

East Lothian Integration Joint Board

APPENDIX 2

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2015

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	The Classes of Information Class	Description
1	About the authority	Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations
2	How we deliver our functions and services	Information about our work, our strategies and policies for delivering functions and services and information for our service users
3	How we take decisions and what we have decided	Information about the decisions we take, how we make decisions and how we involve others
4	What we spend and how we spend it	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)
5	How we manage our human, physical and information resources	Information about how we manage the human, physical and information resources of the authority.
6	How we procure goods and services from external providers	Information about how we procure goods and services and our contracts with external providers
7	How we are performing	Information about how we perform as an organisation and how well we deliver our functions and services
8	Our commercial publications	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.
9	Open data	Open data is non-personal and non-commercially sensitive. Open data is easily discoverable, accessible to anyone and able to be freely used, re-used and redistributed by anyone. Open Data is data made available, via the internet, in an electronic format which supports its ready re-use, and with open licensing which allows its reuse.

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme which has the approval of the Scottish Information Commissioner, and publish information in accordance with that scheme. The publication scheme must:

- publish the classes of information that the authority makes routinely available
- tell the public how to access the information and whether information is available free of charge or on payment.

East Lothian Integration Joint Board has adopted the **Model Publication Scheme 2015** which has been produced and approved by the Scottish Information Commissioner. It is approved until [*date to be added following approval by the Scottish Information Commissioner*].

You can see this scheme on our website at http://www.eastlothian.gov.uk/downloads/download/2210/east_lothian_integration_scheme

You can also contact us at the address below if you prefer a copy of the Model Publication Scheme 2015, or this Guide to Information, to be provided in a different format.

Communications

East Lothian Health and Social Care Partnership

Room 211, John Muir House

Brewery Park

Haddington EH41 3HA

Email – elhscp@eastlothian.gov.uk

Phone – 01620 827 755

The purpose of the Guide to Information is to:

- allow you to see what information is available (and what is not available) for the South Lanarkshire Integration Joint Board in relation to each class in the Model Publication Scheme 2015
- 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.

Alongside the Act, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This guide to information also contains details of the environmental information that we routinely make available.

Section 2: About East Lothian Integration Joint Board

The Integration Joint Board was established on 1st July 2015 as a corporate body under the terms of the Public Bodies (Joint Working) (Scotland) Act 2014. It is one of 29 Integration Boards each created covering one or more areas coterminous with that of local authorities. The function of the Integrated Board which contains representatives of East Lothian Council, NHS Lothian and a number of professional and stakeholder representatives, is to provide arrangements for the development of the integration of health and social care. This integration will improve the outcomes for patients, service users, carers and their families. The Integration Joint Board has delegated to it in terms of the Act and an Integration Scheme approved by Parliament, strategic responsibility for certain functions and resources to be delivered on an operational basis by East Lothian Council and NHS Lothian.

The Board is commonly referred to as the East Lothian Health and Care Partnership (ELHSCP). This is the public-facing aspect of the Board and comprises the organisation drawing staff from the Council and Health Board which supports the Board in delivering its objectives.

Introducing the East Lothian Integration Joint Board

The East Lothian Joint Board has its principal offices at:

John Muir House
Brewery Park
Haddington EH41 3HA

Telephone – 01620 827 755

e-mail – elhscp@eastlothian.gov.uk

The Chief Officer of the Board is David Small, Director of Health and Social Care, East Lothian Council/Director of Primary Care, NHS Lothian

We cover the area of East Lothian Council.

We work in co-operation with other Integrated Joint Boards, the NHS Lothian Board and East Lothian Council and other agencies in planning and commissioning health and social care services.

The governing Body is the Integrated Joint Board, which comprises 8 voting members – 4 members appointed from Councillors of East Lothian Council; 4 members from the Non-Executives of NHS Lothian. Additionally, there are non-voting stakeholder members and professional members. For more information on the Board see Section 10 – Classes of information – Class 1.

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2015: Version 2 (29 May 2017) Our Ref: 00002

Section 3: Accessing Information under the Scheme Availability and formats

The information published through this Guide to Information 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 – see Section 5: Our Charging Policy).

