



STATUTORY REQUIREMENTS: CLIMATE CHANGE, COMPLAINTS PROCEDURE AND MODEL PUBLICATION SCHEME

Aim

- 1.1 The aim of this report is to update the Integration Joint Board (IJB) on progress of the requirement to produce a Climate Change Report, Integrated Complaints Procedure and a Model Publication Scheme.

Background

- 2.1 As a public authority the IJB is required to produce a number of integrated public reports namely a Climate Change Report, an Integrated Complaints Procedure and a Model Publication Scheme.
- 2.2 Under the Climate Change (Scotland) Act 2009 and more recently the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015 the IJB is required to prepare a report on compliance with climate change duties. The report is required to be completed and submitted to the Sustainable Scotland Network (SSN) by end of November 2017. Work is currently underway by representatives from NHS Borders and SBC to ensure that the report is completed in line the requirements of the Act as well as existing parent body reports to SSN. Following completion of the report and approval from the IJB the report will be submitted to SSN.
- 2.3 Recent work has been carried out by the Scottish Government and the Scottish Public Services Ombudsman (SPSO) to align the NHS and Social Work Complaints Handling Procedures. The SPSO has indicated that as public authorities, all Integration Authorities should have their own handling procedures to deal with any complaints made – as distinct from complaints raised about services delivered by the parent bodies.
- 2.4 The SPSO has produced a template for a Complaints Handling Procedure for Integration Joint Boards and in line with this Scottish Borders Health and Social Partnership has developed and submitted its Complaints Handling Procedure (**Appendix One**) to the SPSO. Confirmation from the SPSO on the compliance of the procedure was received on 4 October 2017.
- 2.5 The Freedom of Information (Scotland) Act 2002 requires Scottish public authorities to produce and maintain a publication scheme. As such the IJB is under legal obligation to publish the classes of information they make routinely available and tell the public how to access the information and whether the information is free. In line with this requirement the Scottish Borders Health and Social Care Partnership has drafted a Model Publication Scheme in line with the model produced by the Scottish

Information Commissioner (**Appendix Two**). Work is currently underway to finalise the publication scheme and IJB approval will be sought once finalised.

Summary

- 3.1 As a public authority the IJB is required to produce a number of integrated public reports namely a Climate Change Report, an Integrated Complaints Procedure and a Model Publication Scheme.
- 3.2 To date the Scottish Borders Health and Social Care Partnership has developed an Integrated Joint Board Complaints Handling Procedure and it has been confirmed that the procedure is compliant with the requirements of the Scottish Government and Associated Public Authorities Model Complaints Handling Procedure.
- 3.3 Work is currently underway to finalise the Climate Change Report and the Model Publication Scheme and IJB approval will be sought once finalised.

Recommendation

The Health & Social Care Integration Joint Board is asked to **note** the requirements of the IJB as a public authority to produce a Climate Change Report, an Integrated Complaints Handling Procedure and a Model Publication Scheme.

Policy/Strategy Implications	This report gives an update on the requirement of the IJB as a public authority to produce a number of reports.
Consultation	Reports have been developed in consultation with representative of parent bodies.
Risk Assessment	Risk of not complying with statutory requirements if reports not completed.
Compliance with requirements on Equality and Diversity	Reports do not require EIA as statutory duty to complete reports.
Resource/Staffing Implications	Limited resource implications.

Approved by

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