

Policy



AGENDA ITEM NO 12
APPENDIX 1

Guide to Information

Available through the Model
Publication Scheme

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Terms Used

FOISA	The Freedom of Information (Scotland) Act 2002
EIRs	The Environmental Information (Scotland) Regulations 2004
Model Publication Scheme	A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner
Guide to Information	A guide that every public authority adopting the MPS must produce to help people access the information it makes available
Model Publication Scheme Principles	The six key principles with which all information published under the Model Publication Scheme must comply
Classes of information	Nine broad categories describing the types of information authorities must publish (if they hold it)
Re-use Regulations	The Re-use of Public Sector Information Regulations 2015
Copyright law	The Copyright, Designs and Patents Act 1988

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

Angus Integration Joint Board (AIJB) has adopted the [Model Publication Scheme \(updated November 2018\)](#) which has been produced and approved by the Scottish Information Commissioner.

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.

The purpose of the Guide to Information is to:

- allow you to see what information is available (and what is not available) for the AIJB 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.

2 About Angus Integration Joint Board

The Angus Integration Joint Board was established on 3rd October 2016 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 AIJB comprises 6 voting members: 3 members appointed from Councillors on Angus Council and 3 members from the Non-Executive board members of NHS Tayside. Additionally, there are non-voting stakeholder members and professional members. For more information on the Board see Section 11 – Classes of information - Class 1.

The function of the Board is to provide arrangements for the development of the integration of health and social care within the same geographical area as is covered by Angus Council. The integration of health and social care will improve the outcomes for patients, service users, carers and their families. Under the terms of the Act the Board has a number of statutory duties and powers, including strategic planning for all local health and social care services. In addition, under the Act and under the terms of an Integration Scheme approved by the Scottish Ministers, the Board also has a range of functions and resources delegated to it by Angus Council and NHS Tayside.

The Board is commonly referred to as the Angus Health and Social Care Partnership. 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.

We work in co-operation with other Integration Joint Boards, NHS Tayside and Angus Council and other agencies in planning and commissioning health and social care services.

The Board has its Principal offices at:

Angus Integration Joint Board
Angus House
Orchardbank Business Park
Forfar
DD8 1AN

Phone: 01307 492560

Email: Tay.AngusHSCP@nhs.scot

Website: <http://www.angushscp.scot>

The Interim Chief Officer of the Board is Gail Smith.

3 Accessing Information under the Scheme

3.1 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.

3.1.1 On our website

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.

Website: <http://www.angushscp.scot>

3.1.2 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.

Email: Tay.AngusHSCP@nhs.scot

3.1.3 **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.

Phone: 01307 492560

3.1.4 **By post**

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

Chief Officer
Angus Health & Social Care Partnership
Angus House
Orchardbank Business Park
Forfar
DD8 1AN

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.

3.1.5 **Personal visits**

If you prefer to visit us to inspect the information you may do so during our normal office hours of 9.00 am to 5.00pm Monday to Thursday and to 4.00pm on a Friday.

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 will be provided within the relevant class.

3.2 **Advice and assistance**

If you are having trouble finding any information listed in our Guide, then for further assistance please contact us by telephone, email or through our website.

3.3 **Exempt information**

We will publish all the information we hold that falls within the classes of information in the Model Publication Scheme. We describe 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.

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 11 – 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.

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 Charge per sheet	Colour Charge 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".

6 Copyright

The 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:

Chief Officer
Angus Health & Social Care Partnership
Angus House
Orchardbank Business Park
Forfar
DD8 1AN

Phone: 01307 492560

Email: Tay.AngusHSCP@nhs.scot

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.oqps.gov.uk> or <https://ico.org.uk/for-organisations/guide-to-rpsi/>

The Publication Scheme may contain information where the copyright holder is not the AJB. 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.

7 Records Management Policy

The Board regards its records as a major asset of the organisation. Under the Public Records (Scotland) Act the Board is required to prepare a Records Management Plan and policies on the classification, retention, and preservation of its public records.

