



Fife Health & Social Care Partnership

Supporting the people of Fife together

Fife Integration Joint Board

Guide to Information Available Through the Model Publication Scheme 2018

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Section 1 - Introduction

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:

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

For the purposes of this Model Publication Scheme (MPS), to be “published”, information must be:

1. already produced and prepared, and
2. available to anyone to access easily without having to make a request for it.

Research and information services which involve the commissioning of new information are **not** “publications”.

Fife Integration Joint Board has adopted the Model Publication Scheme 2018 which has been produced and approved by the Scottish Information Commissioner.

The purpose of this Guide is to:

- allow you to see what information is available (and what is not available) for the Fife Integration Joint Board in relation to each class in the Model Publication Scheme 2018.
- state what charges may be applied.
- explain how to find the information easily.
- provide contact details for enquiries and to get help with accessing the information.
- explain how to request information that has not been published.

Section 2 – About Fife Integration Joint Board

The Public Bodies (Joint Working) (Scotland) Act 2014 requires local authorities and health boards to work together to integrate health and social care services and improve outcomes for patients, service users, carers and their families. On 1st April 2016 the Fife Integration Joint Board (IJB) was established for this purpose. The IJB is responsible for the planning and delivery of integration arrangements and delegated functions.

The IJB includes representative from Fife Council and NHS Fife, and has a number of professional advisors and other stakeholders. The role of the Chair rotates between Fife Council and NHS Fife. The current Chair of the Fife Integration Joint Board is Councillor Rosemary Liewald.

The IJB is commonly referred to as the Fife Health and Social Care Partnership - this is the public facing aspect of the Fife Integration Joint Board.

You can find out more information about the IJB and the Partnership on the website here: [Fife Health and Social Care Partnership](#)

Section 3 – How to Find Information

The information published through this Guide is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online, for example we can arrange to send you information by post (there may be a charge for this service - please see Section 6 below for more details).

Online

Clicking the links included in Section 9 below will take you directly to the information required. If you are having trouble accessing the links then for further help please contact:

Fife Health and Social Care Partnership (Publication Scheme)
Rothesay House
Rothesay Place
Glenrothes
Fife
KY7 5PQ

Tel: 03451 555555 Ext: 440971

By E-Mail

If the information you seek is listed in our Guide but is not published on our website, we may be able to send it to you by email. When requesting information from us, please provide a telephone number so that we can telephone you to clarify details if required.

Email: FOI.IJB@fife.gov.uk

By Telephone

You can request paper copies of the information included in this Guide. You will need to provide a suitable address where we can send the hard copies. Please call us to request the information included in the Guide which you require.

Tel: 03451 555555 Ext: 440971

By Post

To request information by post please write to us at:

Fife Health and Social Care Partnership (Publication Scheme)
Rothesay House
Rothesay Place
Glenrothes
Fife
KY7 5PQ

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 identify any fee applicable (see Section 5 for our charges). Please also include a telephone number so we can telephone you to clarify any details if this is required.

Advice and Assistance

If you have any difficulty identifying the information you want to access, then please contact us to help you.

Complaints

You can find out how to make a complaint on our website here: [Comments, Compliments and Complaints](#).

Section 4 – Information That We May Withhold

There are some situations where information will be withheld from the classes of information listed below in Section 9. This can include removing or redacting (editing) specific sections of documents, for example sections may be withheld because they include personal data or business confidential information.

Information will only be withheld where legislation permits this, for example where the information is exempt under Scotland's freedom of information laws, including the Data Protection Act 2018 and the Freedom of Information (Scotland) Act 2002.

Where information is withheld or redacted we will inform you of this and explain why this has been done.

Section 5 – Copyright and Re-use of Information

Copyright is a way of protecting original publications and information. This means you may not have the automatic right to re-use information which has copyright for purposes other than those for which it was originally intended.

Where we do hold copyright for the information included in this guide we will identify any specific conditions that may apply. Where you wish to copy or reproduce information in accordance with the original purpose you can do this provided the information 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 acknowledged.

