

West Dunbartonshire
Health & Social Care Partnership

**WEST DUNBARTONSHIRE
HEALTH & SOCIAL CARE
PARTNERSHIP BOARD**

Publication Scheme: Guide to Information

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Terms Used	Explanation
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
MPS	The Model Publication Scheme
Guide to Information	A guide that every public authority adopting the MPS must produce to help people access the information it makes available
MPS Principles	The six key principles with which all information published under the MPS must comply
Classes of Information	Nine broad categories describing the types of information authorities must publish (if they hold it)
Notification Form	The form an authority must submit to notify the Commissioner of its adoption of the MPS

1. PURPOSE

- 1.1 West Dunbartonshire Health & Social Care Partnership (HSCP) Board is responsible for the strategic planning and reporting of a range of health and social care services delegated to it by NHS Greater Glasgow & Clyde Health Board and West Dunbartonshire Council (described in full within its approved Integration Scheme). The Council and the Health Board discharge the operational delivery of those delegated services (except those related to the Health Board's Acute Division services most commonly associated with the emergency care pathway) through the partnership arrangement referred to as West Dunbartonshire Health & Social Care Partnership. The Health & Social Care Partnership Board is responsible for the operational oversight of West Dunbartonshire Health & Social Care Partnership (HSCP).
- 1.2 The Partnership Board's:
- Mission is improving lives with the people of West Dunbartonshire.
 - Purpose is to plan for and ensure the delivery of high-quality health and social care services to and with the communities of West Dunbartonshire.
 - Core values are respect; compassion; empathy; care; and honesty
- 1.3 The Partnership Board is a legal entity in its own right created by Parliamentary Order, following ministerial approval of its Integration Scheme (as per the Public Bodies [Joint Working] Act 2014). The Partnership Board regards its publications and records as major assets, with its records an essential resource for the efficient and effective fulfilment of its governance, business and legal responsibilities.
- 1.4 The Partnership Board became subject to the Freedom of Information (Scotland) Act 2002 when it was established on the 1st July 2015. Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme as part of their legal obligation to:
- Publish the classes of information that they make routinely available.
 - Tell the public how to access the information they publish and whether information is

available free of charge or on payment.

1.5 We have adopted the Model Publication scheme produced by the Scottish Information Commissioner: www.itspublicknowledge.info/PublicationSchemeGuidance. Our aim in adopting the Commissioner's Model Publication Scheme and in maintaining this Guide to Information is to be as open as possible.

1.6 The Model Publication Scheme is underpinned by six principles:

1.6.1 Principle One: Availability and formats

- Information published through this model scheme should, wherever possible, be made available on the authority's website.
- There must be an alternative arrangement for people who do not wish to, or who cannot, access the information either online or by inspection at the authority's premises. An authority may e.g., arrange to send out information in paper copy on request (although there may be a charge for doing so).

1.6.2 Principle Two: Exempt Information

- If information described by the classes cannot be published and is exempt under Scotland's freedom of information laws e.g., sensitive personal data or a trade secret, the authority may withhold the information or provide a redacted version for publication, but it must explain why it has done so.

1.6.3 Principle Three: Copyright and Re-use

- The authority's Guide to Information must include a copyright statement which is consistent with the fair dealing provisions of the [Copyright, Designs and Patents Act 1988](#). Where the authority does not hold the copyright in information it publishes, this should be made clear.
- Any conditions applied to the re-use of published information must be consistent with the [Re-Use of Public Sector Information Regulations 2015](#).
- The Commissioner recommends that authorities adopt the [Open Government Licence and/or the non-commercial Government Licence](#), produced by The National Archives for their published information.

1.6.4 Principle Four: Charges

- The Guide to Information must contain a charging schedule, explaining any charges and how they will be calculated.
- No charge may be made to view information on the authority's website or at its premises, except where there is a fee set by other legislation e.g., for access to some registers.
- The authority may charge for photocopying, removable storage devices, postage and packaging and other costs associated with supplying information. The charge must be no more than these elements actually cost the authority (e.g. cost per photocopy or postage). There may be no further charges for information in Classes 1 to 7 and 9 below. An exception is made for commercial publications (Class 8) where pricing may be based on market value.

