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Agenda Item: 12.

Integration Joint Board

Date of Meeting: 3 October 2018.

Subject: Publication Scheme and Guide to Information.

1. Summary

1.1. This report presents the refreshed Publication Scheme and Freedom of Information Policy.

2. Purpose

2.1. To provide an update on the refreshed Publication Scheme and Freedom of Information Policy.

2.2. To provide assurances that the Scheme and Policy is monitored regularly.

3. Recommendations

The Integration Joint Board is invited to:

3.1. Adopt the refreshed Publication Scheme attached as Appendix 1 to this report.

3.2. Adopt the refreshed Freedom of Information Policy attached as Appendix 2 to this report.

4. Background

4.1. The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme. Authorities are under a 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.

4.2. On 20 January 2016 the Shadow Integration Joint Board approved the previous Publication Scheme which was then ratified on 8 March 2016 when the Board was formally established.

5. Contribution to quality

Please indicate which of the Council Plan 2018 to 2023 and 2020 vision/quality ambitions are supported in this report adding Yes or No to the relevant area(s):

Promoting survival: To support our communities.	No.
Promoting sustainability: To make sure economic, environmental and social factors are balanced.	No.
Promoting equality: To encourage services to provide equal opportunities for everyone.	No.
Working together: To overcome issues more effectively through partnership working.	Yes.
Working with communities: To involve community councils, community groups, voluntary groups and individuals in the process.	No.
Working to provide better services: To improve the planning and delivery of services.	No.
Safe: Avoiding injuries to patients from healthcare that is intended to help them.	No.
Effective: Providing services based on scientific knowledge.	No.
Efficient: Avoiding waste, including waste of equipment, supplies, ideas, and energy.	No.

6. Resource implications and identified source of funding

6.1. There are no financial implications directly arising from this report.

7. Risk and Equality assessment

7.1. If a Scheme is not adopted, the Board would be in breach of the Act and the Board may be publicly criticised by the Scottish Information Commissioner leading to reputational damage.

7.2. A refreshed equality impact assessment is attached as Appendix 3 to this report.

8. Direction Required

Please indicate if this report requires a direction to be passed to:

NHS Orkney.	No.
Orkney Islands Council.	No.
Both NHS Orkney and Orkney Islands Council.	No.

9. Author

9.1. Sally Shaw (Chief Officer), Integration Joint Board.

9.2. Scott Hunter, Head of Children and Families, Criminal Justice and Chief Social Work Officer.

10. Contact details

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11. Supporting documents

11.1. Appendix 1: Publication Scheme.

11.2. Appendix 2: Freedom of Information Policy.

11.3. Appendix 3: Equality Impact Assessment.



Publication Scheme

Integration Joint Board.

Version.	Publication Scheme.
Lead Manager.	Sally Shaw.
Approved By.	Integration Joint Board.
Date Approved.	October 2018.
Date of Review.	October 2020.

Introduction

Individuals can ask the Integration Joint Board to provide any information that it holds and, if it is both legal to do so and practical to do so, this will be shared. In addition, the Freedom of Information (Scotland) Act 2002 (the Act) requires all Scottish public authorities, which includes Integration Joint Boards, to produce and maintain a Guide to Information, also known as a Publication Scheme.

Guide to Information

The purpose of this guide to information is to:

- Allow the public to see what information is available and what is not available in relation to each class.
- State what charges may be applied (for most information, there is no charge).
- Explain how to find the information easily.
- Provide contact details for enquiries and to get help with access to the information.
- Explain how to request information that has not been published.

The Guidance is split into the following six sections:

- Availability and formats.
- Exempt information.
- Copyright.
- Charges.
- Contact details.
- The classes of information that we publish.

Availability and formats

Much of the information will be available on the Integration Joint Board webpages. We offer alternative arrangements for people who do not wish to, or who cannot, access the information either online or by inspection at our premises. For example, we can usually arrange to send out information in paper copy (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal data or a trade secret), we will remove or black out the information before publication and explain why.

