

Aberdeen City Integration Joint Board

Publication Scheme

Guide to Information

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Section 1: 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:

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

Aberdeen City Integration Joint Board (Aberdeen City IJB) became subject to the Freedom of Information (Scotland) Act 2002 (the FOI Act) on 6 February 2016.

Aberdeen City IJB has adopted the Model Publication Scheme produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval until 31 May 2019.

You can see this scheme at:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx>

You can also contact us at the address below if you prefer to view a copy of the Model Publication Scheme 2015, or this Guide to Information, in a different format.

Judith Proctor, Chief Officer,
Aberdeen City Health & Social Care Partnership,
Health & Care Village,
Frederick Street,
Aberdeen
AB24 5HY
Email ACHSCPEnquiries@aberdeencity.gov.uk

The purpose of this Guide to Information is to:

- allow the public to see what information is available (and what is not available) for Aberdeen City IJB in relation to each class in the Model Publication Scheme 2015;
- 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

Alongside the Act, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This guide to information also contains details of the environmental information that we routinely make available.

Section 2: About Aberdeen City IJB and the Aberdeen City Health & Social Care Partnership

New legislation, in the form of the Public Bodies (Joint Working) (Scotland) Act 2014, came into force on 1 April 2014. The Act requires Health Boards and Local Authorities to integrate their health and social care services. On 1 April 2016, the Aberdeen City Integration Joint Board was established to provide strategic leadership for the management and delivery of integrated services in Aberdeen.

The purpose of the Partnership is to deliver positive and improved outcomes for our residents, so that people live healthier, longer lives, are supported to be independent, and have choice and control – no matter who they are or where they live.

Aberdeen City IJB is responsible for the strategic planning and overseeing the delivery, through the Partnership, of the full range of adult primary care and adult social care services delegated to it by its partner organisations – NHS Grampian and Aberdeen City Council. These include Community Nursing; Allied Health Professionals; Community Mental Health services; Public Health services; Substance Misuse and Alcohol services; Sexual Health services; Public Dental services; Primary Care (General Medical; General Dental, General Ophthalmic, Community Pharmacy); Social Work services for adults and older people, including Criminal Justice services and support for people with physical disabilities, learning

disabilities and mental health conditions; Unpaid Carers support services; Care Home and Care-at-home services.

Section 3: Accessing Information under the Scheme

The information published in this Guide to Information is available on our website and/or for inspection at the Health & Care Village, Frederick Street, Aberdeen. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can arrange to send information to you in paper copy (although there may be a charge for this – see “Section 5: Our Charging Policy”).

Information in our Guide to Information will normally be available through the routes described below. “Section 9: Classes of Information” provides more details on the information available under the Guide, along with additional guidance on how the information falling within each class may be accessed.

Online: Most information listed in our Guide to Information is available to download from our webpage <http://aberdeencityhscp.scot/>. In many cases a link within “Section 9: Classes of Information” will direct you to the relevant page or document. If you are having trouble finding a document and require further assistance, please contact us by email at ACHSCPEnquiries@aberdeencity.gov.uk.

If the information you seek is listed in our Guide to Information but is not published on our webpage, we can send it to you by email where possible.

When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

By phone: All information in the guide will be available in paper copies. Hard copies of information can be requested from us over the telephone. Please call us to request information available under this scheme on 01224 655725.

By post: You can also request hard copies of any information in the Guide by post. Please address your request to Judith Proctor, Aberdeen City IJB, Health & Care Village, Frederick Street, Aberdeen, AB24 5HY. When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see “Section 5: Our Charging Policy” for further information on fees). Please also include a telephone number so we can telephone you to clarify any details if necessary.

Personal visits: If you prefer to visit us (Monday to Friday, 9am to 5pm) to inspect the information, in limited cases you may be required to make an appointment to view the information. In such cases, this will be set out within “Section 9 – Classes of Information”, and contact details will be provided within the relevant class.

Advice and assistance: If you have any difficulty identifying the information you want to access, then please contact us to help you by email at ACHSCPEnquiries@aberdeencity.gov.uk or by telephone number 01224 655725.

Exempt information: We will publish all the information we hold that falls within the classes of information in Section 9. If a document contains information that is exempt under Scotland's Freedom of Information laws (for example sensitive personal information or commercially sensitive information), we will redact (black out) that information before publication and explain why.