1.6.5 Principle Five: Contact details

- The authority must provide contact details for enquiries about any aspect of the adoption of the model scheme, the authority's Guide to Information and to ask for copies of the authority's published information.

- The Act requires authorities to provide reasonable advice and assistance to anyone who wants to request information. This includes information which is not published through the model scheme. The authority's Guide to Information must provide contact details to access this help.

1.6.6 Principle Six: Duration

- Once published through the Guide to Information, the information should be available for the current and previous two financial years. Where information has been updated or superseded, only the current version need be available (previous versions may be requested from the authority).
- 1.7 The Guide to Information will contain a review date showing when the document was last reviewed, to show that it contains the most up to date information. 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.

Contact Details

- 1.8 All enquiries, feedback and complaints relating to this Guide to Information, or any other aspect of Freedom of Information or Data Protection should be sent to:

Systems, Digital & Information Governance Manager - West Dunbartonshire HSCP
 West Dunbartonshire HSCP HQ, West Dunbartonshire Council Offices, 16 Church Street, Dumbarton, G82 1QL.
 E-mail: wdhscp@west-dunbarton.gov.uk

- 1.10 You have legal rights to access information under the Model Publication Scheme (as described in this Guide to Information) and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to:

Scottish Information Commissioner
 Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS Tel: 01334 464610;
 Email: enquiries@foi.scot
 Website: <https://www.foi.scot/your-rights>

The Commissioner's website has a guide to this three-step process.

2. ACCESSING INFORMATION UNDER THIS SCHEME

Availability and Formats

- 2.1 The information published through this Guide to Information is, wherever possible, available on our website: www.wdhscp.org.uk (see Section 3: Classes of Information). If the information you seek is listed in our Guide to Information but is not published on our webpage, we can send it to you by email, wherever possible. If you have any difficulty identifying the information you want to access, then please contact us to help you as above.
- 2.2 All information in the guide can be made available in hard copy form (i.e. paper copies).

Hard copies of information can be requested from us over the telephone or in writing. 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 ideally a telephone number so we can telephone you to clarify any details if necessary. If you prefer to visit us to inspect the information, please contact us to make an appointment to view the information.

Copyright and Re-use

- 2.3 Where the Partnership Board holds the copyright to published information, the information may be copied or reproduced without formal permission, provided that it is copied or reproduced accurately; it is not used in a misleading context; and the source of the material is identified.
- 2.4 Where the Partnership Board does not hold copyright in information it publishes, we will cite the source/copyright holder appropriately within those publications.

Exempt Information

- 2.5 Our aim in adopting the Commissioner’s Model Publication Scheme and in maintaining this Guide to Information is to be as open as possible. However, there may be limited circumstances where information will be withheld from one of the classes of information listed in Section 3: Classes of Information. Information will only be withheld, however, where the Act expressly permits it. For example, information may be withheld where its disclosure would breach the law of confidentiality; harm an organisation’s commercial interests; or if it is another person’s personal information, and its release would breach the Data Protection Act.
- 2.6 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. You can complain to us, if you so wish, about any information which has been withheld from you.

Charges

- 2.7 Unless otherwise stated in Section 3: Classes of Information, all information contained within our scheme is available from us free of charge where it can be viewed online or where it can be sent to you electronically by email. There is no charge to view information online or at our offices.
- 2.8 However, we reserve the right to impose charges for providing information in paper copy or on computer disc. In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received. Charges reflect the actual costs of supplying the information (e.g. photocopying and postage), as set out below.

Black & White Photocopying	
A4	10p
A3	20p
Colour Photocopying	
A4	30p
A3	40p
Alternative Formats	
CD-ROM / DVD	£1.00 per copy

Duration

- 2.9 Once information is published under a class as a minimum we will continue to make it available for the current and previous two financial years.
- 2.10 Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you are welcome to make a request to do so.