Copyright

Where the Board holds the copyright in its 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.
- The source of the material is identified.

Where the Integration Joint Board does not hold the copyright in information we publish, we will make this clear.

Charges

For photocopying, we will charge a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Information provided on CD-Rom will be charged at £1.00 per computer disc.

Postage costs will be recharged at the rate we pay to send the information to you.

If providing copies of any pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass any other costs on to you in relation to our published information.

Information Not Published Under the Publication Scheme

There will be no charge for information requests which cost us £100 or less to produce.

Where information costs between £100 and £600 to provide to you, you may be asked to pay 10% of the cost, minus the first £100. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50. That is 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 for non-environmental information which will cost us over £600 to process.

Where environmental information costs over £600 to provide to you, we may ask you to pay the additional cost over that amount in full. For example, if you were to ask us for information that costs us £800 to provide, you may be asked to pay £250. This fee would be calculated on the basis of a waiver for the first £100 costs of providing the information, 10% of the next £500 costs, and full cost recovery for cost over £600 (in this example, £200).

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, 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.

Contact details and how to request information not included in this guide

You can contact us for assistance with any aspect of this information guide and if you want to ask us for information that is not included in the guide:

Freedom of Information
Integration Joint Board
Orkney Health and Care
School Place
Kirkwall
Orkney
KW15 1NY

Telephone: 01856873535.

Email: foi@orkney.gov.uk.

We will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of the publication scheme. If you wish to make a request for information not contained in the publication scheme please contact us at foi@orkney.gov.uk.

The Classes of Information

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

The classes are:

- Class 1: About the Board.
- Class 2: How we deliver our functions and services.
- Class 3: How the Board takes decisions and what it has decided.
- Class 4: What the Board spends and how it spends it.
- Class 5: How the Board manages its human, physical and information services.
- Class 6: How the Board procures goods and services from external providers.
- Class 7: How the Board is performing.
- Class 8: Our commercial publications - we do not hold or publish any information under this class.

The Classes of Information – The Integration Joint Board

	Class.	Description.
1.	About the Integration Joint Board.	
1.1.	Who we are.	The background as to how and why the Board was established is on our website: http://www.orkney.gov.uk/Service-Directory/S/health-and-social-care-integration.htm .
1.2.	Where to find us, how to contact us.	If you would like more information about health and social care Integration or you would like to share your thoughts with us then please contact us at: By email: ohacfeedback@orkney.gov.uk . By telephone: 01856873535. Address: Orkney Health and Care, School Place, Kirkwall, Orkney, KW15 1NY.
1.3.	How we are managed and our external relations.	The Board became legally responsible for the effective planning and delivery of a large range of services within health and social care in April 2016. The membership of the Board is largely prescribed by the Scottish Government in terms of numbers and the organisations that they represent. The members outlined below are the six voting members that make up the Integration Joint Board. Additional non-voting members are appointed and can be found: http://www.orkney.gov.uk/Service-Directory/S/integration-joint-board.htm .
2.	How we deliver our functions and services.	How the Board operates is set out in the Integration Scheme. The Integration Scheme has been submitted and approved by Scottish Government and can be found http://www.orkney.gov.uk/Files/OHAC/Integration_Scheme_Accessible_Version.pdf .
2.1.	Our strategies and policies.	The 2016-2019 Strategic Commissioning Plan, the 2017-2019 Strategic Commissioning Plan and the 2018-2019 Strategic Commissioning Plan can be found here .
2.2.	Information for service users.	Information can be found on services here .
3.	How we take decisions and what we have decided.	The process for decision making is set out in the Integration Scheme, as above. Links to the papers can be found here: http://www.orkney.gov.uk/Council/C/ijb-minutes-agendas-and-papers.htm .
4.	What we spend and how we spend it.	Details of spending are reported to the Board regularly. The Board also has chance to scrutinise the Annual