Section 4: Information that we may withhold

All information covered by our Guide to Information can either be accessed through our webpage, or will be provided promptly following our receipt of your request.

Our aim in adopting the Commissioner's Model Publication Scheme 2015, and in maintaining this Guide to Information, is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld. Information will only be withheld, however, where the Act (or, in the case of environmental information, the EIRs) expressly permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment.

Information may also be withheld if it is another person's personal information and its release would breach data protection legislation.

Whenever information is withheld we will inform you of this and will set out why that information cannot be released. Even where information is withheld it will, in many cases, be possible to provide documentation with the withheld information edited out. If you wish to complain about any information which has been withheld from you, please refer to "Section 8: Contact details for enquiries, feedback and complaints".

Section 5: Our Charging Policy

Unless otherwise stated in "Section 9: Classes of Information", all information contained within our scheme is available from us free of charge.

We reserve the right, however, to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs to Aberdeen City IJB of supplying the information to you, e.g. photocopying and postage, 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.

There is no charge to view information online or at our offices.

We will always tell you what the cost is before providing the information to you.

Black & White Photocopying	
A4	10p – per sheet
A3	20p – per sheet
Colour photocopying	
A4	30p – per sheet
A3	40p – per sheet
Computer Discs	
CD-ROM / DVD	£1.00 per disc

Postage costs may be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

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

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

Section 6: Our Copyright Policy

Where Aberdeen City IJB holds the copyright on its published information, the information may be copied or reproduced by you 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 Aberdeen City IJB does not hold copyright on information we publish, we will make this clear.

Section 7: Records Management Policy

Aberdeen City IJB regards its records as a major asset. It confirms that its records are one of the essential resources which support management in the efficient and effective fulfilment of its governance, business and legal responsibilities. Our Records Management Policy can be found in “Section 9: Classes of Information” - Class 5.

Section 8: Contact details for enquiries, feedback and complaints

The Act requires that we review our Publication Scheme from time to time. As we have adopted the Model Publication Scheme 2015, this means we will review our Guide to Information from time to time.

As a result, we welcome feedback on how we can develop our Guide further. If you would like to comment on any aspect of this Guide to Information, then please contact us via any of the channels listed above.

You may, for example wish to tell us about:

- other information that you would like to see included in this document;
- whether you found this document easy to use;
- whether you found this document useful;
- whether our staff were helpful;
- other ways in which our Guide to Information can be improved.

Our aim is to make our Guide to Information as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the Guide then please contact us and we will try and resolve your complaint as quickly as possible.

Any complaint will be acknowledged within five working days of receipt and we will respond in full within 20 working days.

You have legal rights to access information under the Model Publication Scheme 2015 (as described in this Guide to Information) and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response.

These rights apply only to information requests made in writing or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

The Commissioner's website has a guide to this three-step process, and the Commission operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. The Commissioner's office can be contacted at Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS; tel: 01334 464610; email: enquiries@itspublicknowledge.info; website: www.itspublicknowledge.info/YourRights.

All enquiries, feedback and complaints relating to this Guide to Information, or any other aspect of Freedom of Information, Data Protection and the EIRs should be directed to:

Judith Proctor, Chief Officer,
Director of Aberdeen City Health & Social Care Partnership,
Health & Care Village,
Frederick Street,
Aberdeen
AB24 5HY
Email – ACHSCPEnquiries@aberdeencity.gov.uk

Section 9: The classes of information that we publish

We publish all the 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 published. If you would like to see previous versions, you may make a request to us for that information.

The classes are:

Class 1: About Aberdeen City IJB

Class 2: How we deliver our functions and services

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

Class 4: What we spend and how we spend

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

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

Class 7: How we are performing

Class 8: Our commercial publications

CLASS 1: ABOUT ABERDEEN CITY IJB

Class description:

Information about Aberdeen City IJB, who we are, where to find us, how to contact us, how we are managed and our external relations.

The information we publish under this class and how to access it:

Aberdeen City IJB was established on 1 April 2016 as a separate legal entity from Aberdeen City Council and NHS Grampian. The IJB has responsibility for the operational management and delivery of a range of primary care and social work/care services. Further background information is available on the IJB and the Aberdeen City Health & Social Care Partnership at <http://aberdeencityhscp.co.uk>. General enquiries including FOI enquiries should be emailed to ACHSCPEnquiries@aberdeencity.gov.uk.