3. CLASSES OF INFORMATION

- 3.1 We publish information that we hold within the following classes as specified by the Scottish Information Commissioner:

Class	Publication Description
1	About West Dunbartonshire Health & Social Care Partnership Board.
2	How West Dunbartonshire Health & Social Care Partnership Board delivers its functions and services.
3	How West Dunbartonshire Health & Social Care Partnership Board takes decisions and what it has decided.
4	What West Dunbartonshire Health & Social Care Partnership Board spends and how it spends it.
5	How West Dunbartonshire Health & Social Care Partnership Board manages human, physical and information resources.
6	How West Dunbartonshire Health & Social Care Partnership Board procures goods and services from external providers.
7	How West Dunbartonshire Health & Social Care Partnership Board is performing.
8	Commercial publications.
9	Open data.

3.2 Class 1: About West Dunbartonshire Health & Social Care Partnership Board

- Description: Information about West Dunbartonshire Health and Social Care Partnership Board, who we are and where to find us, how to contact us, how we are managed and our external relations.
- As per the Public Bodies (Joint Working) Act 2014, West Dunbartonshire Health & Social Partnership Board was established on 1st July 2015 as the “body corporate” arrangement to which Greater Glasgow & Clyde Health Board and West Dunbartonshire Council had agreed to formally delegate health and social care services for adults and children to (i.e. as the Integration Joint Board for West Dunbartonshire).
- Further background information about the Health & Social Care Partnership Board is available at: <http://www.wdhscp.org.uk/about-us/>
- General enquiries should be sent to: wdhscp@west-dunbarton.gov.uk

3.3 Class 2: How West Dunbartonshire Health & Social Care Partnership Board delivers its functions and services.

- Description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.
- West Dunbartonshire Health & Social Partnership Board is responsible for the strategic planning and reporting of a range of health and social care services delegated to it by NHS Greater Glasgow & Clyde Health Board and West Dunbartonshire Council.
- The Council and the Health Board discharge the operational delivery of those delegated services (except those related to the Health Board’s Acute Division services most

commonly associated with the emergency care pathway) through the partnership arrangement referred to as West Dunbartonshire Health & Social Care Partnership.

- The Health & Social Care Partnership Board is responsible for the operational oversight of West Dunbartonshire Health & Social Care Partnership (HSCP).
- The Integration Scheme for West Dunbartonshire is available at: <http://www.wdhscp.org.uk/media/1215/wdhscp-integration-scheme-may-2015.pdf>
- West Dunbartonshire Health & Social Partnership Board's Strategic Plan is available at: <http://www.wdhscp.org.uk/media/2666/wdhscp-strategic-plan.pdf>

3.4 Class 3: How West Dunbartonshire Health & Social Care Partnership Board takes decisions and what it has decided.

- Class description: Information about the decisions we take, and how we make decisions and how we involve others.
- Information about those decisions made by the West Dunbartonshire Health & Social Partnership Board and its supportive arrangements are detailed at : <http://www.wdhscp.org.uk/about-us/health-and-social-partnership-board/health-and-social-care-partnership-board-meeting-papers/>
- The procedure and business of the Partnership Board require to be compliant with its Standing Orders: <http://www.wdhscp.org.uk/about-us/health-and-social-partnership-board/health-and-social-care-partnership-board-conduct/>
- The Partnership Board's approach to involving others is set out within its Participation & Engagement Strategy: <http://www.wdhscp.org.uk/media/2666/wdhscp-strategic-plan.pdf> [board/strategic-plan/](http://www.wdhscp.org.uk/about-us/health-and-social-partnership-board/strategic-plan/)