		<p>Accounts before being approved by the IJB Audit Committee.</p> <p>Links to the papers can be found here: http://www.orkney.gov.uk/Council/C/ijb-minutes-agendas-and-papers.htm.</p>
5.	How we manage our human, physical and information resources.	
5.1.	Our human resources.	The staff who provide the services will be employed by either Orkney Islands Council or NHS Orkney. The Integration Joint Board has no employees. Information about their terms and conditions of staff are available on their websites.
5.2.	Our information resources.	<p>The services commissioned will be delivered by the Council and Health Board; each have their own policies in relation to Data Protection, Freedom of Information.</p> <p>The Board has its own appointed Standard's Officer, Freedom of Information Policy. The Council's policy can be found here and the Health Board's policy can be found here.</p>
5.3.	Our physical resources.	The physical resources used by those providing the services which are commissioned will be owned directly by the Council and the Health Board which follow their own procedures.
6.	How we procure goods and services from external providers.	The Board will follow the Council or Health Board's procedure for procurement and tendering, as appropriate to the nature of the procured service. The Health Board's policy can be found here and the Council's policy can be found here .
7.	How we are performing.	Details of performance are reported to the Board regularly and once a year an Annual Report is published. The Performance Report 2016-2017 and the Performance Report 2017-2018 can be found here .
8.	Our commercial publications.	The Board does not have any.



Freedom of Information Policy

Integration Joint Board.

Version.	Freedom of Information Policy.
Lead Manager.	Sally Shaw.
Approved By.	Integration Joint Board.
Approval Date.	October 2018.
Date of Review.	October 2020.

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Purpose of the Policy

The Freedom of Information (Scotland) Act 2002 (usually known as FOISA or FOI) aims to increase openness and accountability in government and across the public sector by making sure that people have the right to access information held by Scottish public authorities. This includes environmental information which is covered by the Environmental Information (Scotland) Regulations 2004 (known as the EIRs). FOI and the EIRs therefore apply to all recorded information held by the Integration Joint Board for Orkney. (With the exception of personal information).

The Integration Joint Board is a Scottish Public Authority for the purposes of FOI legislation.

This Policy provides advice and guidance to staff who are responsible for handling FOI requests, but is also aimed at members of the public who wish to understand their rights and know what to expect, under the Integration Joint Board's policy.

The Integration Joint Board having delegated responsibility for the delivery of a wide range of services within Adult and Children's Social Care and Health Services, and FOI requests relating to the delivery of services by those organisations should be dealt with by NHS Orkney or Orkney Islands Council's FOI policies. This Policy relates only to requests concerned with information held by the Integration Joint Board.

Both the FOISA (the Act) and the EIRs are overseen by the Scottish Information Commissioner, who has the power to issue enforcement notices and, if appropriate, to initiate court proceedings to ensure compliance.

Further advice and information can be found on the Scottish Information Commissioner's website at: <http://www.itspublicknowledge.info> and you can read more about Scottish Law concerning Freedom of Information here: <http://www.legislation.gov.uk/asp/2002/13/section/5>.

Our Commitment to Effective Governance

The Integration Joint Board is committed to transparency and will favour disclosure of information whenever possible. This policy will demonstrate that commitment to work within the spirit of FOI its related Regulations and Codes of Practice. This policy should be interpreted in conjunction with the Records Management, Information Sharing and Publication Scheme Policies that together provide the framework for governing recorded information. The Integration Joint Board commits to:

- Ensure that, where appropriate, information will be published through its publication scheme and on its website.
- Handle all requests promptly and within the legal timeframe.
- Fairly apply the public interest test in cases where a qualified exemption applies.
- Make its members aware that it is an offence to prevent disclosure.
- By altering, defacing, blocking, erasing, destroying or concealing any record.

- Where valid exemptions apply to an FOI i.e. Data Protection, confidentiality, protection of commercial interests, the Integration Joint Board will state the reasons why it has withheld all or part of the information.

Roles and Responsibilities

Overall responsibility and accountability for compliance with information legislation lies with the Chief Officer of the Integration Joint Board, reporting to the Board Members. Board Members may also be involved in considering complex information requests.

