



Aberdeenshire  
Health & Social Care  
Partnership

# Guide to Information Available Through the Model Publication Scheme

April 2016



The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce 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 and what it might cost.

Aberdeenshire Integration Joint Board has adopted the Model Publication Scheme 2016 produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 31 March 2017.

You can see this scheme on the Commissioner's website at

[www.itspublicknowledge.info/MPS](http://www.itspublicknowledge.info/MPS) or by contacting us at the address below.

The purpose of this Guide to Information is to:

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

### **Availability and formats**

The information we publish through the model scheme is, wherever possible, available on our website. 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 usually arrange to send information to you in paper copy (although there may be a charge for this).

### **Exempt information**

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

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## Copyright

Aberdeenshire Integration Joint Board holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced (but not reused - see below) without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The publication scheme may however contain information where the copyright holder is not Aberdeenshire Integration Joint Board. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, 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. Information about Crown copyright material is available on the website of the Queens Printer for Scotland at [www.oqps.gov.uk](http://www.oqps.gov.uk). We can provide you with a copy of this information if you do not have internet access.

## Re-Use of Public Sector Information

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 Aberdeenshire Integration Joint Board to re-use the information. Your request will be considered under the Re-Use of Public Sector Information Regulations 2005 (RPSIs) for which a charge may be imposed. In the event that a charge is payable, you will be advised what this is and how it has been calculated. If you would like more information on the re-use of information, please refer to the contact details on the front page.

Guidance on the RPSI regulations can also be found on the Office of Public Sector Information (OPSI) website at <http://www.opsi.gov.uk/advice/psiregulations/index.htm>. We can provide you with a copy of this information if you do not have internet access.

## Charges

Unless a charge is otherwise indicated, all information contained in the scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

If payment is required for the information you want, 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.

We do not charge for the inspection of any of the information which is made available via the classes in this publication scheme.

We may charge for providing information in paper copy or computer disc / alternative formats. Aberdeenshire Integration Joint Board is mindful of its obligations under equality legislation when

setting charges for alternative formats. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

## Reproduction costs

Black and White copy	10p per A4 sheet
Colour copy	30p per A4 sheet
Alternative formats	
Computer discs	£1 per CD-Rom / DVD

## Postage

Charged at the cost to the Partnership of sending the information by first class post. These publications will be charged according to how much it actually cost the Partnership to have them professionally printed. For example, if the Partnership has produced a formal report, and it costs us £500 to print a stock of 100 reports, then the actual printing cost paid by the Partnership is £5 per report. We therefore reserve the right to charge you up to £5 each for a copy of the report – plus actual postage costs, as set out in the above table – but no more than this.

Please note that, if you are interested in a large printed document, we can provide you with photocopies of selected relevant pages rather than charge you for a full printed copy of the document. The photocopying charges that would apply are as set out in the table above. Our staff can advise you.

## Contact us

You can contact us for assistance with any aspect of this publication scheme:

Freedom of Information

Aberdeenshire Health & Social Care Partnership,

Woodhill House,

Westburn Road,

Aberdeen AB16 5GB

Email: [foi@aberdeenshire.gov.uk](mailto:foi@aberdeenshire.gov.uk)

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

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

### **CLASS 1: About Aberdeenshire Integration Joint Board**

#### **Class description:**

Information about Aberdeenshire 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**

General information about the authority

- Authority name, address and contact details for headquarters and principal offices.
- Organisational structure, roles and responsibilities of senior officers.
- Business opening hours.
- Contact details for customer care and complaints functions.
- Customer codes or charters.
- Contact details and advice about how to request information from the authority.

How the authority is run

- Description of governance structure, Board, committees and other decision making structures.
- Names and contact details of board members, affiliations to political parties, committee membership and other special interests.
- Information on directorates, operational services and departments etc., including structure charts.
- Governance policies, including standing orders, code of conduct and register of interests.

Corporate planning

- Vision statement.
- Corporate plans and strategies.
- Corporate policies, e.g., health and safety, equality, sustainability.
- Strategic planning processes.

External relations

- Accountability relationships, including reports to regulators.
- Internal and external audit arrangements.
- Subsidiary companies (wholly and part owned) and other significant financial interests.
- Strategic agreements with other bodies.

## **CLASS 2: How We Deliver 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**

#### Functions

- Description of functions, including statutory basis for them, where applicable.
- Strategies, policies and internal staff procedures for performing statutory functions.
- How to report a concern.
- Reports of the authority's exercise of its statutory functions.
- Statutory registers (NB not if inspection-only).
- Fees and charges for performance of the authority's function

#### Services

- List of services, including statutory basis for them, where applicable.
- Service policies and internal staff procedures, including allocation, quality and standards.
- Service schedules and delivery plans.
- Information for service users, including how to access the services.
- Service fees and charges, including bursaries.

## **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**

#### Decision making

- Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings.
- Public consultation and engagement strategies.
- Reports of regulatory inspections, audits and investigations carried out by the authority.

## **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.

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### **The information we publish under this class**

- Spending Plan for Integrated Care Fund

## **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 Integrated Joint Board

### **The information we publish under this class**

Human resources

- None

Physical resources

- None

Information resources

- Records management policy, including records retention schedule.
- List of statistical information published by the authority.
- Freedom of information policies and procedures.

## **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**

- Aberdeenshire Integration Joint Board do not hold or publish any information under this class

## **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**

- External reports e.g., annual report, performance statements required by statute.
- Performance indicators and performance against them.

## **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**

- Aberdeenshire Integration Joint Board do not hold or publish any information under this class

## **CLASS 9: Our Open Data**

### **Class description**

Open data made available by the authority 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**

- Aberdeenshire Integration Joint Board do not hold or publish any information under this class.

## **How to access information available through the Model Publication Scheme 2016**

The information we publish through the model scheme is, wherever possible, available on our website at [www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk) and [www.nhsgrampian.co.uk](http://www.nhsgrampian.co.uk)

If you can't find what you are looking for, please contact us:-

### **Freedom of Information**

**Aberdeenshire Health & Social Care Partnership,**

**Woodhill House,**

**Westburn Road,**

**Aberdeen AB16 5GB**

**Email: [foi@aberdeenshire.gov.uk](mailto:foi@aberdeenshire.gov.uk)**

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