

East Lothian Integration Joint Board

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2024

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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.

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Section 1: Introduction

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 2018 (updated March 2021)** 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

https://www.eastlothian.gov.uk/downloads/download/12855/integration_joint_board_ijb_guide_to_information

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

Communications
John Muir House
Brewery Park
Haddington EH41 3HA
Email – elhscp@eastlothian.gov.uk
Phone – 01875 824309

The purpose of the Guide to Information is to:

- allow you to see what information is available (and what is not available) for the East Lothian Integration Joint Board in relation to each class in the Model Publication Scheme
- 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 31 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 Integration Joint Board is the governing body and directs the East Lothian Health and Care Partnership (ELHSCP) to deliver delegated health and social care services on its behalf. The ELHSCP draws staff from East Lothian Council and NHS Lothian.

Introducing the East Lothian Integration Joint Board

The East Lothian Integration Joint Board has its principal offices at:

John Muir House
Brewery Park
Haddington EH41 3HA

Telephone – 01875 824309

e-mail – elhscp@eastlothian.gov.uk

The Chief Officer of the Board is Fiona Wilson, Director of Health and Social Care, - NHS Lothian.

We cover the area of East Lothian Council.

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

The governing Body is the Integration 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.](#)

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.

Information can be provided in alternative formats that comply with the Equality Act 2010.

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 – 01875 824309

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:

East Lothian Health & Social Care Partnership
Communications Team
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 9.00am to 5.00pm Monday to Thursday and to 4.00pm on a Friday (lunch is 1-2pm each day). It may avoid delay if you notify us in advance that you intend 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 are 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. 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 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 redacted (black 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	60p	90p
A3	70p	£1.00

- Information provided on a Computer Storage Device (8GB memory stick) will be charged at £8.30 per memory stick.
- 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.
- 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:

East Lothian Health and Social Care Partnership
Communications Team
John Muir House
Brewery Park
Haddington EH41 3HA

Telephone – 01875 824309
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 the Communications Team.

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. You can see the Records Management Plan on our website at –

https://www.eastlothian.gov.uk/downloads/download/12855/integration_joint_board_ijb_guide_to_information

Section 8: Contact details for enquiries, feedback and complaints

As we have adopted the Model Publication Scheme, 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:

East Lothian Health and Social Care Partnership
Communications Team
John Muir House
Brewery Park
Haddington EH41 3HA

Telephone – 01875 824309

e-mail – elhscp@eastlothian.gov.uk

Website: www.eastlothian.gov.uk/elhscp - Feedback and complaints - East Lothian IJB

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 20 working days.

You have legal rights to access information under the Model Publication Scheme (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 writing 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.

You must make your appeal to the Commissioner within 6 months of when you received your review response. Full details of how to make an appeal and the process followed can be found on their website - <https://www.itspublicknowledge.info/appeal>

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

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 (as described in this Guide) then you may wish to request it under the Freedom of Information Act. 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 2018 (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 2021 (and described in this guide), please write to:

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

East Lothian Health and Social Care Partnership
Communications Team
John Muir House
Brewery Park
Haddington EH41 3HA

Telephone – 01875 824309

e-mail – elhscp@eastlothian.gov.uk

Website: www.eastlothian.gov.uk/elhscp - Freedom of Information Requests

For requests under the Data Protection Act please contact:

East Lothian Health and Social Care Partnership
Communications Team
John Muir House
Brewery Park
Haddington EH41 3HA

Telephone – 01875 824309

e-mail – elhscp@eastlothian.gov.uk

Your requests will be forwarded to 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 60p per A4 sheet for black and white copying, 70p 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:

Under the UK General Data Protection Regulation there is no fee associated with a request for your own personal data.

