



Clackmannanshire & Stirling

Health & Social Care
Partnership

Clackmannanshire & Stirling
Integration Joint Board

Guide to Information



Clackmannanshire
Council



NHS
Forth Valley

Introduction

Individuals can ask the Integration Joint Board (IJB) to provide any information that we hold and, if it is both 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 IJB 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 IJB holds the copyright, you accept the terms and conditions of the Open Government Licence. Where the IJB 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

Public Bodies are able to charge limited fees for requests made under the Act. The Clackmannanshire & Stirling Integration Joint Board will not charge for these requests.

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:

Clackmannanshire & Stirling Integration Joint Board
Freedom of Information Enquiries
Information Governance Department
Colquhoun Street
Stirling
FK7 7PX

Telephone: 01786 433284

Email: FV-UHB.CSIJBFOI@nhs.net

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 IJB 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

The Classes of Information – The IJB

	Class	Description
1	About The IJB	
1.1	Who we are	The background as to how and why The IJB was established is on our website: https://clacksandstirlinghscp.org/
1.2	Where to find us, how to contact us	Contact Information If you would like more information about health and social care integration or you would like to share your thoughts with us then please contact us at: CS.integration@nhs.net By telephone: 01259 225080 Address: 4 th Floor, Kilncraigs, Greenside Street, Alloa
1.3	How we are managed and our external relations	Introducing the IJB (Integration Joint Board) The Integration Joint Board become legally responsible for the effective delivery of a large range of services within health and social care in April 2016. Integration Joint Board Members The list of Integration Joint Board Members can be found here . The members outlined are the twelve voting members with the additional non-voting members.
2	How we deliver our functions and services	How the IJB operates is set out in the Integration Scheme . The Integration Scheme which was approved by Scottish Ministers in September 2015 can be found here

2.1	Our strategies and policies	Our Strategic Plan can be found here
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3	How we take decisions and what we have decided	<p>How we make decisions will be set out in the Integration Scheme, see 2 above.</p> <p>Our decisions, including the minutes of the Board Meetings and sub-committees, will be published on our web pages, which are here</p>
4	What we spend and how we spend it	<p>Details of our spending will be placed on the Integration web page when available.</p>
5	How we manage our human, physical and information resources	
5.1	Our human resources	<p>The staff who provide the services will either be employed by Clackmannanshire Council, Stirling Council or NHS Forth Valley. The IJB will not employ staff directly. Information about their terms and conditions of staff are available through partners.</p> <p>www.nhsforthvalley.com www.clacksweb.org.uk/ www.stirling.gov.uk/home</p>
5.2	Our information resources	<p>The services commissioned by the IJB will be delivered by the Councils and the NHS and all three organisations have their own Information Governance Policies and procedures.</p> <p>The IJB has developed a Freedom of Information process.</p> <p>Each partner has information governance processes and these are available through partners.</p> <p>www.nhsforthvalley.com www.clacksweb.org.uk/ www.stirling.gov.uk/home</p>
5.3	Our physical resources	<p>The physical resources used by those providing services that the IJB has commissioned will be predominantly owned by the Councils and the NHS who will each follow their own procedures.</p>

		www.nhsforthvalley.com www.clacksweb.org.uk/ www.stirling.gov.uk/home
6	How we procure goods and services from external providers	Details of how we procure services will be placed on our integration web pages when available.
7	How we are performing	The IJB came into existence on 1 April 2016 and information about the performance of the IJB will be published on our web page
8	Our commercial publications	The IJB 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.