Information in our Guide to Information will normally be available through the routes described below. Section 10 – Classes of Information provides more details on the information available under the Guide, along with additional guidance on how the information falling within each class may be accessed.

Online:

Most information listed in our Guide to Information is available to download from our website. In many cases a link within Section 10: Classes of Information will direct you to the relevant page or document. If you are having trouble finding any document listed in our guide, then for further assistance please contact:

ELHSCP Communications

Telephone – 01620 827 755

e-mail – elhscp@eastlothian.gov.uk

Information not on website

By email:

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

By phone:

All information in the guide will be available in hard copy form for example, paper copies. Hard copies of information can be requested from us over the telephone. Please call us to request information available under this scheme.

By post:

You can also request hard copies of any information in the Guide by post. Please address your request to:

Communications
John Muir House
Brewery Park
Haddington EH41 3HA

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 any fee applicable (see Section 5: Our Charging Policy for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Personal visits:

If you prefer to visit us to inspect the information you may do so during our normal office hours of 8.45 am to 4.45pm Monday to Thursday and to 4.15pm on a Friday. It may avoid delay if you notify us in advance that you intent to visit. In a limited number of cases you may be required to make an appointment to view the information. In such cases, this will be set out within Section 10 – Classes of Information, and contact details will be provided within the relevant class.

Advice and assistance:

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

Exempt information

We will publish all the information we hold that falls within the classes of information in the Model Publication Scheme 2015. We publish this information in Section 10 of this guide. If a document contains information that is exempt under Scotland's freedom of information laws (for example personal information or a trade secret), we will remove or redact (black out) the information before publication but we will explain why.

Section 4: Information that we may withhold

All information covered by our Guide to Information can either be accessed through our website, or will be provided promptly following our receipt of your request. Our aim in adopting the Commissioner's Model Publication Scheme 2015 and in maintaining this Guide to Information is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in "Section 10 – Classes of Information". Information will only be withheld, however, where the Act (or, in the case of environmental information, the EIRs) expressly permits it. Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment.

Information may also be withheld if it is another person's personal information, and its release would breach data protection legislation. Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where information is withheld it will, in many cases, be possible to provide copies with the withheld information edited out. If you wish to complain about any information which has been withheld from you, please refer to Section 8 – Contact details for enquiries, feedback and complaints.

Section 5: Our Charging Policy

This section explains when we may make a charge for our publications and how any 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 to you electronically by email.

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 for sending information by Royal Mail First Class.
- When providing copies of pre-printed publications, we will charge you no more than the cost per copy of the total print run. We do not pass on any other costs to you in relation to our published information.
- Details of any individual charges which differ from the above charging policy are provided within "Section 10 – Classes of information".

Section 6: Copyright

East Lothian 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 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 acknowledged.

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 Scheme, and you are unsure whether you have the right to do so, please make a request to re-use the information to:

Communications
John Muir House
Brewery Park
Haddington EH41 3HA

Telephone – 01620 827 755
e-mail – elhscp@eastlothian.gov.uk

Your request will be considered under the Re-use of Public Sector Information Regulations 2005, which may provide the right to impose a charge. In the event that a charge is payable you will be advised what this is and how it is calculated. If you require more information on the re-use of information go to www.oqps.gov.uk or contact Communications.

The Publication Scheme may contain information where the copyright holder is not the Integration Joint Board. 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.

Section 7: Records Management Policy

East Lothian Integration Joint Board regards its records as a major asset of the organisation. It confirms that its records are one of the essential resources, which support management in the efficient and effective fulfilment of its governance, business and legal responsibilities. The Board will over coming months develop records management and retention policies which will be applied to the management of information held by the Board

Section 8: Contact details for enquiries, feedback and complaints

As we have adopted the Model Publication Scheme 2015, this means we will review our Guide to Information from time to time. As a result, we welcome feedback on how we can develop our guide further. If you would like to comment on any aspect of this Guide to Information, or comment or complain that information is not included then please contact us via:

Communications

John Muir House

Brewery Park

Haddington EH41 3HA

Telephone – 01620 827 755

e-mail – elhscp@eastlothian.gov.uk

Website: www.eastlothian.gov.uk/elhscp

You may, for example wish to tell us about:

- other information that you would like to see included in the guide
- whether you found the guide easy to use
- whether you found the guide to information useful
- whether our staff were helpful
- other ways in which our guide to information can be improved.