You can view these documents on the Angus Health and Social Care Partnership website at:

<https://www.angushscp.scot/publications/>

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, or comment or complain that information is not included then please contact us via.

Chief Officer
Angus Integration Joint Board
Angus House
Orchardbank Business Park

Forfar
DD8 1AN

Phone: 01307 492560

Email: Tay.AngusHSCP@nhs.scot

Website: <http://www.angushscp.scot>

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 (updated November 2018) (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.

You can find details of how to appeal on the Commissioner's website at:

<http://www.itspublicknowledge.info/YourRights/UnhappyWithResponse.aspx>

Contact details for the Commissioner are as follows:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Phone: 01334 464610

Email: enquiries@itspublicknowledge.info

Website: <http://www.itspublicknowledge.info/YourRights/YourRights.aspx>

The Commissioner's Office is open on Monday to Friday from 9 am to 5 pm.

¹ Verbal requests for environmental information carry similar rights

9 How to Access Information not Available Through this Guide

9.1 General Requests for Public Information

While we publish a great deal of information under this Guide, much of the information we hold is unpublished. However, the Freedom of Information (Scotland) Act 2002 entitles the public to request access to the unpublished information that we hold, subject to certain exemptions. Further information about the Act and your rights are available from the website of the Scottish Information Commissioner at:

<http://www.itspublicknowledge.info/YourRights/YourRights.aspx>

The Environmental Information (Scotland) Regulations 2004 also give the public similar rights to access environmental information held by us, though the rules are slightly different. Details of how these rules are provided on the same page of the website of the Scottish Information Commissioner.

To request unpublished information under either of these pieces of legislation please address your request to the Chief Officer using one of the following contact methods:

Post:

Chief Officer
Angus Health and Social Care Partnership
Angus House
Orchardbank Business Park
Forfar
DD8 1AN

Phone: 01307 492560

Email: Tay.AngusHSCP@nhs.scot

9.2 Requests for Access to your own Personal Data

If you wish to access any personal information which we hold you have a right request this under the Data Protection Act 2018. Information about your rights to access your personal information can be found on the website of the UK Information Commissioner at: <https://ico.org.uk/your-data-matters/>

Again, these rights are subject to certain exceptions or exemptions.

To request access to your personal information under the Data Protection Act 2018 please address your request to the Data Protection Officer using one of the following contact methods:

Post:

Data Protection Officer
Angus Health and Social Care Partnership
Angus House
Orchardbank Business Park
Forfar
DD8 1AN

Phone: 01307 492560

Email: AHSCPDataProtection@angus.gov.uk

9.3 Charges for Information not Available Through this Guide

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:

9.3.1 **Information Requests under the Freedom of Information (Scotland) Act 2002**

- 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.

9.3.2 **Information Requests under the Environmental Information (Scotland) Regulations 2004**

Environmental information is provided under the Environmental Information (Scotland) Regulations 2004 rather than the 2002 Act, and 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 AIJB 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.







9.3.3 Access to your own personal data under the Data Protection Act 2018










There is no charge for accessing your own personal data.






10 Classes of Information covered by this Guide









10.1 Class 1: About Angus Integration Joint Board (AIJB) (Also known as Angus Health and Social Care Partnership (AHSCP))







Information about Angus Integration Joint Board, who we are, where to find us, how to contact us, how we are managed and our external relations.