CLASS 2: HOW ABERDEEN CITY IJB DELIVERS OUR FUNCTIONS AND SERVICES

Class description:

Information about our work, our strategy and policies for delivering functions and services, and information for our service users.

The information we publish under this class and how to access it:

The IJB's primary responsibility is to develop a strategic plan, allocate the integrated revenue budget and oversee the delivery of health and social care services. The Strategic Plan 2016–19 is available at:

<http://www.aberdeencityhscp.scot/contentassets/472f1da29a8f40729b99f404721f1658/strategic-plan.pdf>

The arrangements to establish the IJB's responsibilities are set out in its Integration Scheme. The Health and Social Care Integration Scheme for Aberdeen City, December 2015, is available at:

<http://www.aberdeencityhscp.scot/contentassets/472f1da29a8f40729b99f404721f1658/aberdeen-city--ijb-integration-scheme.pdf>

CLASS 3: HOW ABERDEEN CITY IJB TAKES DECISIONS AND WHAT IT HAS DECIDED

Class description:

Information about the decisions we take, how we make decisions and how we involve others.

The information we publish under this class and how to access it:

Decisions taken by the IJB and standing committees can be found at <http://aberdeencityhscp.co.uk>.

The IJB has a number of governance documents to support its decision-making, including:

- Standing Orders
<http://www.aberdeencityhscp.scot/contentassets/472f1da29a8f40729b99f404721f1658/ijb-standing-orders.pdf>
- Code of Conduct
<http://www.aberdeencityhscp.scot/contentassets/472f1da29a8f40729b99f404721f1658/code-of-conduct-2016.pdf>
- Risk Register
<http://www.aberdeencityhscp.scot/contentassets/472f1da29a8f40729b99f404721f1658/strategic-risk-register---april-2017.pdf>

CLASS 4: WHAT ABERDEEN CITY IJB SPENDS AND HOW IT SPENDS

Class description:

Information about our strategy for, and management of, financial resources to explain how we plan to spend public money and what has been spent.

The information we publish under this class and how to access it:

Details of our financial resources are provided in our Strategic Plan (see above).

Regular reports are made to the IJB on how we are managing our financial resources. IJB agendas, reports and minutes are available online at <http://aberdeencityhscp.co.uk/>

An Annual Report is produced and presented to the IJB, Aberdeen City Council and NHS Grampian. The annual Report can be found on our website once published.

The IJB has governance documents which set out how we should regulate the decisions made on our financial resources:

- Financial Regulations
<http://www.aberdeencityhscp.scot/contentassets/472f1da29a8f40729b99f404721f1658/ijb-financial-regulations.pdf>
- Reserves Policy
<http://www.aberdeencityhscp.scot/contentassets/472f1da29a8f40729b99f404721f1658/reserves-policy.pdf>

CLASS 5: HOW ABERDEEN CITY IJB MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources.

The information we publish under this class and how to access it:

The IJB does not directly employ staff, other than the Chief Officer and the Chief Finance Officer. Other staff working within Aberdeen City Health & Social Care Partnership are employees of Aberdeen City Council and NHS Grampian.

The IJB does not own physical assets. These are owned by Aberdeen City Council and NHS Grampian.

CLASS 6: HOW ABERDEEN CITY IJB PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:

Information about how we procure goods and services, and our contracts with external providers

The information we publish under this class and how to access it:

Aberdeen City IJB does not directly procure goods and services and does not hold information in this area; this is undertaken and held by Aberdeen City Council and NHS Grampian.

CLASS 7: HOW ABERDEEN CITY IJB IS PERFORMING

Class description:

Information about how Aberdeen City IJB performs as an organisation, and how well it delivers its functions and services.

The information we publish under this class and how to access it:

The IJB produces an Annual Report which details how it is achieving against the Strategic Priorities and how this is contributing to achieving the health and wellbeing outcomes.

A copy of the first Annual Report for 2016/17 will be available in the key documents section of our website once published.

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 information we publish under this class and how to access it:

Aberdeen City IJB does not hold any information in this area.