Our aim is to make our guide to information as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the Guide then please contact us and we will try and resolve your complaint as quickly as possible.

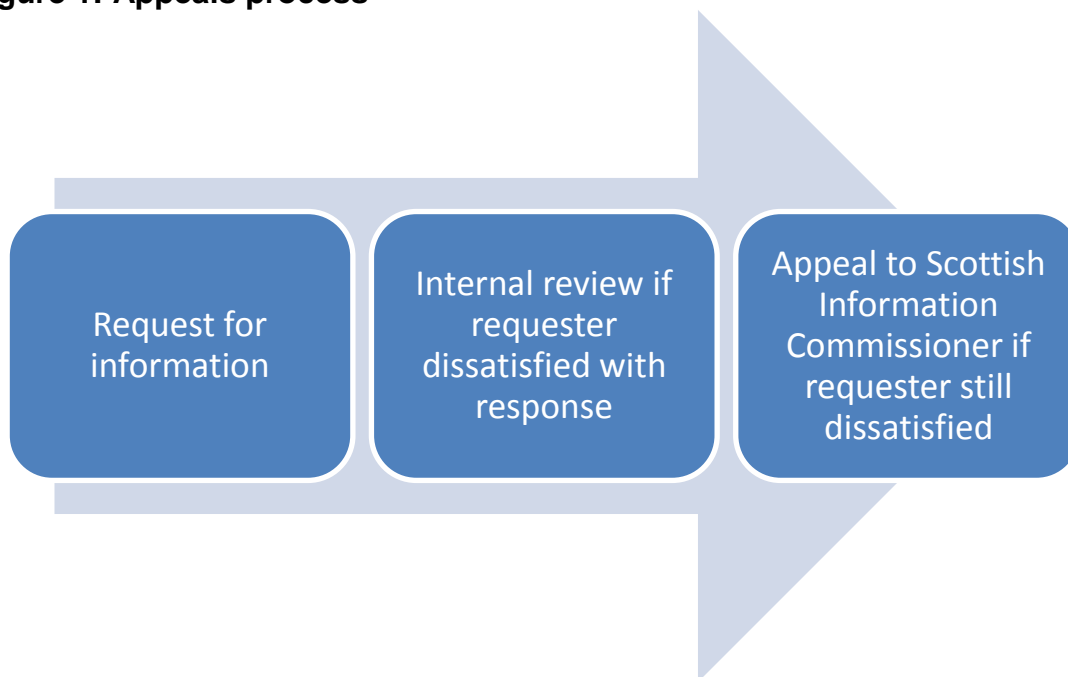
Any complaint will be acknowledged within three working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under the Model Publication Scheme 2015 (as described in this Guide to Information) and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information

requests made in writing¹ or another recordable format. If you are unhappy with our response to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

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Figure 1: Appeals process



The Commissioner's website has a guide to this three step process, and operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. The Commissioner's office can be contacted as follows:

Scottish Information Commissioner

Kinburn Castle

Doubledykes Road

St Andrews

FIFE

KY16 9DS

Tel: 01334 464610

Email: enquiries@itspublicknowledge.info

Website: www.itspublicknowledge.info/YourRights

Section 9: How to Access Information which is not available in the Guide to Information

If the information you are seeking is not available through the Model Publication Scheme 2015 (as described in this Guide) then you may wish to request it from us. The Act provides you with a right of access to the information we hold, subject to certain exemptions. The EIRs separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold.

Again, these rights are subject to certain exceptions or exemptions. Should you wish to request a copy of any information that we hold that is not available under the Model Publication Scheme 2015 (and described in this Guide), please write to:

For requests under Freedom of Information and the EIRs please contact:

Communications
John Muir House
Brewery Park
Haddington EH41 3HA

Telephone – 01620 827 755
e-mail – elhscp@eastlothian.gov.uk

For requests under the Data Protection Act please contact:

Communications
John Muir House
Brewery Park
Haddington EH41 3HA

Telephone – 01620 827 755
e-mail – elhscp@eastlothian.gov.uk

Your requests will be forwarded to the East Lothian Council or NHS Lothian Freedom of Information and Data Protection Officers.