10.1.1 General information about Angus Integration Joint Board		
Who we are	The AIJB is a corporate body established under the Public Bodies (Joint Working) (Scotland) Act 2014. We cover the same geographical area as Angus Council.	 Angus Integration Joint Board
Our legal framework	Our structure, duties, and powers are set out in an Integration Scheme agreed between NHS Tayside and Angus Council and approved by the Scottish Ministers.	 Integration Scheme
Our purpose and vision	The AIJB operates under the name "Angus Health and Social Care Partnership". Our purpose is to plan and deliver integrated health and social care services for the people of Angus. You can find more details of our purpose and vision on our website.	 Angus Health and Social Care Partnership
How to contact us	Our main offices at Angus House, Forfar, are open from 9am to 5pm Monday to Thursday and 9am to 4pm on Friday, except for public holidays.	 Angus Integration Joint Board Angus House Orchardbank Business Park Forfar DD8 1AN  01307 492560  Tay,AngusHSCP@nhs.scot

		 http://www.AngusHSCP.scot/
How to make a complaint	<p>If you wish to complain about a policy or decision of the AIJB, or about a health or social care service commissioned by us, details of how to do so can be found on our website.</p> <p>If your complaint is specifically about a health service in Angus provided on behalf of the AIJB by NHS Tayside, you may also make your complaint directly to NHS Tayside.</p> <p>If your complaint is specifically about a social care service provided or procured on behalf of the AIJB by Angus Council, you can also make your complaint direct to Angus Council.</p>	 Compliments and Complaints  NHS Tayside Complaints https://www.nhstayside.scot.nhs.uk/YourRights/CommentsConcernsandComplaints/index.htm  Angus Council Complaints https://www.angus.gov.uk/council_and_democracy/complaints_and_comments
How to make a request for information about us and our services	<p>The process for making a request for information from the AIJB is described above in Section 9.2, along with details of our charges where applicable.</p> <p>If you wish to make a request for information relating to a health service provided in Angus on behalf of the AIJB by NHS Tayside, you can also apply to them directly through the link.</p> <p>If you wish to make a request for information relating to a social care service provided by on behalf of the AIJB by Angus Council, you can also apply to them directly through the link.</p>	 Section 9  https://www.nhstayside.scot.nhs.uk/YourRights/PROD_264001/index.htm  https://www.angus.gov.uk/foi/making_a_request_for_information_not_already_published
How to make a request for information about you	<p>You can make a request under the Data Protection Act 2018 for access to information we hold about you, or which is held on our behalf by services commissioned by us from NHS Tayside and Angus Council. Details of how to request access to your information is described above in Section 9.2, and also on our website.</p>	 Section 9.2 or  Accessing Information about You

	<p>Our Privacy Policy Statement describes the kind of information we hold about individuals, what we use it for, your rights, and how to make a complaint to the Information Commissioner.</p> <p>Hospital Health Records. If you are only interested in obtaining access to your hospital health records you should contact NHS Tayside direct. Details of how to apply for access to your hospital records can be found on their website.</p>	<p> Privacy Policy</p> <p> https://www.nhstayside.scot.nhs.uk/YourRights/PROD_264003/index.htm</p>
<p>10.1.2 How Angus Integration Joint Board is run</p>		
<p>The Board</p>	<p>The Board is the governing body ultimately responsible for all the functions delegated to it under the Integration Scheme.</p> <p>Details of the current members of the Board can be found on our website.</p>	<p> Angus Integration Joint Board</p>
<p>Our other decision-making and governance committees</p>	<p>The Audit Committee is a standing committee of the Board and is responsible for overseeing the AIJB's internal audit programme and financial governance.</p> <p>Details of current membership of the committee and records of its meetings can be accessed on our website. (Some papers are not published as they are exempt under Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.)</p>	<p> Audit Committee</p>
	<p>Strategic Planning Group is the statutory advisory group responsible for developing, reviewing, and monitoring the implementation of the AIJB's Strategic Plan. The Group is also responsible for overseeing the work of the improvement groups in the four Angus localities.</p> <p>Details of current membership of the group, records of its meetings, and details of the AIJB's strategic planning and review process can be found on our website. (Some papers are not published as they are exempt under Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.)</p>	<p> Strategic Planning Group</p>