Given the narrow breadth of information 'controlled' by the Integration Joint Board, (see publication scheme), it is likely, in many cases, that an initial FOI request will be more appropriately dealt with by either NHS Orkney or Orkney Islands Council under their FOI Policies.

Where an FOI request is submitted to the Integration Joint Board but it becomes apparent it is in relation to information held by OIC or NHS Orkney, the relevant policy and procedures for either would be enacted and the request dealt with by them under the relevant policy. The applicant would be informed of this in writing by the Chief Officer of the Integration Joint Board.

If the request is in relation to information held directly by the Integration Joint Board, for example minutes of meetings, then the Chief Officer will respond to the request.

Information Governance Officer

The Information Governance Officer (IGO) within Orkney Islands Council reports directly to the Council's Head of Legal Services. The IGO will provide expert advice, guidance, training and support on all areas of information governance to members of the Integration Joint Board in partnership with the FOI Officer representing NHS Orkney.

Data Protection Officer

The Data Protection Officer (DPO) to the Integration Joint Board is Orkney Islands Council's Head of Legal Services. The DPO advises the Integration Joint Board and its Members about their obligations to comply with data protection legislation and monitors compliance with the law and good practice.

Chief Finance Officer

The Chief Finance Officer for the Integration Joint Board has been nominated to oversee the independent review process, should the applicant be dissatisfied with the response provided by the Chief Officer.

All Staff

Members of staff within Orkney Islands Council, NHS Orkney or other third party organisations who are asked by the Chief Officer to provide information in support of an FOI request should do as soon as possible. If a member of staff is contacted by the Chief Officer but does not hold the information necessary, they must inform the Chief Officer immediately. Where a service contact does not respond to the Chief

Officer within 15 working days, the relevant Head of Service/Executive Director/Manager will be copied into a reminder for the information requested.

It is a **criminal offence** to destroy information that is subject to an FOI request.

Handling Requests for Recorded Information

Anyone can make a request for information held by an Integration Joint Board and, unless there are specific exemptions which apply to the information, this information should be provided within **20 working days**. The 20 working day period starts when the Integration Joint Board first receives the request, not when it reaches the correct personnel.

A request for information must be made in a permanent format, for example in writing or via email, cassette or video recording. The request must include the applicants name with an address or email address to which a response can be sent and should include a description of the information they are seeking.

Applicants do not need to refer to FOISA in their request for it to be a valid request under the Act. The Integration Joint Board to determine if the request for information falls under FOI legislation.

Requesters are not obliged to inform the Integration Joint Board why they want the information and they can state a preference for how they wish the response to be sent.

A request must be sent to:

Chief Officer
Orkney Health and Care
School Place
Kirkwall
Orkney
KW15 1NY

Or by email to: ohacfeedback@orkney.gov.uk.

An applicant will receive a written acknowledgement of their request (via email or post) detailing the deadline to which they should expect a response. A response should be issued as soon as possible and always **within 20 working days**.

Where a request has been received but more information is required from the applicant to identify and locate the relevant information the Chief Officer should approach the applicant for clarification as soon as possible.

As per section1(3) and 10(1)(b) of the Act, once a request for clarification has been sent to a requester, the 20 working days are suspended ('clock is stopped') until clarification has been received from the applicant ('and the clock starts ticking'). This will allow the Integration Joint Board to identify and locate the requested information.

If no clarification is received from the applicant within **60 working days**, the request shall be closed. See the Scottish Ministers Code of Practice here for further information:

<https://beta.gov.scot/publications/foi-eir-section-60-code-of-practice/>

If the requester is unhappy with the response they receive, they have the right to challenge the information provided and ask the Integration Joint Board to review their response. **The Chief Finance Officer** is responsible for undertaking the review in liaison with relevant FOI Service Contacts and Caldicott Guardian where necessary (NHS Orkney), which will be followed by a second and independent response being sent to the applicant.