Charges for information that is not available under the scheme:

The charges for information that is available under this Guide to Information are set out under Section 5 – Our Charging Policy.

If you submit a request to us for information that is not available in this Guide the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests that 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 in excess of £100. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50 calculated on the basis of a waiver for the first £100 and 10% of the remaining £500 being chargeable.
- We are not obliged to provide information in response to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, or for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges for environmental information:

Environmental information is provided under the EIRs rather than the Act. The rules for charging for environmental information are slightly different. We do not charge for the time to determine whether we hold the environmental information requested, or deciding whether the information can be released. Charges may be made for locating, retrieving and providing information to you, for example photocopying and postage. In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the IJB of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 20p per A4 sheet for colour copying.
- Postage is charged at actual rate for Royal Mail First Class.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.






Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Charge for request for your own personal data:

The minimum cost is £10 rising to a maximum of £50 depending on the volume and type of information requested, plus reproduction and postage costs (both on the same basis as for FOI requests).

Section 10 – Classes of Information CLASS 1: ABOUT EAST LoTHIAN IJB

Symbols

Online  Email @ Hard copy  CD/DVD/discs  Inspection only  Audio copy  Charges may apply ££

Class description:

Information about East Lothian 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 @ = to be accessible via web
Integrating health and social care in East Lothian	The East Lothian Integration Joint Board is a corporate body established under the Public Bodies (Joint Working) (Scotland) Act 2014. It covers the area of East Lothian Council	Integrating health and social care in East Lothian – @
Organisation’s Purpose, Mission Statement, Vision and Values	Our Vision Statement.	Integrating Health and Social Care in East Lothian – @
Why we need to change	Reasons for health and social care integration	Why we need to change – @
What’s happening in East Lothian	Initial timeline and objectives	What’s happening in East Lothian – @
Who’s who	Senior ELHSCP Managers and IJB members (executive and non-executive)	Who’s who – @
Get involved	Information on engagement and consultation	Get involved – @
FAQs	Frequently asked questions about integration, including regulatory bodies	FAQs – @ Audit Scotland – @ Care Commission @ Health Improvement Scotland @

		Healthcare Environmental Inspection @ Mental Welfare Commission @
IJB meetings	IJB meetings – schedule, agendas and papers	IJB meetings – @ Code of Conduct – @ Register of Interests – @
News	Updates on ELHSCP initiatives, events, consultations	Press releases – @ Newsletters – @
Developing specialist and help to live at home services	Developing Specialist Support and Care at Home Services is to a two-year commissioning project to develop services for people who have an assess social work need and are adults with learning disabilities, physical disabilities, autism, mental health issues and older people	Project definition – @ Engagement events – @ Feedback – @ Newsletters – @
Useful links	Key Shadow Board papers, research, legislation and database	Shadow Board Committee papers - @ INTEGRATION OF HEALTH AND SOCIAL CARE <ul style="list-style-type: none"> • REPORT TO: East Lothian Council MEETING DATE: 24 June 2014 • REPORT TO: East Lothian Council MEETING DATE: 16 December 2014 • REPORT TO: East Lothian Council MEETING DATE: 26 February 2013 • REPORT TO: East Lothian Council MEETING DATE: 23 April 2013 BY • REPORT TO: Cabinet MEETING DATE: 11 September 2012

		<p>Useful weblinks - @</p> <ul style="list-style-type: none"> • Scottish Government Health and Social Care Integration • Adult Health and Social Care Consultation: Scottish Government Response Feb 2013 • Integration of Adult Health and Social Care in Scotland: Consultation on Proposals • An evidence base for delivery of Adult Services (Report Commissioned by ADSW, August 2011) • Integration of health and social care • Integration of health and social care – A snapshot of current practice in Scotland • About the Act <p>ALISS – @</p>
Governance		<p>Governance & Committee Arrangements – @</p> <p>Standing Orders – @</p> <p>Code of Conduct for Board members – @</p> <p>Risk Management – @</p> <p>Scheme of Delegation – @</p>
IJB Audited Accounts	IJB Audited Accounts	IJB Audited Accounts - @