	<p>The Clinical, Care, and Professional Governance Forum is responsible for providing assurance to the AIJB and the Chief Officer in relation to quality, governance, and statutory compliance in the delivery of the AIJB's functions.</p> <p>Details of current membership of the group and records of its meetings can be accessed on our website. (Some papers are not published as they are exempt under Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.)</p>	 Clinical, Care, and Professional Governance
	<p>The Executive Management Team is responsible for the operational management of the AIJB's functions.</p> <p>Details of current membership of the team and records of its meetings can be accessed on our website. (Some papers are not published as they are exempt under Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.)</p>	 Executive Management Team
How we conduct our business	<p>The business of the Board and standing committees is governed by our standing orders.</p> <p>Members of the Board and standing committees are bound by our Code of Conduct for members.</p> <p>We maintain a register of interests for all Board members and members of decision-making committees, and a register of hospitality and gifts received by members. This can be scrutinised on our website.</p>	 Standing Orders  Members Code of Conduct  Members Registers of Interests and of Gifts and Hospitality
Our schemes of delegation	<p>Scheme of Delegation to the Chief Officer</p> <p>Operational Scheme of Delegation</p>	 Scheme of Delegation  Operational Scheme of Delegation
10.1.3 Strategic Planning and Corporate Policies		
Our Strategic Commissioning	<p>Every three years the AIJB publishes a Strategic Commissioning Plan setting out the AIJB's priorities and how the AIJB will deliver the functions</p>	 Strategic Commissioning Plan








<p>Plan</p>	<p>delegated to it by the Integration Scheme.</p> <p>The strategy is supported by a Housing Contribution Statement and a Market Facilitation Statement.</p> <p>Details of the AIJB’s strategic planning and review process can be found on our website.</p> <p>To ensure our service delivery is responsive to local needs, we plan our services in four localities covering different parts of Angus. These are:</p> <p>North East Locality – covering the area around Edzell, Montrose, and Brechin</p> <p>North West Locality – covering the area around Kirriemuir, Letham, Forfar, Newtyle, and South West Angus</p> <p>South East Locality – covering the area around Arbroath and Friockheim</p> <p>South West Locality – covering the area around Carnoustie and Monifieth</p> <p>For each locality we publish a Locality Needs Assessment and Improvement Plan</p>	<p> Locality Improvement Plans</p>
<p>Other corporate strategies</p>	<p>Carers Strategy</p> <p>Information Governance Strategy</p> <p>Workforce and Organisational Development Strategy and Plan</p> <p>Communication and Engagement Strategy</p>	<p> Carers Strategy</p> <p> Information Governance</p> <p> Workforce Plan</p> <p> Communication and Engagement</p>
<p>Our corporate policies</p>	<p>Information Governance</p> <ul style="list-style-type: none"> • Data Protection Policy • Records Management Policy • Information Security Policy • Access to Information Policy 	<p> Information Governance</p>








	Risk Management Policy and Strategy	 Risk Management
10.1.4 External relations		
Who we are accountable to	<p>The AIJB is primarily accountable to Scottish Government and to the residents of Angus. We do this through several annual publications:</p> <ul style="list-style-type: none"> • Annual Accounts • Annual Performance Reports • Annual Audit Committee Reports 	<p> Annual Accounts</p> <p> Annual Performance Reports</p> <p> Annual Audit Reports</p>
Our delivery partners	<p>The AIJB does not employ staff or deliver services directly. Instead, services are delivered or procured by our partner agencies under our direction. Our delivery partners are:</p> <ul style="list-style-type: none"> • Angus Council • NHS Tayside 	<p> https://www.angus.gov.uk/</p> <p> https://www.nhstayside.scot.nhs.uk/index.htm</p>
Our auditors	<p>Internal auditors – Fife, Tayside and Forth Valley Audit and Management Services</p> <p>External auditors – Audit Scotland</p>	<p> https://www.audit-scotland.gov.uk/</p>
Bodies who regulate us	<p>The AIJB is subject to statutory regulation by the bodies listed below. You can find details of regulatory reports concerning the AIJB and our services from each body's website:</p> <ul style="list-style-type: none"> • Audit Scotland Independent scrutiny of financial management, performance, and efficiency 	<p> https://www.audit-scotland.gov.uk/</p>