If the applicant continues to be dissatisfied, they then have the right to appeal to the Scottish Information Commissioner who will decide if further investigation is necessary. The website address for the Scottish Information Commissioner can be found in the earlier section of this document.

What isn't a FOI request?

- Telephone requests are not subject to FOI.
- A request for a service, such as for housing or the uplift of waste is not dealt with under FOI. Instead these requests will be passed to the relevant service area, either within NHS Orkney or Orkney Islands Council to be dealt with through normal operations.
- Requests for personal information, either about themselves or about another individual (and they can prove they are acting as that person's representative), should be handled under Subject Access Request legislation (**Data Protection Act 2018 and General Data Protection Regulation**). Subject Access Requests would fall within the policies of either Orkney Islands Council or NHS Orkney, as the **Integration Joint Board will not hold personal data**.
- **The Access to Health Records Act 1990** grants rights to certain individuals to see what has been written about a deceased person in a hospital and other health records. Access is available to the deceased patient's personal representative or to any person having a claim arising out of a patient's death.

Responding to a FOI Request – 20 Days

The statutory timescale for responding to an FOI request is 20 working days. Working days are defined as Monday to Friday, 9am to 5pm excluding bank holidays and weekends. All FOI requests should be responded to within the statutory period, regardless of staff absence or working patterns.

The 20 day period commences when the request is first received and must be date stamped by the receiving Integration Joint Board. The FOI Request will be recorded in order to support formal reporting to the Scottish Information Commissioner. Suitable arrangements will be made to respond to FOI requests in the absence of the Chief Officer and relevant mailboxes monitored on a daily basis.

The 20 day period is 'stopped' when:

- The information is sent to the applicant.
- A fees Notification/refusal notice is issued.
- Further clarification is required from the applicant to inform the response.

Publication Scheme

FOI requires all public authorities to produce and maintain a publication scheme. A publication scheme sets out the following:

- The Classes of information already available to the public.
- Details of how the information can be obtained.
- Its location.
- Whether there is a charge for providing the information.

The Publication Scheme for the Integration Joint Board can be found here:

http://www.orkney.gov.uk/Files/OHAC/IJB/IJB_Publication_Scheme_Accessible.pdf.

Any information made available through the Publication Scheme will be free of charge unless otherwise specified.

Charges

The Integration Joint Board in Orkney may charge an appropriate fee for dealing with a specific request. This charge will be calculated in accordance with the statutory 'fees regulations'.

The Integration Joint Board in Orkney can charge direct and indirect costs incurred in locating, retrieving and providing information.

Charging for time spent determining whether the information is held cannot be charged for, **nor can a charge be levied for providing information in a particular format.**

If costs exceed £600, the Integration Joint Board Orkney does not have to comply (section 12 of the Act) with the request.

Staff time can be charged for up to a maximum of £15 per hour. The fees regulations limit the chargeable amounts as follows:

- Up to £100 - no charge can be made.
- £100 to £600 – first £100 deducted, the Integration Joint Board, Orkney can charge 10% of this cost.
- Over £600 - no obligation to provide information.

The cost for responding to a request should be calculated before the request is answered and within the 20 working day deadline. **A fees notice will be issued and the applicants request only needs to be answered on payment of the fee.** The Payment must be received within 3 months.

Where a fee notice is issued or as per the information below, a refusal notice is issued, the Integration Joint Board will advise applicants on how to narrow their request for information, thus lowering the cost of responding.

Exemptions and refusal to respond

The Integration Joint Board does not have to comply with information requests if the information is exempt under the provisions made in Sections 25 to 41 of the Act.

Exemptions will be applied on a case by case basis rather than applying on a blanket basis, (see Appendix 1 for a full listing of exemptions).

Exemptions may be applied to an entire request or part of a request. The Chief Officer or their deputy shall apply exemptions to responses as applicable. If necessary the application of exemptions will be discussed with the Chief Finance Officer or Caldicott Guardian. There are two types of exemptions and these are outlined below.