Jargon-buster	Understanding health and social care terminology	Jargon-buster – @
Contact Details	Address and contact details for East Lothian Integration Joint Board.	Contact details –@
External relations and working with others		
Partner Agencies	Information on working in partnership with.	East Lothian Council – @ NHS Lothian – @ Local Area Partnerships – @ Community Planning Partnerships – @
Information on rights, how to make a request		
How to complain or make a comment	How to complain or make a comment, for example complaints policy, and contact details.	ELC Feedback – @ Patient Feedback – @
How to make a freedom of information request	How to request information, contacts details for FOI section/unit. Rights of appeal under FOI/EIR if you are dissatisfied.	Making an FOI Request @ Review procedure @
How to make a request for personal information	How to apply your rights under the Data Protection Act 1998 and request personal information held by the IJB about you.	Information about you @
Model Publication Scheme 2015	The Scottish Information Commissioner’s Model Publication Scheme 2015.	Publication Scheme @
Guide to Information	Guide to Information it makes available under the Model Publication Scheme 2015.	Guide to information available under the Publication Scheme @

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 includes:	Description	How to access it/details of any charges
Strategic Plan	The Strategic Commissioning Plan describes the functions delegated to the East Lothian IJB by East Lothian Council and NHS Lothian will be delivered.	East Lothian IJB Strategic Plan – @ East Lothian IJB Strategic Plan Summary – @ East Lothian IJB Strategic Plan Consultation Feedback – @ East Lothian IJB Strategic Plan Impact and Equalities Assessment – @
Corporate policies and procedures.	Policies adopted by the IJB	Risk Management Strategy @ Freedom of Information Policies (East Lothian Council/NHS Lothian) – @ Public Participation and Engagement Policy Consultation – @ Others – @
How to access services	Information about how to locate health services including: Primary Care Services: Dental Services/General Dental Practitioners GPs/GP Surgeries Optometrists and Opticians Pharmacies Council care services	Hospitals and other locations – @ Accessing NHS Services – @ Accessing Council services – @

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
IJB Board meetings	Agendas and papers for Shadow Board and past Integration Joint Board and approved minutes of Board meetings.	Board Meeting Papers – @
Board standing orders for the conduct of business		Standing Orders – @
Scheme of delegation		Scheme of Delegation – @
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.	Public Consultation and Engagement – @
Reports of Regulatory Inspections	Reports of regulatory inspections, audits and investigations.	List relevant reports – @

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	Statutory financial statements Directors report including Board member and senior employees' remuneration. Governance statement Independent auditors report	Annual Accounts (Exchequer) @ (The Governance statement is included within the Annual Accounts) Audit Scotland's Reports as they become available @
Public Services Reform (Scotland) Act 2010	Public Relations Expenditure Overseas Travel Expenditure Hospitality and Entertainment Expenditure Supplier payments over £25,000 Employees with remuneration in excess of £150,000 Sustainable economic growth information Efficiency, Effectiveness and Economy information	Annual Disclosures @ EcoSmart @ EcoSmart Policies @ Efficiency @
Financial Plan	Revenue Financial Plan	Financial Plan 2016/17 @
Financial Polices	Financial Regulations	Financial Regulations @

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 authority.		
The information we publish under this class includes:	Description	How to access it/details of any charges
Human Resources		
Current policies	The Integration Board does not employ staff directly. Staff are employed by East Lothian Council or NHS Lothian. For relevant Human Resources Policies refer to these bodies web sites.	Add relevant links and NHS Lothian @ http://www.eastlothian.gov.uk/info/704/d ata_protection_and_freedom_of_information/261/a_guide_to_the_freedom_of_information_scotland_act_2002
Strategies	Workforce Planning	Information on development of workforce Plan
Employee relations	Information about partnership arrangements and facilities agreements in place including area partnership	NHS Lothian Facilities Agreement @ NHS Lothian Partnership Agreement @ East Lothian Partnership Arrangements or equivalent @
Forums, HR forums and staff development groups		
Equality and Diversity at NHS Lothian	Establishing Equality Outcome for East Lothian IJB	Document to be added @
Volunteering	Working with us	Volunteering@ (STRiVE website)
Carers Strategy	Carers Strategy	Carers Strategy Consultation and Engagement @
Information Resources		