3.5 Class 4: How West Dunbartonshire Health & Social Care Partnership Board takes decisions and what it has decided.

- Class Description: Information about our strategy for, and management of, financial resources.
- Details of arrangements for the governance and management of financial resources by West Dunbartonshire Health & Social Partnership Board are provided at: <http://www.wdhscp.org.uk/about-us/health-and-social-partnership-board/financial-governance/>
- The Partnership Board's strategy for the use of financial resources is integrated within its Strategic Plan: <http://www.wdhscp.org.uk/media/2666/wdhscp-strategic-plan.pdf> [board/strategic-plan/](http://www.wdhscp.org.uk/about-us/health-and-social-partnership-board/strategic-plan/)
- Regular financial reports are considered at meetings of the Partnership Board: <http://www.wdhscp.org.uk/about-us/health-and-social-partnership-board/health-and-social-care-partnership-board-meeting-papers/>
- The arrangements for and minutes of the Partnership Board's Audit Committee are available at: <http://www.wdhscp.org.uk/about-us/health-and-social-partnership-board/financial-governance/audit-performance-committee-meeting-papers/>

3.6 Class 5: How West Dunbartonshire Health & Social Care Partnership Board manages human, physical and information resources.

- Class Description: Information about how we manage the human, physical and information resources.

- West Dunbartonshire Health & Social Partnership Board does not directly employ staff, with the exception of an element of the contracted time of the Chief Officer and the Chief Financial Officer – see the Annual Accounts for details:
<http://www.wdhscp.org.uk/about-us/health-and-social-partnership-board/financial-governance/>
- Staff who work within the management of the HSCP continue to be employed by either the Health Board or the Council (retaining their respective terms and conditions) as described within the HSCP's Workforce & Organisational Development Strategy:
<http://www.wdhscp.org.uk/about-us/senior-management-team/workforce-and-organisational-development/>
- The Partnership Board does not own physical assets – the capital and assets (with their associated running costs) used by the HSCP belong to and are the responsibility of either the Health Board or the Council as per the Integration Scheme:
<http://wdhscp.org.uk/media/1215/wdhscp-integration-scheme-may-2015.pdf>
- The Council, the Health Board and the other local authorities within the Health Board area develop, review and maintain an Information Sharing Protocol, which has been extended to include the Partnership Board.

3.7 Class 6: How West Dunbartonshire Health & Social Care Partnership Board procures goods and services from external providers.

- Class Description: Information about how we procure goods and services, and our contracts with external providers.
- It is not the practice of West Dunbartonshire Health & Social Care Partnership Board to directly procure goods or services, and so it does not hold information in this area. Any procurement related to the operations of the HSCP is undertaken through either the Council or the Health Board (and so those organisations hold that information).

3.8 Class 7: How West Dunbartonshire Health & Social Care Partnership Board is performing.

- Class Description: Information about how we perform as an organisation, and how well we deliver our functions and services
- Performance information is routinely published: <http://www.wdhscp.org.uk/about-us/public-reporting/reporting/>
- This includes the Partnership Board's Annual Performance Report :
<http://www.wdhscp.org.uk/about-us/public-reporting/performance-reports/>
- Regular reports on performance are considered at meetings of the Partnership Board:
<http://www.wdhscp.org.uk/about-us/health-and-social-partnership-board/health-and-social-care-partnership-board-meeting-papers/care-partnership-board-meeting-papers/>

3.9 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).
- West Dunbartonshire Health & Social Care Partnership Board does not publish any material that is packaged and made available for sale on a commercial basis; and so we do not hold any such information

3.10 Class 9: 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.
- While West Dunbartonshire Health & Social Care Partnership Board does not itself hold open data sets and their metadata (as these are held by the Council and the Health Board) performance information is routinely published: <http://www.wdhscp.org.uk/about-us/public-reporting/performance-reports/>
- This includes the Partnership Board's Annual Performance Report: <http://www.wdhscp.org.uk/about-us/public-reporting/performance-reports/>
- Regular reports on performance and finance are also considered at meetings of the Partnership Board: <http://www.wdhscp.org.uk/about-us/health-and-social-partnership-board/health-and-social-care-partnership-board-meeting-papers/> board/health-and-social-care-partnership-board-meeting-papers/