



Falkirk
Health and Social Care
Partnership

Falkirk Integration Joint Board

Guide to information available through the Model Publication Scheme 2018

Introduction

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.

Falkirk Integration Joint Board has adopted the Model Publication Scheme November 2018 produced by the Scottish Information Commissioner.

You can see this scheme on the Commissioner's [website](#) or by contacting us at the address below.

Guide to Information

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 (if any) 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.

Copyright and re-use of information

Where we hold the copyright in our published information, the information (except logos) may be copied, reproduced and/or re-used subject to your acceptance of the Open Government Licence for public sector information. This sets out what you can and cannot do with our published information where we are the copyright holder. By using and/or re-using

information in which we hold the copyright, you accept the terms and conditions of the [Open Government Licence](#).

The Open Government Licence does not cover the use of information in which we do not hold the copyright. Where we do not hold the copyright in information we publish, we will make this clear. Where there is any third-party copyright information, you will need to obtain permission from the copyright holders to use and/or re-use the information.

Charges

Scottish public authorities are able to charge limited fees for requests made under the Act. We do not charge for these requests.

The classes of information that we publish

We publish information that we hold within the classes set out below. 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 are welcome to make a request to us for that information.

Contact us

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

Falkirk Health and Social Care Partnership
Information Governance Department
NHS Forth Valley Colquhoun Street
STIRLING
FK7 7PX

Telephone: 01786 433284

Email: FV-UHB.FalkirkJBFOI@nhs.net

We will also be pleased to advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

Class 1: About us

Class description

Information about Falkirk 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 and how to access it

- [Who we are](#)
- [Integration Scheme](#)
- [How to contact us](#)

Class 2: How we deliver our functions and services

Class description

Information about our work:

- our strategy and policies for delivering functions and services
- information for our service users.

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

- Our vision and outcomes
- [Our Strategic Plan](#)

Class 3: How we take decisions and what we have decided

Class description

Information about the decisions we take:

- how we make decisions
- how we involve others.

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

- Our decisions including the minutes of our meetings of the [Integration Joint Board](#), [Audit Committee](#) and [Clinical and Care Governance Committee](#)
- [Standing Orders](#)

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:

Details of our spending will be published through

- [IJB Board reports](#)
- [Financial information](#) webpage

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

Class description

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

- Human: the IJB will not employ staff directly, the staff who provide services will either be employed by [NHS Forth Valley](#) or [Falkirk Council](#). Information about their terms and conditions are available through partners.
- Physical; the resources used by those providing services that the IJB has commissioned will be owned by the [Council](#) and [NHS](#) who will follow their respective procedures.
- Information – the IJB has Freedom of Information and Subject Access Request processes.

The information we publish under this class and how to access it [Access to Information including FOI and Subject Access Request](#)

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 and how to access it

Falkirk IJB does not directly procure goods and services, therefore does not hold or publish any information under this Class. Procurement is undertaken by [Falkirk Council](#) and [NHS Forth Valley](#).

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

- [Annual Performance Report](#)
- [Performance Management Framework](#)
- [Equality Outcomes and Mainstreaming Report](#)
- [Equality and Poverty Impact Assessment](#)

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

Note: nothing published

Class 9: Open data

Class description:

Open data made available by us 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

Note: nothing published