

North Lanarkshire Joint Integration Board
Guide to Information

Health and Social Care North Lanarkshire

Introduction

Individuals can ask the Joint Integration Board (JIB) to provide any information that we hold and, if it is legal to do so and practical to do so, we will. In addition, the Freedom of Information (Scotland) Act 2002 (the Act) requires all Scottish public authorities to produce and maintain a Guide to Information, also known as a publication scheme.

Guide to Information

The purpose of this guide to information is to:

- allow the public to see what information is available and what is not available in relation to each class;
- state what charges may be applied (for most information, there is no charge);
- explain how to find the information easily;
- provide contact details for enquiries and to get help with access to the information; and
- explain how to request information that has not been published.

The Guidance is split into the following six sections:

- availability and formats;
- exempt information;
- copyright and re-use;
- charges;
- contact details; and
- the classes of information that we publish.

Availability and formats

Much of the information will be available on our webpage. 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 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 data or a trade secret), we will remove or black out the information before publication and explain why.

Copyright and re-use

Where the JIB holds the copyright in its published information, the information (except logos) may be copied, reproduced and/or re-used without formal permission

subject to your acceptance of the [Open Government Licence \(version 1\)](#) for public sector information. This allows use and re-use of information freely and flexibly with only a few conditions, such as:

- it is copied or reproduced accurately;
- it is not used in a misleading context; and
- the source of the material is identified.

By using and/or re-using information in which the JIB holds the copyright, you accept the terms and conditions of the Open Government Licence. Where the JIB does 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

This section explains when we may make a charge for our publications and how that charge will be calculated.

There is no charge to view information on our website, at our premises (except where there is a statutory fee, for example to access registers), or where it can be sent electronically by email.

Reproduction Costs

We may charge you for providing information to you, for example photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charges per sheet of paper are shown in the table below:

Size of paper/alternative format	Black and White pence per sheet	Colour pence per sheet
A4	10p	20p
A3	20p	40p

Information provided on CD-ROM will be charged at £1.00 per computer disc.

We will recharge postage costs at the rate we paid to send the information to you. Our charge is based on sending information by Royal Mail First Class.

General Freedom of Information requests

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 costs. That is, if you were to ask for information that costs us £600 to

provide, you may be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

We are not obliged to respond to requests which will cost us over £600 to process.

Details of any individual charges which differ from the above charging policy are provided within our “Classes of information” Section.

Contact details and how to request information not included in this guide

You can contact us for assistance with any aspect of this information guide and if you want to ask us for information that is not included in the guide:

Geri McCormick

Manager, Commissioning and Quality Assurance
Scott House
73-77 Merry Street
Motherwell
ML1 1JE

T: 01698 332093

E: qualityassurance@northlan.gov.uk

We will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of the publication scheme. If you wish to make a request for information not contained in the publication scheme please contact us at email. There is detailed guidance on the JIB web pages.

The Classes of Information

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.

The classes are:

- Class 1: About the IJB
- Class 2: How we deliver our functions and services
- Class 3: How the IJB takes decisions and what it has decided
- Class 4: What the IJB spends and how it spends it
- Class 5: How the IJB manages its human, physical and information services
- Class 6: How the IJB procures goods and services from external providers

- Class 7: How the IJB is performing
- Class 8: Our commercial publications - we do not hold or publish any information under this class
- Class 9: Our open data

	Class	Description
1. About the JIB		
1.1	Who we are	Details of who we are can be found on our website http://www.hscnorthlan.scot/ and in our strategic plan
1.2	Where to find us, how to contact us	Our contact details are: Geri McCormick Manager, Commissioning and Quality Assurance Scott House 73-77 Merry Street Motherwell ML1 1JE T: 01698 332093 E: qualityassurance@northlan.gov.uk
1.3	How we are managed and our external relations	The Joint Integration Board became legally responsible for the commissioning of health and social care services in April 2016. The list of Joint Integration Board members can be found in the Board papers at North Lanarkshire Joint Integration Board
2	How we deliver our functions and services	How the JIB operates is set out in the Integration Scheme .
2.1	Our strategies and policies	Our strategic plan can be found here
3	How we take decisions and what we have decided	How we make decisions is set out in the integration scheme, see 2 above. Our decisions, including the minutes of the Board Meetings and its committees, are published on the North Lanarkshire Council website on their Committee Administration System. North Lanarkshire Joint Integration Board North Lanarkshire Joint Integration Board (Finance and Audit) Sub-committee North Lanarkshire Joint Integration Board (Performance, Scrutiny and Assurance) Sub-committee
4	What we spend and how we spend it	The JIB has a Finance and Audit Committee. Finance reports are set out in the Committee papers The JIB will publish an annual performance report annually from July 2017. This report will detail how we have allocated our resources and will be published on our website

5. How we manage our human, physical and information resources		
5.1	Our human resources	<p>The staff who provide services commissioned by the JIB will be predominately employed by either NHS Lanarkshire or North Lanarkshire Council. The JIB will not employ staff directly. Information about the terms and conditions of staff is available through our partners.</p> <p>NHS Lanarkshire Careers NHS Lanarkshire Corporate Policies</p> <p>North Lanarkshire Council Employment Policies</p>
5.2	Our information resources	<p>The services commissioned by the JIB will be delivered by North Lanarkshire Council and NHS Lanarkshire. These organisations have their own Information Governance Policies and procedures, publications, policies and knowledge services.</p> <p>Information relating to this is available through our partners.</p> <p>NHS Lanarkshire Publications NHS Lanarkshire Corporate Policies NHS Lanarkshire Library Service Information Services Division Scotland</p> <p>North Lanarkshire Council Managing Resources</p> <p>The IJB has developed a Freedom of Information process.</p>
5.3	Our physical resources	<p>The physical resources used by those providing services that the JIB has commissioned will be predominantly owned by NHS Lanarkshire and North Lanarkshire Council who will follow their own procedures. Information relating to this is available through our partners.</p> <p>NHS Lanarkshire Hospitals North Lanarkshire Council Commercial and industrial properties</p>
6	How we procure goods and services from external providers	<p>The JIB uses the procurement arrangements of NHS Lanarkshire and North Lanarkshire Council. Information relating to this is available through our partners.</p> <p>NHS Lanarkshire Procurement</p> <p>North Lanarkshire Council Procurement and Tenders</p>
7	How we are performing	<p>The JIB has a Performance, Scrutiny and Assurance Committee. Performance reports are set out in the Committee papers</p>

		The JIB will publish an annual performance report from July 2017. This report will detail our performance to date and will be published on our website
8	Our commercial partners	The JIB does not have any
9	Our open data	Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.