



# Dumfries and Galloway Integration Joint Board

## Draft Guide to Information available through the Model Publication Scheme

Document Control		Policy No:	IJB12
Policy Group	IJB Governance Documents		
Author	Alison Warrick	Version No:	3
Reviewer	Integration Joint Board	Implementation Date:	
Status	Approved	Review Date:	January 2024
Approved By	IJB	Last Review Date:	July 2018
Impact Assessed		Data Impact Assessed	

Version Control	Date	Summary of Changes	Name
2.1	07/09/2021	Adoption of Model Publication Scheme (Guide for Scottish Public Authorities)	Alison Warrick
2.2	29/09/2021	Update of website links	Alison Warrick
3	01/02/2022	Approved by Members of the IJB	IJB

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## **1. Introduction**

1.1 The Freedom of Information (Scotland) Act 2002 (FOISA) 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.

1.2 Dumfries and Galloway Integration Joint Board has formally adopted the Scottish Information Commissioner's Model Publication Scheme in November 2021.

1.3 The MPS is available to view or download here [Model Publication Scheme](#) or alternatively you may request to view this document by contacting the Health and Social Care Business Support Team at the address below.

## **2. Guide to Information**

2.1 The purpose of the Guide to Information is to:

- Allow anyone to see what information is available (and what is not available) in relation to each class
- State what charges (if any) may be applied
- Explain how you can find the information easily
- Provide contact details for enquiries and how to get help with accessing the information
- Explain how to request information we hold that has not been published

### **2.2 Availability and Formats**

The information we publish through the Model Publication Scheme is, wherever possible, available on the Dumfries and Galloway Health and Social Care Partnership website at [www.dghscp.co.uk](http://www.dghscp.co.uk)

We offer alternative arrangements for anyone who is unable to access the information online by providing a copy available in our Offices, at the address below, or we can arrange to send information to the requester by paper copy.

If you prefer to visit our Offices to view the information, you may be required to make an appointment to do so. Details on how to contact us are outlined in Section 2.7 below.

If you require information translated into another language, to **LARGE PRINT** or a different format please contact us and we will do our utmost to support this request.

### **2.3 Exempt Information**

We will publish all information we hold that falls within the classes of information as outlined below. If a document contains information which is exempt under the

Freedom of Information (Scotland) Act 2002 we may remove or redact the information before publication but the reason for this will be explained at the start of the document.

## **2.4 Copyright and re-use of Information**

The IJB holds the copyright for the vast majority of information in the Publication Scheme. All of this information can be copied or reproduced without our formal permission provided it is copied or reproduced accurately, is not used in a misleading context, is not used for profit and provided that the source of the material is identified.

Providing access to information does not mean that copyright has been waived, nor does it give the recipient the right to re-use information for commercial purposes. If you intend to re-use information obtained from the Publication Scheme, and you are unsure whether you have the right to do so, please make a request to:

Health and Social Care Business Support Team  
Dumfries and Galloway Royal Infirmary  
Cargenbridge  
DUMFRIES  
DG2 8RX  
Phone: 01387 241346  
Email: [dg.hslog@nhs.scot](mailto:dg.hslog@nhs.scot)

The Publication Scheme may contain information where the copyright holder is not the IJB. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. This includes, for example, Ordnance Survey Maps, which are Crown Copyright.

## **2.5 Charges**

For paper copies of information we hold under this Scheme the IJB has agreed there will be no charge.

## **2.6 How to Access Information Not Available in the Model Publication Scheme**

If the information you are seeking is not available through the MPS then you may wish to request this from us.

If you submit a request to us for information which is not available through this Publication Scheme but is available under the FOISA, charges will be based on the following calculations:

- There will be no charge for information requests which cost us £100 or less to process
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost.
- For requests that would cost more than £600 we will ask you to pay the full cost

- In calculating fees, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour
- Charges will only be made for locating, retrieving and providing information to you.

## **2.6 The classes of information that we publish**

We publish information that we hold within the classes set out below. Where information has been updated or superseded, only the current version will be available. If you would like to view previous versions, you are welcome to make a request to us for that information.

## **2.7 You can contact us for assistance with any aspect of this Publication Scheme:**

Health and Social Care Business Support Team  
Dumfries and Galloway Royal Infirmary  
Cargenbridge  
DUMFRIES  
DG2 8RX

By email: [dq.hslog@nhs.scot](mailto:dq.hslog@nhs.scot)

Via the contact us tab on our website [www.dghscp.co.uk](http://www.dghscp.co.uk)

By telephone: 01387 241346

## Classes of Information

### Class 1: About the authority

#### Class description:

Information about the 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:

- [IJB Members - Who We Are](#)
- [How to Contact Us](#)
- [D&G Integration Scheme](#)

### Class 2: How we deliver our functions and services

#### Class description:

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

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

- [Scheme of Delegation](#)
- [IJB Standing Orders](#)
- [Strategic Commissioning Plan](#)

### 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.

The information we publish under this class and how to access it is included in the Minute and Reports for our:

- [IJB Agenda and Papers](#)
- [Audit and Risk Committee Agenda and Papers](#)
- [Clinical and Care Governance Agenda and Papers](#)
- [Performance and Finance Committee Agenda and Papers](#)

### 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)

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

- [IJB Agenda and Papers](#)
- [Performance and Finance Committee Agenda and Papers](#)
- [IJB Annual Accounts](#)

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

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

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

- The IJB does not directly employ staff, however, the staff who provide services on our behalf will either be employed by NHS Dumfries and Galloway, Dumfries and Galloway Council or via a Third Sector organisation.
- [IJB FOI Policy](#)
- [Guide to Information Available Through the Model Publication Scheme](#)
- [IJB Records Management Policy](#)

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

Information about how we produce goods and services and our contracts with external providers.

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

- The IJB does not directly procure goods and any services are procured via NHS Dumfries and Galloway or Dumfries and Galloway Council on its behalf.

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

- [IJB Annual Performance Report](#)
- [Performance Reporting Handbook](#)
- [Equality Mainstreaming Report](#)

### **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:

- The IJB does not publish any information in this section.

### **Class 9: Our open data**

#### **Class description:**

The open data we make available as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.

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

- The IJB does not publish any information in this section.

