



Integration Joint Board

Publication Scheme

Version.	Publication Scheme.
Lead Manager.	Gillian Morrison.
Approved By.	Integration Joint Board.
Date Approved.	October 2020.
Date of Review.	October 2022.

Contents

Introduction	3
Guide to Information.....	3
Availability and formats.....	3
Exempt information.....	3
Copyright	4
Charges	4
Contact details and how to request information not included in this guide.....	5
The Classes of Information.....	5

Introduction

Individuals can make a request to the Integration Joint Board to provide any information that it holds and, if it is both legal to do so and practical to do so, this will be shared. In addition, the Freedom of Information (Scotland) Act 2002 (the Act) requires all Scottish public authorities, which includes Integration Joint Boards, 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.
- 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.
- The classes of information that we publish.

Availability and formats

Much of the information is available on the Integration Joint Board (IJB) webpages, which can be found on the Orkney Islands Council and NHS Orkney websites. The addresses for these pages are given at the end of this document. The Board offer alternative arrangements for people who do not wish to, or who cannot, access the information either online or by inspection at the Board's premises. For example, the Board can usually arrange to send out information in paper copy (although there may be a charge for this).

Exempt information

The Board will publish the information held 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), the Board will remove or redact the information before publication and explain why.

Copyright

Where the Board 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 Integration Joint Board does not hold the copyright in information that is published, this will be made clear.

Charges

For photocopying, there will be a charge at 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 paid 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.

The Board does not pass any other costs on to you in relation to information that is published.

Charges for Information Not Published Under the Publication Scheme

There will be no charge for information requests which cost the Board £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, minus the first £100. That is, if you were to ask for information that costs the Board £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.

The Board is not obliged to respond to requests for non-environmental information which will cost over £600 to process.

Where environmental information costs over £600 to provide to you, there may be an additional charge to cover the full amount. For example, if you were to ask for information that costs £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.

The Board does not charge for the time to determine whether the information requested is held, 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 the Board decide to impose a charge, you will be notified 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 the Board for assistance with any aspect of this information guide and if you want to ask the Board for information that is not included in the guide:

Freedom of Information
Integration Joint Board
Orkney Health and Care
School Place
Kirkwall
Orkney
KW15 1NY

Telephone: 01856873535.

Email: foi@orkney.gov.uk.

The Board will also advise you how to ask for information that the Board does 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 foi@orkney.gov.uk.

The Classes of Information

The Board publish information that is held within the following classes. Once information is published under a class, the Board 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 Board.
- Class 2: How functions and services are delivered.
- Class 3: How the Board takes decisions and what it has decided.
- Class 4: What the Board spends and how it spends it.
- Class 5: How the Board manages its human, physical and information services.
- Class 6: How the Board procures goods and services from external providers.
- Class 7: How the Board is performing.
- Class 8: The Board's commercial publications - we do not hold or publish any information under this class.

The Classes of Information – The Integration Joint Board

	Class.	Description.
1.	About the IJB.	
1.1.	Who the Board are.	The background as to how and why the Board was established can be found here: http://www.orkney.gov.uk/Service-Directory/S/health-and-social-care-integration.htm .
1.2.	Where and how to contact the Board.	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: By email: ohacfeedback@orkney.gov.uk . By telephone: 01856 873535. Address: Orkney Health and Care, School Place, Kirkwall, Orkney, KW15 1NY.
1.3.	How the Board are managed and the Board's external relations.	The Board became legally responsible for the effective planning and delivery of a large range of services within health and social care, in April 2016. The membership of the Board is largely prescribed by the Scottish Government in terms of numbers and the organisations that they represent. The following are the six voting members that make up the Integration Joint Board: Chair of the IJB, Councillor Rachael King. Vice-Chair of the IJB, David Drever. Issy Grieve. David Campbell. Councillor Steve Sankey. Councillor John Richards. Additional non-voting members are appointed and can be found here: http://www.orkney.gov.uk/Service-Directory/S/integration-joint-board.htm .
2.	How the Board deliver their functions and services.	How the IJB operates is set out in the Integration Scheme. The Integration Scheme has been submitted and approved by Scottish Government and can be found here: https://www.orkney.gov.uk/Service-Directory/S/useful-documents-and-plans.htm
2.1.	The Board's strategies and policies.	The 2019-2022 Strategic Plan can be found here: http://www.orkney.gov.uk/Service-Directory/S/ohac-strategic-commissioning-plan.htm
2.2.	Information for service users.	Information can be found on services here: http://www.orkney.gov.uk/Service-Directory/S/orkney-health-and-care.htm

	Class.	Description.
3.	How the Board take decisions and what has been decided.	<p>The process for decision making is set out in the Integration Scheme, as above.</p> <p>The Board's decisions, including the minutes of the Board Meetings and sub-committees, will be published on the following web pages:</p> <p>https://www.orkney.gov.uk/Council/C/ijb-minutes-agendas-and-papers.htm.</p>
4.	What the Board spend and how the Board spend it.	<p>Details of the Board's spending are regularly reported to the Board and these reports can be viewed as part of the Board papers on the following webpages:</p> <p>https://www.orkney.gov.uk/Service-Directory/S/health-and-social-care-integration.htm</p>
5.	How the Board manage human, physical and information resources.	
5.1.	The Board's human resources.	<p>The staff who provide the services will be employed by either Orkney Islands Council or NHS Orkney. The Integration Joint Board has no employees, although the Chief Officer and Chief Finance Officer are seconded to provide service and support to the IJB.</p>
5.2.	The Board's information resources.	<p>The services commissioned by the IJB will be delivered by the Council and Health Board. The Council has policies and procedures for Records Management, Data Protection and Freedom of Information. 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>Details of the Council's Records Management, Data Protection and Freedom of Information polices are available in the Council's Publication Scheme available here:</p> <p>https://www.orkney.gov.uk/Council/P/Guide_to_Information_publication_scheme.htm</p> <p>Details of the Board's Records Management, Data Protection and Freedom of Information policies are available in the Board's Publication Scheme available here:</p> <p>https://www.ohb.scot.nhs.uk/about-us/freedom-information</p>
5.3.	The Board's physical resources.	<p>The physical resources used by those providing the services which are commissioned will be owned directly by the Council and the Health Board, who follow their own procedures.</p> <p>https://www.orkney.gov.uk/Council/P/Guide_to_Information_publication_scheme.htm</p> <p>https://www.ohb.scot.nhs.uk/about-us/freedom-information</p>

	Class.	Description.
6.	How the Board procure goods and services from external providers.	<p>The IJB will follow the Council or Health Board's procedures for procurement and tendering, as appropriate to the nature of the procured service.</p> <p>Council Procurement Policy: https://www.orkney.gov.uk/Service-Directory/P/Procurement.htm</p> <p>NHS Orkney Procurement Policy: https://www.ohb.scot.nhs.uk/sites/default/files/NHS%20Orkney%20Procurement%20Strategy%202020-2025%202023%202012%202019%20Final.pdf.</p>
7.	How the Board are performing.	<p>Details of performance are reported to the Board regularly and once a year an Annual Report is published. All Performance Reports can be found here:</p> <p>https://www.orkney.gov.uk/Service-Directory/S/annual-ijb-performance-report.htm</p>
8.	The Board commercial publications.	The IJB does not have any published commercial publications.
9.	Plan to Publish Open Data	The IJB does not produce any data. Any data that it processes is created by the Council or NHS Orkney. Details of the Council and NHS Orkney Publication Schemes are given above.