



## **MODEL 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.

Scottish Borders Integration Joint Board (IJB) has adopted the Model Publication Scheme 2016 produced by the Scottish Information Commissioner. The Commissioner has approved this scheme until dd mmm yyyy.

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.

Scottish Borders Health and Social Care Integration Joint Board  
Scottish Borders Council HQ  
Newtown St Boswells  
MELROSE  
TD6 0SA

Our e-mail address is: [integration@scotborders.gov.uk](mailto:integration@scotborders.gov.uk)

Telephone: 0300 100 1800

Website: [www.scotborders.gov.uk/integration](http://www.scotborders.gov.uk/integration)

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 Scottish Borders IJB which was formally established on 6 February 2016 by Scottish Government can be found on:

[www.scotborders.gov.uk/integration](http://www.scotborders.gov.uk/integration)

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

e-mail: [integration@scotborders.gov.uk](mailto:integration@scotborders.gov.uk)

By telephone: 0800 100 1800

Our postal address is:

Scottish Borders Health and Social Care Integration Joint Board

Scottish Borders Council HQ

Newtown St Boswells

MELROSE

TD6 0SA

The IJB has appointed a Chief Officer and a Chief Financial Officer as its management structure, and other support resources are provided from within the partnership.

### 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 sets out what the IJB wants to achieve and details how we will do it. It sets out the actions needed to improve health and social care services to meet changing local demands and is 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 was approved by the IJB on 7 March 2016 (Item 7) to enable the Council and Health Board to delegate functions on 1 April 2016.

[Scottish Borders Health and Social Care Partnership Strategic Plan 2016-2019](#)

### 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 (every second month) and sub-committees, are published on <http://scottishborders.moderngov.co.uk/>

**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)

Periodic reports on Budget Monitoring in year and Financial Plans for future years are presented to IJB for consideration, decision-making and approval (example below – Item 8 IJB 27 March 2017):

[\*Budget Monitoring and Financial Planning Report to January 2017 – IJB 27 March 2017\*](#)

**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 are delivered by Scottish Borders Council and NHS Borders. Therefore the IJB does not contain any information within this class but information can be found through each organisation's respective publication scheme.

Scottish Borders Council Publication Scheme:

[https://www.scotborders.gov.uk/downloads/download/385/publication\\_scheme](https://www.scotborders.gov.uk/downloads/download/385/publication_scheme)

NHS Borders Publication Scheme:

<http://www.nhsborders.scot.nhs.uk/corporate-information/freedom-of-information/model-publication-scheme/>

The IJB's programme of work is periodically discussed at Board meetings the papers of which are published on: <http://scottishborders.moderngov.co.uk/>

What we want to achieve with integration is set out in the Strategic Plan approved by the IJB on 7 March 2016 (Item 7).

[\*Scottish Borders Health and Social Care Partnership Strategic Plan 2016-2019\*](#)

Also can be found on: [www.scotborders.gov.uk/integration](http://www.scotborders.gov.uk/integration)

**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 are delivered by Scottish Borders Council and NHS Borders. Therefore the IJB does not contain any information within this class but information can be found through each organisation's respective publication scheme.

Scottish Borders Council Publication Scheme:

[https://www.scotborders.gov.uk/downloads/download/385/publication\\_scheme](https://www.scotborders.gov.uk/downloads/download/385/publication_scheme)

NHS Borders Publication Scheme:

<http://www.nhsborders.scot.nhs.uk/corporate-information/freedom-of-information/model-publication-scheme/>

**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 meets every 2 months (example below – Item 5c IJB 27 March 2017):

[\*Draft Annual Performance Report 2016/17 – IJB 27 March 2017\*](#)

**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.