Non - Absolute Exemptions

The 'public interest' test applies to determine if the public interest in disclosing the information outweighs the public interest in maintaining confidentiality. This includes commercial interests and personal information of third parties.

Absolute Exemptions

If an absolute exemption applies the Integration Joint Board will not release the information. Absolute exemptions include confidential material and information published elsewhere. The 'public interest' test does not need to be considered.

The Integration Joint Board will favour disclosure wherever possible. If applying an exemption it will inform the applicant and provide information on why the request has been refused.

If a request or part of a request is subject to an exemption, and is therefore being refused, the response will include a **refusal notice**. The refusal notice will include notice that the Integration Joint Board does or does not hold the required information, details of the exemption being claimed, including the appropriate section of the Act and an explanation of why the exemption applies. The notice will also include information about how to request a review or make an appeal to the Scottish Information Commissioner.

The Integration Joint Board is not obliged to comply with a request deemed to be vexatious or repeated (section 14 of the Act). The request log can be used to identify repeated or vexatious requests.

When applying the 'public interest' test, the Integration Joint Board will explain the reason(s) for claiming the public interest if applying the exemption outweighs the public interest in disclosure.

How the Integration Joint Board will respond

The Equality Act 2010 places a duty on public authorities to be sensitive to the requirements of applicants. For example, where reasonable, information should be provided in a format requested such as in large print, Braille, audio or recording or other languages.

A standard template will be used to provide the response from the Chief Officer of the Integration Joint Board.

Where information is being used in the response that concerns either, Orkney Islands Council, NHS Orkney or both, the Chief Officer will first seek approval from both bodies prior to issuing the response from the Integration Joint Board in partnership with the relevant FOI Service Contacts and will issue a copy of the response to the relevant body.

Requesting a Review

If the applicant is dissatisfied with the way a request has been dealt with or is unhappy with the decision, they may request a review to be undertaken under FOI.

The request for a review must also be in writing or in a permanent form, for example, email. The request for a review must be made no later than **40 working days** following receipt of the response to the original request.

The applicant must explain what issue they are dissatisfied with, for example:

- The application of exemptions.
- The handling of the request.
- The fact that no response was received to the original request within the prescribed deadline of 20 working days.

The request should state the name of the applicant and an address (which can be an email address).

The Integration Joint Board does not have to conduct a review if the review request or the original request is deemed to be vexatious. However, it will explain this to the applicant and include information on their rights of appeal to the Scottish Information Commissioner.

The Integration Joint Board has **20 working days** within which to conduct and respond to the request for a review, from the date it was first received. The Chief Finance Officer of the Integration Joint Board will contact the applicant acknowledging their request for a review.

The Chief Finance Officer will work with the Chair of the Integration Joint Board and consult with any staff involved in the original request. If required, the Chief Finance Officer will obtain legal advice from a solicitor who was not involved in the original decision, either through Orkney Islands Council, NHS Orkney or a third party legal advisor. The Integration Joint Board may be required to pay for such legal advice, and therefore this could increase the cost of the response.

The review process will be:

- Fair and impartial.
- Able to reach a different decision if appropriate.
- Straightforward and capable of reaching an outcome promptly.
- As per paragraph 66 of the Scottish Ministers Code of Practice, the review will be handled by staff who were not involved in the original decision, where this is reasonably practicable.

The applicant can expect the following outcomes following a review:

- Confirmation of the original decision.
- The release of all or part of the information initially withheld.
- A finding that the Integration Joint Board did not follow the correct procedures for dealing with the request for information.

The Scottish Ministers' Scottish Ministers' Code of Practice under Section 60 provides valuable guidance and advice on dealing with review requests.

Following receipt of the outcome, applicants who continue to be dissatisfied with the Integration Joint Board's decision or the way in which their request was handled can appeal to the Scottish Information Commissioner. Applicants can appeal **within six months** from the date on which they received a response to their request for a review.

Requests for an independent review should be made in writing to the Scottish Information Commissioner:

Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Email: enquires@itspublicknowledge.info.

