, FOISA gives a general right of access to the public to information recorded and held by the IJB. FOISA also demands that a guide to information, known as a Publication Scheme, is produced and maintained, this is the purpose of this document.

The publication scheme covers 6 main principles and classes:

- Availability and formats.
- Exempt information.
- Copyright.
- Charges.
- Contact details.
- The classes of information that we publish

### **1.2 Environmental Information (Scotland) Regulations 2004 (EIRs)**

The IJB being a Scottish public authority is also subject to the provisions of the Environmental Information (Scotland) Regulations 2004 (EIRs). Under EIRs the IJB must provide to the public a general right of access to environmental information.

## **2.0 Availability and formats**

Much of the information will be available on our IJB pages of the Moray Council's website (see [References and Links](#) section below). 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).

## **3.0 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 FOISA (for example a trade secret) or the Data Protection Act 1998 (DPA) (for example, personal or

sensitive personal information) we will remove or black out the information before publication and explain why.

Further information on FOISA exemptions is available on the IJB's FOI Policy, Moray Council's Freedom of Information pages and through the Scottish Information Commissioner's Office.

## **4.0 Copyright and Re-Use**

### **4.1 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.
- The source of the material is identified.

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

### **4.2 Re-use of Public Sector Information**

The Re-use of Public Sector Information Regulations (RPSI) came into force 1st July 2005, updated 18th July 2015, and sets out guidance for how public sector information can be re-used. In Scotland, these regulations apply in conjunction with the FOISA, EIRs and DPA. RPSI Regulations aim to promote transparency, consistency and fairness

Re-use allows a person to, under certain conditions, use information held by a public sector body, such as a local authority, for a purpose other than the initial purpose for which that information was originally produced. This information may have been obtained by FOI Regulations or EIRs, and any applications for re-use must be made to the IJB.

## **5.0 Charges**

There is no charge to view information on our website or at our premises except where there is a statutory fee, for example, for access to registers.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown below:

Charges for photocopies:

A4 sheet (black and white) 10p  
A3 sheet (black and white) 20p  
A4 & A3 sheet (colour) 30p

Computer discs/electronic format –  
Computer discs £1 per CD-Rom / DVD  
Postage will be at the appropriate 2nd class rate.

## **6.0 Contact details**

You can contact us for assistance with any aspect of this publication scheme:

Information Co-ordinator  
Elgin Library  
Cooper Park  
Elgin IV30 1HS  
Tel: 01343 563110  
Email: [info@moray.gov.uk](mailto:info@moray.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.

## **7.0 The Classes of Information and Duration**

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.

## 8.0 The Classes of Information - The IJB Class.

Class.	Description.
1. Information about the IJB.	
1.1. Who we are.	<p>The background as to how and why the Health and Social Care integration and Moray IJB were established is on our webpages:</p> <p><a href="http://www.moray.gov.uk/moray_standard/page_96458.html">www.moray.gov.uk/moray_standard/page_96458.html</a>  <a href="http://www.moray.gov.uk/moray_standard/page_100266.html">www.moray.gov.uk/moray_standard/page_100266.html</a></p>
1.2. Where to find us and how to contact us.	<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 at:</p> <p>Moray Health and Social Care Partnership          Spynie Hospital          Duffus Road          Elgin IV30 5PW          01343 567187  <a href="mailto:involvement@moray.gov.uk">involvement@moray.gov.uk</a></p> <p><a href="http://www.moray.gov.uk/moray_standard/page_100288.html">www.moray.gov.uk/moray_standard/page_100288.html</a></p>
1.3. How we are managed and our external relations.	<p>In Moray the partnership of health and social care is governed by the Moray Integration Joint Board (IJB).</p> <p>The board had been operating in shadow form since April 2015 and took up its full powers on 1st April 2016</p> <p><a href="#">Membership</a> comprises six voting members - three elected members of The Moray Council and three representatives of the NHS Board - supported by advisors from the council, NHS, third sector and the community.</p> <p>The IJB has responsibility for the planning, delivery and resources for health and social care services as delegated by the NHS Board and Local Authority.</p> <p>It has a <a href="#">Chief Officer</a> who is accountable to the MIJB, Chief Executive of NHS Grampian and the Chief Executive of The Moray Council.</p> <p>More information on our website:  <a href="http://www.moray.gov.uk/moray_standard/page_100266.html">http://www.moray.gov.uk/moray_standard/page_100266.html</a></p>
2. How we deliver our functions and services	
2.1. Our strategies and policies.	<p>These, including our Vision and Strategic Plan, can be found on our website  <a href="http://www.moray.gov.uk/moray_standard/page_96458.html">www.moray.gov.uk/moray_standard/page_96458.html</a></p>

