



GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME

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Section 1: Introduction

The Freedom of Information (Scotland) Act 2002, referred to in this guide as “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; and
- tell the public how to access the information and whether information is available free of charge or on payment.

The Integration Joint Board has adopted the **Model Publication Scheme**, which has been produced and approved by the Scottish Information Commissioner. It will be reviewed annually, with further amendments being made more frequently if updates are received from the Scottish Information Commissioner.

You can see this scheme on our website at www.dg-change.org.uk

You can also contact us at the address below if you prefer a copy of the “Guide to Information Available Through the Publication Scheme” to be provided in a different format.

The purpose of the Guide to Information is to:

- allow the public to see what information is available (and what is not available) for the 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 access to the information; and
- 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 the Integration Joint Board

The Public Bodies (Joint Working) (Scotland) Act 2014 sets a legal framework for integrating health and social care in Scotland. This legislation requires each Health Board and Local Authority to delegate certain functions to new integration authorities, creating a new single system for planning and delivering health and social care services.

The main purpose of integrating health and social care is to improve the wellbeing of people who use those services, particularly those whose needs are complex and require support from health and social care at the same time.

The Act provides a choice of ways in which this can be achieved. In Dumfries and Galloway, the Health Board and the Local Authority chose to delegate to a third body called the Dumfries and Galloway Integration Joint Board. This is known as a 'body corporate' arrangement. Our Integration Joint Board was legally established on 3 October 2015.

The Integration Joint Board is responsible for the strategic planning of the functions delegated to it and for ensuring the delivery of its functions through the locally agreed operational arrangements set out within the Integration Scheme.

In line with legislation, the Integration Joint Board has agreed its Strategic Plan for 2016 – 2019. This Plan sets out the case for change, priority areas of focus, challenges and opportunities, and the commitments for Dumfries and Galloway over the next 3 years. An annual delivery plan will be produced which will describe the progress that we expect to make in the year ahead.

Our vision:

A Dumfries and Galloway where we share the job of making our communities the best place to live active, safe and healthy lives by promoting independence, choice and control.

The Scottish Government has set out nine National Health and Wellbeing Outcomes:

- People are able to look after and improve their own health and wellbeing and live in good health for longer
- People, including those with disabilities or long term conditions or who are frail are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community
- People who use health and social care services have positive experiences of those services, and have their dignity respected#
- Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services
- Health and social care services contribute to reducing health inequalities
- People who provide unpaid care are supported to look after their own health and wellbeing, including to reduce any negative impact of their caring role on their own health and wellbeing

- People using health and social care services are safe from harm
- People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care and treatment they provide
- Resources are used effectively and efficiently in the provision of health and social care services

To deliver our vision and these National Outcomes, we need to address the key challenges which are identified within the Strategic Plan.

To find out more about the Integration Joint Board visit www.dg-change.org.uk

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, please contact our Freedom of Information Officer, using the contact information below, for further assistance:

Freedom of Information Officer
Integration Joint Board’s Office
c/o Mid North
Crichton Hall
Bankend Road
Dumfries
DG1 4TG
Phone: 01387 272752
Email: dg.ijbenquiries@nhs.net

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:

Freedom of Information Officer
Integration Joint Board's Office
c/o Mid North
Crichton Hall
Bankend Road
Dumfries
DG1 4TG

When writing to us to request information, please include your full name and address, 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, in limited 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. 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 commercial interests), we will remove or redact (black out) the information before publication and 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 the 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 or where it can be sent to you electronically by email.

We may charge you for providing information, for example photocopying and postage, but we will only charge you what it actually costs us to do.

We will always tell you what the charge is and how it has been calculated before providing the information to you. We will not provide you with the information until payment has been received.

Photocopying charges are shown 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.

Postage costs may be recharged at the rate we paid to send the information to you. Our charge is 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

The 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 identified.