Records management	<p>Information on records management including codes of practice, records management plan, health records policy, administrative records policy, and the removal of data from vacated properties policy.</p> <p>A records management plan requires to be produced under the Public Records (Scotland) Act 2011 which should then be approved by the Keeper of the Records of Scotland. This plan will be published on our website when it becomes available.</p>	<p>Retention, Destruction and Archiving of Health Records Decommissioning Protocol Add Council equivalents @</p> <p>http://www.eastlothian.gov.uk/downloads/download/1356/business_classification_scheme_and_retention_schedule_june_2014</p>
Information assurance and management	<p>Information on using, protecting and the fair processing of another individual's personal information; information security, including the information assurance strategy, information governance standards, information asset registers, IG toolkit, fair processing notice, data protection principles, Caldicott guardian principles, and how to submit subject access requests. Information on these issues is held by East Lothian Council and NHS Lothian . A small number of procedures and policies have been agreed by the Integration Joint Board</p>	<p>How to submit subject access requests @ How to submit Freedom of information Requests – @</p>
Freedom of Information	Information about the freedom of information policy and how to submit a request	Freedom of Information Policy How to request information
Knowledge management		

Statistics	Health information is published by the Information Services Division of 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. Please note that the IJB is not responsible for the content of external sites	Information Services Division http://www.isdscotland.org
Lists and registers	Information we are currently required to hold in publicly available registers: Independent contractors:	List of Dental Practitioners @ Performers List of GPs @ List of Ophthalmic medical practitioners @ Pharmaceutical List @
Physical Resources		
Property or rental	Property management information, including: <ul style="list-style-type: none"> • Property and Asset Management arrangements • Fire policy and procedures • Sustainability policy and annual report setting out objectives and actions on sustainability 	See relevant East Lothian and NHS Lothian information online

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 policies	Procurement arrangements made by the East Lothian Council and NHS Lothian	Council Procurement NHS Procurement
Invitations to Tender	Invitations to tender can be found on the Public Contracts Scotland portal* *The IJB is not responsible for the content of external websites.	Public Contracts Scotland* Tender support information
Contracts	A list of contracts which have gone through formal tendering can be found at Public Contracts Scotland Advertising Portal* * The IJB is not responsible for the content of external websites.	Public Contracts Scotland

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
Key Performance Indicators	<ul style="list-style-type: none"> • National Health & Wellbeing Outcomes • Regulations on the content of Performance reports • Performance Reports 	Outcomes @ Regulations @ Performance reports are set out in the IJB Board papers.
Audits & Inspections	Information about audits and inspections carried out by external bodies - for example, Healthcare Environment Inspectorate (HEI).	Add details of relevant inspections @
Patient feedback	Information on how to provide feedback on our services.	Patient Feedback
Complaints	Complaints statistics	Complaints Statistics (ISD) Quarterly Complaints Reports (Board Papers)
Scottish Public Service Ombudsman (SPSO)	Findings and our responses	SPSO

CLASS 8: COMMERCIAL PUBLICATIONS		
Class description: Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet, for example bookshop, museum or research journal		
The information we publish under this class includes:	Description	How to access it/details of any charges
We do not publish any information in this class		

Class 9	Our open data	Open data made available by the authority
<p>Open data is non-personal and non-commercially sensitive.1 Open data is easily discoverable, accessible to anyone and able to be freely used, re-used and redistributed by anyone. Open Data is data made available, via the internet, in an electronic format which supports its ready re-use, and with open licensing which allows its reuse.</p>		
<ul style="list-style-type: none"> • Performance against National Outcomes • Performance reporting • Annual audited accounts • Inspection reports • Budget and Directions • Planning applications • Health outcomes and profiling • East Lothian demographic information 		<ul style="list-style-type: none"> • @www.eastlothian.gov.uk/elhscp (IJB papers) and @ISD • @www.eastlothian.gov.uk (audit and governance committee papers • www/eastlothian.gov.uk/elhscp • @ http://www.careinspectorate.com/ And http://www.healthcareimprovementscotland.org/ • @www.eastlothian.gov.uk/elhscp (IJB reports); @East Lothian Council committee papers; 'NHS Lothian Bopard papers • @Planning Online • @ ISD • @ Scottish Recorder's Office and @www.eastlothian.gov.uk