Section 10 – Classes of Information	Description
CLASS 1: ABOUT EAST LoTHIAN INTEGRATION JOINT BOARD	Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations.
1.1 Who we are	The East Lothian Integration Joint Board (IJB) is a corporate body established under the Public Bodies (Joint Working) Scotland Act 2014 and covers the area of East Lothian Council. The background as to how and why the IJB was established is provided in the Social Care and Health web pages which can be accessed through the East Lothian Council web site - www.eastlothian.gov.uk/elhscp
1.2 Where and how to contact the Board	If you would like more information about East Lothian health and social care integration this information can be accessed through the East Lothian Council web site - www.eastlothian.gov.uk/elhscp . You can also share your thoughts with us via the website or alternatively contact us at: East Lothian Health and Social Care Partnership

	<p>John Muir House, Brewery Park Haddington, EH41 3HA Email – elhscp@eastlothian.gov.uk Phone – 01875 824309</p>
1.3 How the Board are managed and the Board's external relations.	<p>The East Lothian Integration Joint Board (IJB) is managed by membership prescribed by the Scottish Government in terms of numbers and the organisations that they represent. The IJB comprises of 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. Membership of the IJB can be found on the East Lothian Council web site - www.eastlothian.gov.uk/elhscp together with the Register of interests for all members.</p>
CLASS 2: HOW WE DELIVER OUR FUNTIONS AND SERVICES	<p>Information about our work, our strategy and policies for delivering functions and services and information for our service users.</p>
2.1 Our strategies and policies	<p>The Integration Joint Board (IJB) Strategic Plan for 2023-25 and relevant policies are accessible through the East Lothian Council web site - www.eastlothian.gov.uk/elhscp</p>
2.2 Information for service users	<p>Information for our service users can be found on the East Lothian Council web site - www.eastlothian.gov.uk/elhscp as well as on our partner websites.</p>
CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED	<p>Information about decisions we have taken, how we make decisions and how we involve others.</p>
3.1 Decision Making	<p>How we make decisions are set out in the standing orders of the integration scheme and included in the recordings and minutes of the Integration Joint Board (IJB) meetings accessible through the East Lothian Council web site -</p>

	www.eastlothian.gov.uk/elhscp
CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT	<p>The Integration Joint Board (IJB) has a statutory duty to provide an Annual Report and Accounts both of which are accessible through the East Lothian Council Web site - www.eastlothian.gov.uk/elhscp</p> <p>Financial reports are provided to the Integration Joint Board (IJB) on a regular basis throughout the year at meetings and are available through the East Lothian Council Website - www.eastlothian.gov.uk/elhscp</p>
CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES	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. Information on staff terms and conditions can be found on the websites of East Lothian Council and NHS Lothian.
5.1 Information Resources	<p>Information on Records Management, Freedom of Information, Data Protection, Information Governance, Information Security and Subject Access Request are held by East Lothian Council and NHS Lothian and can be found on their websites. A small number of procedures and policies have been agreed by the Integration Joint Board.</p> <p>East Lothian Council - East Lothian Council Homepage</p> <p>NHS Lothian - NHS Lothian – NHS Lothian</p>
5.2 Physical Resources	Physical resources used by those who provide services that the Integration Joint Board (IJB) has commissioned will be owned by the East Lothian Council or the NHS who each follow their own procedures and relevant East Lothian Council and NHS Lothian information is available online.

	<p>East Lothian Council - East Lothian Council Homepage</p> <p>NHS Lothian - NHS Lothian – NHS Lothian</p>
CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS	Procurement arrangements for the goods and services we procure are made by East Lothian Council and NHS Lothian and information on the contracts which have gone through formal tendering can be found on the Public Contracts Scotland Portal
CLASS 7: HOW WE ARE PERFORMING	Key performance reports and audit reports are updated regularly and accessible through the East Lothian Council Web site - www.eastlothian.gov.uk/elhscp
CLASS 8: COMMERCIAL PUBLICATIONS	The Integration Joint Board (IJB) do not publish any information in this class.
Class 9: OPEN DATA	The Integration Joint Board (IJB) do not publish any information in this class.