

Appendix 1: Renfrewshire Integration Joint Board (IJB)

Publication Scheme

Introduction

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

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

Renfrewshire Integration Joint Board (IJB) has adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner. The Commissioner has approved this scheme until 31 May 2019.

The Publication Scheme is split into the following six sections:

- availability and formats;
- exempt information;
- copyright and re-use;
- charges;
- contact details; and
- the classes of information

In instances where the IJB does not hold the information requested, we will work with applicants to ensure that they are directed to the correct authority.

Availability and formats

Information published through this scheme is, wherever possible, available on the authority's 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 to you in paper copy on request (although there may be a charge for doing so).

Exempt information

If information described by the classes cannot be published and is exempt under Scotland's freedom of information laws (for example sensitive personal data or a trade secret), we may withhold the information or provide a redacted version for publication and will explain why we have done so.

Copyright and re-use

Where the IJB holds 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 the information we publish, we will make this clear.

Access to the information does not mean that copyright has been waived, nor does it give the recipient the right to re-use the information for a commercial purpose. If you intend to re-use information obtained from the scheme, and you are unsure whether you have the right to do so, you are advised to make a request to the IJB (see Contact Details below).

Charges

Unless otherwise specified in the classes of information, all information published through this scheme is available free of charge where it can be downloaded from our website, or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Photocopied information will be charged at a standard rate of 11p per A4 side of paper (black and white copy).

Postage costs will be charged at the rate paid to send the information to you.

This charging schedule does not apply to our commercial publications (see Class 8 below) where pricing may be based on market value.

Contact details

You can contact us for assistance with any aspect of this scheme, Guide to Information and to ask for copies of the authority's published information.

Renfrewshire Health and Social Care Partnership
Third Floor
Renfrewshire House
Cotton Street
Paisley
PA1 1AL

Our e-mail address is: Renfrewshire.HSCP@ggc.scot.nhs.uk

Telephone: 0141 618 7629

We will also provide reasonable advice and assistance to anyone who wants to request information which is not published.

Duration

Once published, the information will be available for at least the current and previous two financial years. Where information has been updated or superseded, only the current version might be available but previous versions may be requested from the authority.

The Classes of Information

Class 1: About the authority

Class description: Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations.

Background on health and social care integration and the IJB can be found here:
http://www.renfrewshire.gov.uk/webcontent/home/services/social+care+and+health/social_care_and_health_integration/sw-hsci-backgroundtointegration

If you have any enquiries about health and social care integration, please contact us at:

e-mail Renfrewshire.HSCP@ggc.scot.nhs.uk

By telephone: 0141 618 7629

Our postal address is:

Renfrewshire Health and Social Care Partnership
Third Floor
Renfrewshire House
Cotton Street
Paisley PA1 1AL

Our management structure can be found here:

http://www.renfrewshire.gov.uk/webcontent/home/services/social+care+and+health/social_care_and_health_integration/sw-hsci-hscpstructure

Class 2: How we deliver our functions and services

Class description: Information about our work, our strategies and policies for delivering functions and services and information for our service users

The Strategic Plan will set out what the IJB wants to achieve and detail how we will do it. It will set out the actions needed to improve health and social care services to meet changing local demands and will be firmly based on evidence and developed by engaging with local stakeholders, including staff, to ensure services are designed around the people who use them and their communities.

The Strategic Plan must be approved by the IJB before the council and health board are able to delegate functions. This must happen before 1 April 2016. When the strategic plan has been approved it will be published here:

http://www.renfrewshire.gov.uk/webcontent/home/services/social+care+and+health/social_care_and_health_integration/sw-hsci-hscpstructure

[e and health integration/sw-hsci-strategicplan](#)

The IJB's programme of work is published here:

http://www.renfrewshire.gov.uk/webcontent/home/services/social+care+and+health/social_care_and_health_integration/sw-hsci-workprogramme

What we want to achieve with integration is published here:

http://www.renfrewshire.gov.uk/webcontent/home/services/social+care+and+health/social_care_and_health_integration/sw-hsci-nationaloutcomes

Class 3: How we take decisions and what we have decided

Class description: Information about the decisions we take, how we make decisions and how we involve others

Our decisions, including the minutes and reports of the Board Meetings and sub-committees, will be published here:

<http://renfrewshire.cmis.uk.com/renfrewshire/JointBoardsandOtherForums/RenfrewshireHealthSocialCareIntegrati.aspx>

Class 4: What we spend and how we spend it

Class description: Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent)

Details of our spending will be place on our WebPages here:

<http://renfrewshire.cmis.uk.com/renfrewshire/JointBoardsandOtherForums/RenfrewshireHealthSocialCareIntegrati.aspx>

Class 5: How we manage our human, physical and information resources

Class description: Information about how we manage the human, physical and information resources of the authority.

The services commissioned by the IJB will be delivered by Renfrewshire Council and NHS Greater Glasgow and Clyde Board. Therefore the IJB does not contain any information within this class but information can be found through each organisation's respective publication scheme.

Renfrewshire Council Publication Scheme:

<http://www.renfrewshire.gov.uk/webcontent/home/services/council+and+government/data+protection+and+freedom+of+information/ce-publicationscheme>

NHS Greater Glasgow & Clyde Board Publication Scheme:

<http://www.nhsggc.org.uk/about-us/freedom-of-information-foi/publication-scheme-and-guide->

[to-information/](#)

Class 6: How we procure goods and services from external providers

Class description: Information about how we procure goods and services and our contracts with external providers

The services commissioned by the IJB will be delivered by Renfrewshire Council and NHS Greater Glasgow and Clyde Board. Therefore the IJB does not contain any information within this class but information can be found through each organisation's respective publication scheme.

Renfrewshire Council Publication Scheme:

<http://www.renfrewshire.gov.uk/webcontent/home/services/council+and+government/data+protection+and+freedom+of+information/ce-publicationscheme>

NHS Greater Glasgow & Clyde Board Publication Scheme:

<http://www.nhsggc.org.uk/about-us/freedom-of-information-foi/publication-scheme-and-guide-to-information/>

Class 7: How we are performing

Class description: Information about how we perform as an organisation and how well we deliver our functions and services

The IJB publishes performance information through reports to Board, which can be found here:

<http://renfrewshire.cmis.uk.com/renfrewshire/JointBoardsandOtherForums/RenfrewshireHealthSocialCareIntegrati.aspx>

Class 8: Our commercial publications

Class description: Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g., bookshop, museum or research journal.

The IJB does not create information within this class.