	<ul style="list-style-type: none"> • The Care Inspectorate Statutory inspection and regulation of social care services • Healthcare Improvement Scotland Statutory inspection and regulation of healthcare services • The Healthcare Environment Inspectorate Statutory inspection and regulation of healthcare premises • The Mental Welfare Commission Regulatory oversight and investigations in relation to the welfare of people under the Mental Health Care and Treatment (Scotland) Act 2003 and the Adults with Incapacity (Scotland) Act 2000. • Scottish Public Sector Ombudsman Investigation of complaints against public bodies where these have not been resolved by the public body itself 	<ul style="list-style-type: none"> •  http://www.careinspectorate.com/ •  http://www.healthcareimprovementscotland.org/ •  http://www.healthcareimprovementscotland.org/ •  http://www.mwcscot.org.uk/ •  https://www.spsso.org.uk/spso
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10.2 Class 2: How we Deliver our Functions and Services






Information about the statutory functions of the AIJB, including functions delegated to us by NHS Tayside and Angus Council, and the services which we commission.

10.2.1 Functions		
Our Statutory functions	<p>The statutory functions of the AIJB are set out in the Public Bodies (Joint Working) (Scotland) Act 2014.</p> <p>The functions delegated to the AIJB by Angus Council and NHS Tayside under the Act are listed in the Angus Integration Scheme.</p>	<p> https://www.legislation.gov.uk/asp/2014/9/contents</p> <p> Integration Scheme</p>
10.2.2 Services		
Our services	Details of all services for which the AIJB is responsible can be found on our website.	 Services
How to access our services	<p>By law, the AIJB commissions NHS Tayside and Angus Council to provide or procure all the health and social care services for which the AIJB is responsible.</p> <p>Details on how to access these services are accessible from the following links:</p> <ul style="list-style-type: none"> Hospitals and Clinics <p>Community Health Services in Angus including:</p> <ul style="list-style-type: none"> General Practitioners /GP Surgeries Dental Services / General Dental Practitioners Ophthalmologists and Opticians Pharmacies <ul style="list-style-type: none"> Social Care Services 	<p> http://www.nhstayside.scot.nhs.uk/index.htm</p> <p> http://www.nhstayside.scot.nhs.uk/YourLocalServices/index.htm</p> <p> https://www.angus.gov.uk/social_care_and_health</p>
How our services are organised	An organisational organogram showing how our service teams are organised is available from our website.	 Operational Structure






Our service standards	Each AIJB service area publishes details of the standards of care, service delivery, and professional conduct which the service seeks to achieve. These are published on our website.	 Service Standards
Our quality framework	We have developed a Quality Assurance Framework to enable us to evaluate each of the services we commission on a common standard in relation to information governance, Professional governance, health and safety, experience of service users, quality and effectiveness of care, and promotion of equality.	 Quality Assurance
Our operational instructions and policies	Eligibility and Prioritisation Policy	 Operational Policies
Staff guidance and procedures		 Staff Guidance
Our service delivery and improvement plans		 Service Plans
Information for service users and carers		 Service Information
Services you may be charged for	<p>Most services commissioned by the AIJB are free at the point of delivery. This includes all health services and all personal care services.</p> <p>Angus Council is permitted by law to charge for other social care services. Details of these chargeable services and how contributions are assessed can be found in our Contributions Policy.</p>	 Contribution Policy

10.3 Class 3: How we Make Decisions and What we have Decided




Information about our decision making structures and processes, and records of the decisions we have made.