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

Freedom of Information Officer
Integration Joint Board's Office
c/o Mid North
Crichton Hall
Bankend Road
Dumfries
DG1 4TG
Phone: 01387 272752
Email: dq.ijbenquiries@nhs.net

In regard to the re-use of information, 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 http://www.legislation.gov.uk/ukxi/2015/1415/pdfs/ukxi_20151415_en.pdf or contact the Freedom of Information Officer (contact details above).

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

The 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 Integration Joint Board's Records Management Policy can be found in Section 10 Classes of Information - Class 5.

Section 8: Contact details for enquiries, feedback and complaints

The Act requires that we review our publication scheme from time to time. 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, then please contact us.

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; and
- other ways in which our guide to information can be improved.

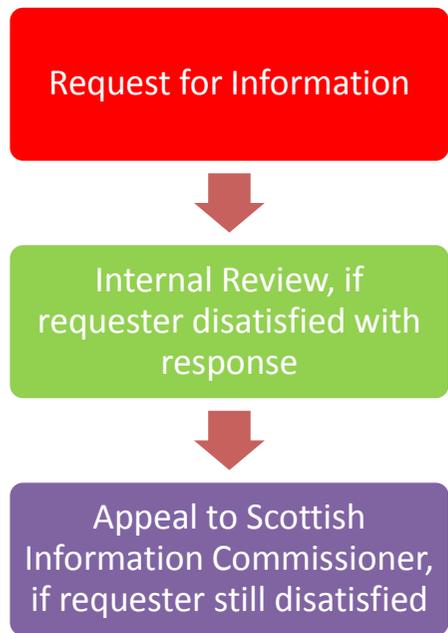
Our aim is to make our guide to information as user-friendly as possible and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the Guide then please contact us and we will try and resolve your complaint as quickly as possible.

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 (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.

¹ Verbal requests for environmental information carry similar rights



The Commissioner's website has a guide to this three step process and she operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. Her 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

All enquiries, feedback and complaints relating to this Guide to Information, or any other aspect of Freedom of Information, Data Protection and the EIRs should be directed to:

Freedom of Information Officer
Integration Joint Board's Office
c/o Mid North
Crichton Hall
Bankend Road
Dumfries
DG1 4TG

Tel: 01387 272752

Email: dq.ijbenquiries@nhs.net

Website: www.dg-change.org.uk

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 from us.

The Act provides you with a right of access to the information we hold, subject to certain exemptions. The Environmental Information Requests (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 (and described in this Guide), please write to:

Freedom of Information Officer
Integration Joint Board's Office
c/o Mid North
Crichton Hall
Bankend Road
Dumfries
DG1 4TG

Email: dq.ijbenquiries@nhs.net

Charges for information, which is not available under the scheme:

The charges for information, which is available under the Integration Joint Board's Guide to Information are set out under "Section 5 – Our Charging Policy".

If you submit a request to us for information, which 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 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 cost. For example, 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.
- We are not obliged to respond 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 being requested, nor 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 e.g. 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 Integration Joint Board 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. For example, 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 of information requested, plus reproduction and postage costs (both on the same basis as for Freedom of Information requests).

Health Rights Information Scotland (HRIS) has produced a number of publications that give details of your rights in relation to NHS healthcare.

CLASS 1: ABOUT NHS DUMFRIES AND GALLOWAY

Class description:

Information about the 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
About Us		
Organisation's Purpose, Mission Statement Vision & Values	Our Purpose, vision & values / mission statement describes why we are here? Where we are going & how do we deliver.	http://www.dg-change.org.uk/health-social-care-integration
Contact Details	Address and contact details for Integration Joint Board's headquarters and opening times, are available at	Integration Joint Board Headquarters Nithbank Dumfries DG1 2SA Opening Hours: 8.30am – 5pm
Organisational Chart	Details the organisational structure of the Integration Joint Board	An organisational chart for the Integration Joint Board is currently being produced and the link will be updated for this information as soon as it becomes available.