If you wish to re-use information for different purposes you will need to apply to the Fife Health and Social Care Partnership for permission to do this. You can do this using the **Open Government Licence**, further details are available here: <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>

You can contact the Fife Health and Social Care Partnership using the contact details listed in Section 3 above.

Where we do not hold the copyright this will be made clear. It is possible that another organisation may hold the copyright, and you may need to obtain permission from them if you wish to re-use the information.

Section 6 – Charges

Where information / publications are listed or presented on our website, this information is free to access.

In some cases charges will be applied to cover the costs of providing information to you, for example photocopying and postage charges for paper copies of information requested by you. Please note that all charges are based on the actual cost to the organisation. We may not pass on any other costs for information identified in classes 1 to 7.

An exception to this arrangement is for any information in class 8 (Commercial Publications) where pricing is on a retail basis.

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

Please contact us if you would like further information about charges.

Fife Health and Social Care Partnership (Publication Scheme)

Rothesay House

Rothesay Place

Glenrothes

Fife

KY7 5PQ

Tel: 03451 555555 Ext: 440971

Section 7 – Records Management

Information published through this Guide will be available (where it exists) for the current and previous two financial years.

This Model Publication Scheme was last updated in February 2019, and will be reviewed in February 2020, or sooner if required.

Section 8 – How to Access Information Which Is Not Included In This Guide

If the information that you are looking for is not available in this Guide it is possible that it may be held by one of our partner organisations, Fife Council and NHS Fife.

To Request Information From Fife Council:

Fife Council holds a wide range of information, you can use this link [Information Requests](#) which will take you direct to the Information Requests page on the Council's website. Or you can use these other contact methods:

Tel: 01592 583530

Email: information.requests@fife.gov.uk

Website: <https://www.fifedirect.org.uk/index.cfm>

Post: Fife Council, Fife House, North Street, Glenrothes, KY7 5LT

The Council's Publication Scheme is available here: [Fife Council Publication Scheme](#)

To Request Information From NHS Fife:

Find out how to request information from NHS by clicking on this link: [NHS Fife Information Requests](#). Or you can use these other contact methods:

Tel: 01592 648164

Email: fife-UHB.foirequestfife@nhs.net

Website: <https://www.nhsfife.org/nhs/index.cfm>

Post: Head of Corporate Planning & Performance, 5th Floor, Hayfield House, Hayfield Road, Kirkcaldy, KY2 5AH

The NHS Fife Publication Scheme is available here: [NHS Fife Publication Scheme](#)

Section 9 – The Classes of Information

CLASS 1: About Fife Integration Joint Board		
Class description: Information about the Fife Integration Joint Board, 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 includes:	Description	How to access it / details of any charges
About Us	The Fife Integration Joint Board covers the area of Fife.	Map of Fife
Organisation's Purpose, Mission and Values	The Strategic Plan describes how the Partnership, will develop health and social care services for adults and older people in Fife.	Strategic Plan for Fife 2016 to 2019
Contact Details	Address and contact details for Fife Integration Joint Board.	Rothesay House, Rothesay Place, Glenrothes, Fife, KY7 5PQ
Our Senior Leadership Team	Gives details of the Senior Leadership Team for the Fife Health and Social Care Partnership.	Senior Leadership Team
Our Board	Details of Board members, professional advisers and stakeholder representatives	List of Board Members Code of Conduct for IJB Board Members
Governance	Standing Orders. Agendas and minutes for Board meetings.	Standing Orders for Fife Integration Joint Board Minutes and Agenda Items
Legislation and Regulation	Key information legislation and regulation which we are required to comply with.	Public Bodies (Joint Working) (Scotland) Act 2014 Freedom of Information (Scotland) Act 2002 Data Protection Act 2018 General Data Protection Regulation Public Records (Scotland) Act 2011
Key Partners	Other organisations that we work closely with.	Fife Council: https://www.fifedirect.org.uk/index.cfm NHS Fife: https://www.nhsfife.org/nhs/index.cfm