<p>Decisions by the Board</p>	<p>The Board meets six times a year and is responsible for all strategic decisions in relation to the functions and services of the AIJB.</p> <p>The agenda, minutes, and most papers for each Board meeting are available on our website. (Some papers are not published as they are exempt under Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.)</p>	<p> Board Meetings</p>
<p>Operational decisions</p>	<p>The Chief Officer and the Executive Management Team are responsible for operational decisions in relation to the functions of the AIJB and delivery of services.</p> <p>Details of current membership of the team and records of its meetings can be accessed on our website. (Some papers are not published as they are exempt under Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.)</p>	<p> Executive Management Team</p>
<p>Supporting decision-making</p>	<p>A number of other groups within the AIJB contribute to operational and strategic decision making. An organogram showing these groups and how they relate to the Board and its principal committees and working groups is available from our website, along with an explanation of what each group does.</p>	<p> Supporting Decision-Making</p>
<p>Consultation and engagement</p>	<p>We are committed to consulting and engaging with service users, unpaid carers, and other stakeholders to ensure that our decisions take account of the needs and priorities of the residents of Angus.</p> <p>We publish the results of most of our consultations and engagement activity on our website.</p>	<p> Communication and Engagement</p> <p> Public Consultation</p>

10.4 Class 4: What we Spend and How we Spend it

Our annual audited accounts	<p>The AIJB annual accounts are published on our website.</p> <p>Along with the accounts, these publications include details of Board member and senior officer remuneration, the directors report, a statement on the AIJB's governance arrangements, and the external auditor's report.</p>	 Annual Accounts
Our strategic financial plan	<p>The AIJB's strategic financial plan is available from our website. The document sets out our projected our spending and investment priorities over a three year period, and our projected income and expenditure.</p>	 Strategic Financial Plan
Our financial policies and procedures	<ul style="list-style-type: none"> • Financial Regulations • Reserves Policy 	 Financial Governance
Annual funding agreement with NHS Tayside and Angus Council	<p>The majority of the AIJB's funding comes from monies transferred to the AIJB on an annual basis to enable the AIJB to carry out the functions delegated to it by those bodies.</p>	 Annual Funding Settlement
Financial monitoring reports	<p>Regular financial monitoring reports are presented meetings of the Board throughout the year. These can be found within the papers for meetings of the Board.</p>	 Board Meetings




10.5 Class 5: How we Manage our Human, Physical, and Information Resources

10.5.1 Human resources		
Management of our staff	<p>The AIJB does not employ any staff directly.</p> <p>Staff who carry out the functions of the AIJB are employed by NHS Tayside or Angus Council.</p> <p>For relevant Human Resources policies please refer to the following sites:</p> <ul style="list-style-type: none"> • NHS Tayside • Angus Council 	<p> http://www.nhstayside.scot.nhs.uk/index.htm</p> <p> https://www.angus.gov.uk/</p>
10.5.2 Physical resources		
Management of our property assets	<p>The AIJB does not own any land or property.</p> <p>Premises from which the AIJB conducts its business and provides services are all owned or let and managed by NHS Tayside or Angus Council.</p>	
10.5.3 Information resources		
Our Records Management Plan	<p>Under the Public Records (Scotland) Act 2011, the AIJB is required to prepare and publish a records management plan detailing how the AIJB's records are managed and maintained.</p> <p>The plan, along with supporting evidence, is available from our website.</p> <p>Records relating to users of AIJB services are held on our behalf by the partner body which has been directed to deliver each service, either NHS Tayside or Angus Council.</p> <p>Details of the records management plans and policies of these bodies can be found on their websites:</p>	<p> Information Governance</p>