CLASS 1: ABOUT NHS DUMFRIES AND GALLOWAY

Class description:

Information about the 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
Our Integration Joint Board	<p>Details of Board Members and Executive Directors, and their contact details.</p> <p>The Board papers can be found here.</p> <p>Schedule of forthcoming Board meeting dates.</p> <p>Board Members Declarations of Interest and their Register of Gifts and Hospitality.</p> <p>Board Members expenses are published here.</p>	<p>http://egenda.dumgal.gov.uk/aksdumgal/users/public/admin/main.pl?op=ListCommitteeDetails&cmte=IJB</p> <p>http://egenda.dumgal.gov.uk/aksdumgal/users/public/admin/kab71.pl</p> <p>http://www.dg-change.org.uk/integrated-joint-board/</p> <p>A register of Integration Joint Board Members declarations of interest is currently being produced along with a register of all Gifts and Hospitality offered. The links to this information will be updated as soon as it becomes available.</p> <p>The expenses for NHS Dumfries and Galloway Board Member are currently under review and the link will be updated within this guide as soon as it is available.</p> <p>Dumfries & Galloway Council - http://www.dumgal.gov.uk/article/15144/Payments-to-councillors</p>

CLASS 1: ABOUT NHS DUMFRIES AND GALLOWAY

Class description:

Information about the 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
Governance	Governance and Committee Arrangements Standing Orders Code of Conduct for Board Members Risk Management Scheme of Delegation	http://egenda.dumgal.gov.uk/aksdumgal/users/public/admin/kab71.pl?cmte=IJB Standing Orders - http://www.dg-change.org.uk/wp-content/uploads/2016/05/Standing-Orders-Dumfries-and-Galloway-Integration-Joint-Board.pdf
News	News about the Integration Joint Board e.g. news releases, newsletters.	http://www.dg-change.org.uk/health-social-care-integration

CLASS 1: ABOUT NHS DUMFRIES AND GALLOWAY

Class description:

Information about the 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
Accountability and Audit Relationships	<p>Details of bodies we are audited and/or regulated by, and the nature of our relationship with them.</p> <p>Information on the Integration Joint Board's Internal Audit function.</p>	<p>Audit Scotland http://www.audit-scotland.gov.uk</p> <p>Care Commission http://www.careinspectorate.com</p> <p>Health Improvement Scotland http://www.healthcareimprovementscotland.org</p> <p>Healthcare Environmental Inspection http://healthcareimprovementscotland.org/programmes/inspecting_and_regulating_care/environment_inspectorate_hei.aspx</p> <p>Mental Welfare Commission http://www.mwcscot.org.uk</p> <p>Arrangement for the Internal Audit Function of the Integration Joint Board is currently under review and will be updated within the section when available.</p>
External relations and working with others		
Partner Agencies	Information on working partnership with.	<p>Dumfries and Galloway Council http://www.dumgal.gov.uk</p> <p>NHS Dumfries and Galloway http://www.nhsdg.scot.nhs.uk</p>

CLASS 1: ABOUT NHS DUMFRIES AND GALLOWAY

Class description:

Information about the 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
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.	Formal arrangements for handling complaints received or comments is currently under review and the link will be published within this section as soon as it becomes available.
How to make a freedom of information request	How to request information, contacts details for Freedom of Information Officer.	http://www.dg-change.org.uk/health-social-care-integration
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 Integration Joint Board about you.	http://www.nhsinform.co.uk/rights/publications/leaflets/ http://www.dg-change.org.uk/health-social-care-integration

CLASS 1: ABOUT NHS DUMFRIES AND GALLOWAY

Class description:

Information about the 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
Model Publication Scheme	The Integration Joint Board has adopted the Scottish Information Commissioner's Model Publication Scheme.	http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx
Guide to Information	The Integration Joint Board's Guide to Information it makes available under the Model Publication Scheme.	http://www.dg-change.org.uk/health-social-care-integration
Charging Schedule	<p>The Integration Joint Board's charging schedule for published information</p> <p>The Integration Joint Board's charging schedule for environmental information.</p>	<p>Please see Section 5 of the "Guide to Information Available Through the Model Publication Scheme".</p> <p>Please see Section 9 of the "Guide to Information Available Through the Model Publication Scheme".</p>