2.2. Information for service users:	The IJB holds meetings every other month which are open to the public. Minutes and agenda papers for meetings can be viewed via the link on the left side of this page. The IJB has an agreed set of <a href="#">Standing Orders</a> .
3. How we take decisions and what we have decided.	How we make decisions is set out in the Integration Scheme (see above). Our decisions, including the minutes of the Board Meetings and sub-committees, will be published on our web pages, <a href="http://www.moray.gov.uk/moray_standard/page_104355.html">www.moray.gov.uk/moray_standard/page_104355.html</a>
4. What we spend and how we spend it.	Details of our spending are regularly reported to the Board and these reports can be viewed as part of the Board papers on our webpages.
5. How we manage our human, physical and information resources.	
5.1. Our human resources.	<p>Staff will continue to be employed by their current employer and retain their current terms and conditions of employment and pension status.</p> <p>They will be employed in the Partnership but not by the Partnership.</p> <p>Workforce engagement is ensuring staff are able to shape our plans for integration based on their knowledge and experience.</p> <p>Any future changes to the ways they work, where they work and who they are managed by will be carried out in accordance to existing change management policies and procedures.</p>
5.2. Our information resources.	<p>The services commissioned by the IJB will be delivered by the Council and the NHS, both of which have their own Information Governance Policies and procedures, or formally commissioned from external services providers, who will also have the same.</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 sent via the Council using the contact details on the Council website.</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 for the IJB can be sent using the contact details on the NHS website.</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.
6. How we procure goods and services from external providers.	The IJB will follow the Council or NHS Orkney Procedures for procurement and tendering, as appropriate to the nature of the procured service.
7. How we are performing.	Information about the performance of the IJB will appear in time on our web pages.
8. Our commercial publications.	The IJB does not have any.

## 9.0 References and Links

Moray Integration Joint Board webpages:

[http://www.moray.gov.uk/moray\\_standard/page\\_100266.html](http://www.moray.gov.uk/moray_standard/page_100266.html)

Health and Social Care Integration

[http://www.moray.gov.uk/moray\\_standard/page\\_96458.html](http://www.moray.gov.uk/moray_standard/page_96458.html)

Moray Council's Website pages:

<http://www.moray.gov.uk/index.html>

Information Management

[http://www.moray.gov.uk/moray\\_standard/page\\_41220.html](http://www.moray.gov.uk/moray_standard/page_41220.html)

Freedom of Information

[http://www.moray.gov.uk/moray\\_standard/page\\_53728.html](http://www.moray.gov.uk/moray_standard/page_53728.html)

Re-use of Public Sector Information

[http://www.moray.gov.uk/moray\\_standard/page\\_54272.html](http://www.moray.gov.uk/moray_standard/page_54272.html)

Data Protection

[http://www.moray.gov.uk/moray\\_standard/page\\_41179.html](http://www.moray.gov.uk/moray_standard/page_41179.html)

All Council fees

[http://www.moray.gov.uk/moray\\_standard/page\\_54971.html](http://www.moray.gov.uk/moray_standard/page_54971.html)

Scottish Information Commissioner:

[www.itspublicknowledge.info/index.htm](http://www.itspublicknowledge.info/index.htm)

The Information Commissioner's Office:

<https://ico.org.uk/>