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 includes:	Description	How to access it / details of any charges
Strategic Plan	The Strategic Plan describes how the Partnership, will develop health and social care services for adults and older people in Fife.	Strategic Plan for Fife 2016 to 2019
Integration Scheme	The Integration Scheme sets out the IJB aims and outcomes and lists the delegated functions.	Integration Scheme for Fife
Policies and Procedures	Policies adopted by the IJB.	Records Management Policy Data Protection Policy Information Requests Policy
Enquiries and Complaints	The Complaints Handling Procedure identifies the process for making complaints to the IJB.	Comments, Compliments and Complaints.
Website	Website for the IJB and the Health and Social Care Partnership.	Fife Health And Social Care Partnership
Personal Stories	Details of how personal stories are collected and used.	Personal Story Details

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 includes:	Description	How to access it / details of any charges
Integration Joint Board meetings	Agendas, papers and minutes for IJB meetings.	Minutes and Agenda Items
Standing Orders	Board standing orders for the conduct of business.	Standing Orders for Fife Integration Joint Board
Public consultation and engagement strategies	Details of how we inform and engage with service users, families and key stakeholders. Details of current and previous public consultations.	Consultations Integration Scheme Consultation Report Participation and Engagement Strategy 2016 - 2019

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 includes:	Description	How to access it / details of any charges
Annual Accounts	Annual Accounts for the IJB.	Annual Accounts - Year Ending March 2018 Annual Accounts - Year Ending March 2017 Annual Accounts - Year Ending March 2016
Financial Reporting	Financial reports are included in the papers for the IJB meetings.	Minutes and Agenda Items

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 includes:	Description	How to access it / details of any charges
Workforce Planning	Details of the Workforce and Organisational Development Strategy for the Health and Social Care Partnership.	Workforce Strategy 2016 - 2019
Equalities	All public authorities in Scotland, including Integration Joint Boards, must comply with the public sector equality duty set out in the Equality Act 2010. The duty places an obligation on public authorities to take action to eradicate discrimination and to pro-actively promote equality of opportunity. The IJB has agreed a number of equality outcomes for the Health and Social Care Partnership.	Equalities Outcomes
Records Management	Information on records management including codes of practice, business classification schemes, policies and retention schedules. Under the Public Records (Scotland) Act 2011 the IJB is required to produce a RM Plan which will be assessed and approved by the Keeper of the Records of Scotland.	The IJB Records Management Plan is currently being developed, details will be provided once the Plan is approved and published. National Records of Scotland: https://www.nrscotland.gov.uk/record-keeping/public-records-scotland-act-2011 Please note that the IJB is not responsible for the content of external sites.
Statistics	Health information is published by the Information Services Division of	Information Services Division http://www.isdscotland.org

	<p>NHS National Services Scotland (ISD). You can find statistical information here on cancer, child health, deaths, dental care, drugs and alcohol misuse, emergency care, equality and diversity, eye care, finance, general practice, health and social care, health conditions, heart diseases, hospital care, maternity and births, mental health, prescribing and medicines, public health, quality indicators, healthcare audits, sexual health, stroke and waiting times.</p>	<p>Please note that the IJB is not responsible for the content of external sites.</p>
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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 information we publish under this class includes:	Description	How to access it / details of any charges
Procurement activities are managed through the partner agencies Fife Council and NHS Fife.		<p>Fife Council provides information on its procurement process here: How to Tender</p> <p>NHS Fife provides information on its procurement process here: Procurement</p>

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 includes:	Description	How to access it / details of any charges
Annual Reports	Annual Reports for the IJB	Annual Report 2017-2018 Annual Report 2016 - 2017
Audits & Inspections	Information about audits and inspections carried out by external bodies.	Details of publications will be added once they are available.
Key Performance Indicators	The National Health and Wellbeing Outcomes provide a mechanism to monitor the performance of the IJB. Performance reports are included in the papers for the IJB meetings.	National Health and Wellbeing Outcomes Minutes and Agenda Items

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 includes:	Description	How to access it / details of any charges
The Integration Joint Board does not produce this type of information.		

Section 10 - Further Information

If you would like to find out more about freedom of information legislation you can contact:

The Office of the Scottish information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
KY16 9DS

Tel: 01334 464610

Email: enquiries@itspublicknowledge.info

Website: www.itspublicknowledge.info