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 Plan describes how the functions delegated to the Integration Joint Board by Dumfries and Galloway Council and NHS Dumfries and Galloway will be delivered.	http://www.dg-change.org.uk/health-social-care-integration http://www.dg-change.org.uk/strategic-plan
Corporate policies and procedures	Policies adopted by the Integration Joint Board.	http://www.dg-change.org.uk/health-social-care-integration
How to access our services	Information about how to locate health services, including directions and maps to main hospitals, description of the services provided by Community Health and Care Partnerships, the Directory of Health Centres and Clinic Premises.	www.nhsdg.scot.nhs.uk/How_To_Find_Us www.nhsdg.scot.nhs.uk/Hospitals/Hospitals_in_the_Region www.nhsdg.scot.nhs.uk/Departments_and_Services/Community_Services www.nhsdg.scot.nhs.uk/About_Us/Publications http://www.dumgal.gov.uk/article/15112/Social-care-and-health

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
Integration Joint Board meetings	Agendas, papers and minutes for past Integration Joint Board meetings.	http://www.dg-change.org.uk/integrated-joint-board
Integration Joint Board standing orders for the conduct of business	A copy of the Standing Orders, Corporate Codes and Register of Members Interests is available.	http://egenda.dumgal.gov.uk/aksdumgal/users/public/admin/kab12.pl?cmte=IJB&meet=3&arc=71 http://www.dg-change.org.uk/wp-content/uploads/2016/05/Standing-Orders-Dumfries-and-Galloway-Integration-Joint-Board.pdf
Scheme of Delegation		http://egenda.dumgal.gov.uk/aksdumgal/users/public/admin/kab71.pl?cmte=IJB
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.	http://www.dg-change.org.uk/health-social-care-integration
Reports of Regulatory Inspections	Reports of regulatory inspections, audits and investigations.	List relevant reports - These will be available once published.

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) – not yet available The Governance Statement is included within the Annual Accounts – not yet available. Independent Auditors reports will be published when 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 will be published on http://www.dg-change.org.uk/health-social-care-integration - not yet available Not available Not available

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
Financial Plan	Revenue Financial Plan	Financial Plan 2016/17 - http://egenda.dumgal.gov.uk/aksdumgal/users/public/admin/kab14.pl?operation=SUBMIT&meet=7&cmte=IJB&grpId=public&arc=71
Financial Polices	Standing Financial Regulations	Financial Regulations are currently under review and will be updated within the section when available. Scheme of Delegation - http://egenda.dumgal.gov.uk/aksdumgal/users/public/admin/kab14.pl?operation=SUBMIT&meet=7&cmte=IJB&grpId=public&arc=71
Financial Monitoring Reports	Overview in-year financial reports	Financial Monitoring Reports are reported to the Integration Joint Board and included in the Board Papers – http://egenda.dumgal.gov.uk/aksdumgal/users/public/admin/kab71.pl?cmte=IJB

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 Joint Board does not employ staff directly. Staff are employed by Dumfries and Galloway Council and NHS Dumfries and Galloway. For relevant Human Resources Policies refer to the public bodies websites	www.nhsdg.scot.nhs.uk/About_Us/Publications Dumfries and Galloway Council Policies - foi@dumgal.gov.uk
Strategies	Workforce Planning	http://egenda.dumgal.gov.uk/aksdumgal/users/public/admin/kab71.pl?cmte=IJB
Employee relations	Information about partnership arrangements and facilities agreements in place including area partnership forums, HR forums and staff development groups	NHS Dumfries and Galloway www.nhsdg.scot.nhs.uk Dumfries and Galloway Council www.dumgal.gov.uk
Equality and Diversity for the Integration Joint Board	Annual report	http://egenda.dumgal.gov.uk/aksdumgal/users/public/admin/kab12.pl?cmte=IJB&meet=3&arc=71