	<ul style="list-style-type: none"> • Angus Council • NHS Tayside 	 https://www.angus.gov.uk/media/records-management-policy  http://www.nhstayside.scot.nhs.uk/YourRights/PublicRecordsScotlandAct/index.htm
Our records classification and retention policies	Our Business Classification Scheme and Retention Schedule sets out how we organise our records and how long we retain them for.	 Records Classification and Retention
Our information assets	The AIJB maintain and publish a register of the information assets held by the AIJB or held on our behalf by Angus Council and NHS Tayside.	 Information Asset Register
Our privacy statement	<p>The AIJB is a data controller for all personal data collected and processed in the course of carrying out its functions, or in the carrying out of those functions by NHS Tayside and Angus Council under the direction of the AIJB.</p> <p>A full statement of the purposes for which we process personal information, our legal basis for doing this, the way we protect and share personal information, and the rights of individuals about whom we hold information, is available from our website.</p>	 Privacy Policy
Statistical information we publish	<p>Information about health and social care services is collated nationally by Public Health Scotland, Data and Intelligence Division, including information relating to the AIJB area.</p> <p>We publish a range of performance and other data on our website in the form of a dashboard.</p> <p>We also publish some datasets about our services, local needs, and our</p>	 http://www.isdscotland.org  https://www.angushscp.scot/dashboard/  http://opendata.angus.gov.uk/organization/angus-health-and-social-care-



	performance on our Open Data portal.	partnership
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10.6 Class 6: How we Procure Goods and Services from External Providers

<p>Our procurement arrangements</p>	<p>The AIJB commissions many of its services from external bodies. It does this through Angus Council Procurement section or through the Tayside Procurement Consortium.</p> <p>NHS Tayside are responsible for procurement of primary care services on behalf of the AIJB.</p> <p>A list of services procured by Angus Council on behalf of the AIJB can be found on the Council Website along with the Council's corporate procurement strategy and policy.</p> <p>Some services, procured on our behalf by NHS Tayside, are procured through the Tayside Procurement Consortium.</p> <p>All invitations to tender are published on the Public Contracts Scotland Website</p>	<p> https://www.angus.gov.uk/business/procurement</p> <p> https://www.publiccontractsscotland.gov.uk/Contracts/Contracts_Search.aspx?AuthID=AA12382</p> <p> https://www.publiccontractsscotland.gov.uk/</p>
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10.7 Class 7: How we are Performing


<p>Our annual statutory performance reports</p>	<p>The AIJB is required by law to publish a report of our performance each year. The report provides information on a range of key performance measure which demonstrate our performance in improving health and wellbeing for the residents of Angus and delivering effective, integrated health and social care services.</p>	<p> Annual Performance Reports</p>
<p>Our performance</p>	<p>Public Health Scotland Data and Intelligence service collate and publish the performance of all Integration Joint Boards across Scotland</p>	<p> https://beta.isdscotland.org/find-publications-and-data/health-and-</p>

against nation indicators	against a suite of national measures linked to the National Health and Wellbeing Outcomes for Scotland.	social-care/social-and-community-care/core-suite-of-integration-indicators/
How we meet our equalities duties	As a public body the AIJB is subject to the Public Sector Equality Duty to foster equality of access and outcome for all adult residents of Angus including people with protected characteristics under the Equality Act 2010 . The protected characteristics are age, disability, sex, gender reassignment, pregnancy and maternity, race, religion or belief, and sexual orientation. Every two years we publish a Mainstreaming Equalities Report which highlights our impact in addressing inequality and eliminating discrimination in all our services.	 Equalities
Our performance in maintaining quality standards and compliance	Services provided on behalf of the AIJB are required to report annually to the AIJB Clinical, Care, and Professional Governance Forum (CCPG) on their performance in meeting a range of quality standards in relation to their service delivery, information governance, professional standards, and equalities compliance. These reports can be found in the papers of the CCPG Forum on our website.	 Clinical, Care, and Professional Governance

10.8 Class 8: Our Commercial Publications

We do not produce any publications in this class.

10.9 Class 9: Our Open Data

Our Open Data publication plan	The Angus IJB Open Data Publication Plan details the data we intend to publish through the Open Data portal and the projected publication dates.	 Open Data Publication Plan
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	Our Open Data can be accessed from the	 http://opendata.angus.gov.uk/organization/angus-health-and-social-care-partnershipa
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