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
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 me 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>For further information on this section, please contact the Corporate Records Manager for NHS Dumfries and Galloway on 01387 272702 or laura.geddes2@nhs.net who is managing this area on behalf of the Integration Joint Board.</p>

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
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.</p> <p>Information on these issued is held by Dumfries and Galloway Council and NHS Dumfries and Galloway.</p>	<p>http://www.nhsdg.scot.nhs.uk/About_Us/Freedom_of_Information</p> <p>http://www.dumgal.gov.uk/article/15129/Data-protection</p>
Freedom of Information	<p>Information about the freedom of information policy and how to submit a request.</p>	<p>http://www.nhsdg.scot.nhs.uk/About_Us/Freedom_of_Information</p> <p>http://www.dumgal.gov.uk/article/15129/Data-protection</p>

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
Knowledge management	Information on knowledge management is demonstrated through the approval and publication of the Workforce Plan and the Equalities Outcomes and Statistics.	http://egenda.dumgal.gov.uk/aksdumgal/users/public/admin/kab71.pl?cmte=IJB
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	www.isdscotland.org/index.asp

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
	<p>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 Integration Joint Board is not responsible for the content of this site.</p>	
Registers	Staff interests and Gifts and hospitality	<p>www.nhsdg.scot.nhs.uk/About_Us/Publications</p> <p>www.dumgal.gov.uk</p>
Physical Resources		
Property or rental	Property management information including:	The Integration Joint Board is not responsible for property related issues. The Policies from the partner agencies will apply.

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
	<ul style="list-style-type: none">- Property and Asset Management Strategy- Fire policy and procedures- Sustainability policy and annual report setting out objectives and actions on sustainability	<p>www.nhsdq.scot.nhs.uk</p> <p>www.dumgal.gov.uk</p>

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 are made by Dumfries and Galloway Council and NHS Dumfries and Galloway.	See the Procurement Policies / Standing Financial Instructions for the Partner Agencies. www.nhsdg.scot.nhs.uk www.dumgal.gov.uk
Invitations to Tender	Invitations to tender can be found on the Public Contracts Scotland Advertising Portal* * The Integration Joint Board is not responsible for the content of external websites.	http://www.publiccontractsscotland.gov.uk
Contracts	A list of contracts which have gone through formal tendering can be found at Public Contracts Scotland Advertising Portal* * The Integration Joint	http://www.publiccontractsscotland.gov.uk

	Board is not responsible for the content of external websites.	
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 	http://www.gov.scot/Resource/0047/00470219.pdf http://egenda.dumgal.gov.uk/aksdumgal/users/public/admin/kab71.pl?cmte=IJB
Audits & Inspections	Information about audits and inspections carried out by external bodies - for example, Healthcare Environment Inspectorate (HEI).	Details of relevant documents will be published when available.
Patient feedback	Information on how to provide feedback on our services.	www.nhs.uk/Departments_and_Services/Patient_and_Carer_Information/Your_Comments http://www.dumgal.gov.uk/article/15379/Contact-us
Complaints	Complaints statistics	http://www.isdscotland.org/Health-Topics/Quality-Indicators/NHS-Complaints-Statistics/

		http://egenda.dumgal.gov.uk/aksdumgal/users/public/admin/kab71.pl?cmte=IJB
Scottish Public Service Ombudsman (SPSO)	Findings and our responses	http://www.spsso.org.uk
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 e.g. 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

Class description:

Open Data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

The information we publish under this class includes:	Description	How to access it/details of any charges
Open Data Publication Plan	The Integration Joint Board is working through the new legislation around Open Data and is currently pulling together a publication plan for this information, which will be available late 2016. The link to the plan will be updated within this document as soon as it becomes available on the external website.	
Datasets and Metadata	The Integration Joint Board is working through the new legislation around Open Data and is currently pulling together a list of all datasets and information on their metadata. The link to the Open data sets will be updated within this document as soon as it becomes available on the external website.	