Records Management and Monitoring

The Integration Joint Board will maintain a register of all requests made for information under the Act. Details of the applicant, important dates, staff involved, exemptions applied will be collected along with other useful details.

A log shall also be kept of all review requests and appeals. Details of important dates, deadlines and staff involvement will be collated.

Monitoring reports will be submitted to the Integration Joint Board's Audit Sub Committee periodically and at least annually to ensure compliance with the FOISA legislation and to address any areas for improvement.

The Chief Officer will make arrangements to ensure that the requirement to submit quarterly statistics to the Scottish Information Commissioner is fulfilled.

Records created under FOISA are retained in accordance with relevant Records Retention and Disposal Schedule. After the end of the relevant retention period, the records are destroyed by shredding.

Contact Us

For further advice or guidance on this document please contact:

Chief Officer
Orkney Health and Care
School Place
Kirkwall
Orkney
KW15 1NY

Email: ohacfeedback@orkney.gov.uk.

Telephone: 01856873535.

Appendix 1 – Summary of FOI Exemptions

Exemption.	Absolute.	Public Interest.	Substantial prejudice.	Section of FOI.
Information otherwise accessible.	Yes.	No.	No.	25.
Prohibition on disclosure by other legislation.	Yes.	No.	No.	26.
Confidential information obtained from a third person.	Yes.	No.	No.	36(2).
Court Records.	Yes.	No.	No.	37.
Access to personal data about themselves.	Yes.	No.	No.	38.
Information intended for future publication (12 weeks).	No.	Yes.	No.	27.
Relations within the United Kingdom.	No.	Yes.	Yes.	28.
Formulation of Scottish administrative policy.	No.	Yes.	No.	29.
Prejudice to the effect conduct of public affairs.	No.	Yes.	Yes.	30.
National Security and Defence.	No.	Yes.	No.	31.
International relations.	No.	Yes.	Yes.	32.
Commercial interest and the economy.	No.	Yes.	Yes.	33.
Investigations by Scottish public authorities.	No.	Yes.	No.	34.
Law enforcement.	No.	Yes.	Yes.	35.
Confidentiality of communication in legal proceedings (legal privilege).	No.	Yes.	Yes.	36(1).
Personal information about a third party.	No.	Yes.	No.	38.
Health, safety and the environment.	No.	Yes.	No.	39.
Audit functions.	No.	Yes.	Yes.	40.
Communications with the Royal household and the granting of honours.	No.	Yes.	No.	41.



Equality Impact Assessment

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of the Integration Joint Board (Orkney Health and Care) by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. Identification of Function, Policy or Plan	
Name of function / policy / plan to be assessed.	Refreshed Publication Scheme and Guide to Information.
Service / service area responsible.	Integration Joint Board.
Name of person carrying out the assessment and contact details.	Scott Hunter, Head of Children and Families, Criminal Justice and Chief Social Work Officer. Email: scott.hunter@orkney.gov.uk .
Date of assessment.	29 August 2018.
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	Existing.

2. Initial Screening	
What are the intended outcomes of the function / policy / plan?	So Members of the public can obtain information about the Integration Joint Board and it's work.
State who is, or may be affected by this function / policy / plan, and how.	Members of the public and outside organisations.
How have stakeholders been involved in the development of this function / policy / plan?	N/A. This is a refresh of the Model Scheme drawn up by the Scottish Information Commissioner.
Is there any existing data and / or research relating to	No.

<p>equalities issues in this policy area? Please summarise. E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see equalities resources on OIC information portal).</p>	
<p>Could the function / policy have a differential impact on any of the following equality strands?</p>	<p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality.</p>	<p>No.</p>
<p>2. Sex: a man or a woman.</p>	<p>No.</p>
<p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p>	<p>No.</p>
<p>4. Gender Reassignment: the process of transitioning from one gender to another.</p>	<p>No.</p>
<p>5. Pregnancy and maternity.</p>	<p>No.</p>
<p>6. Age: people of different ages.</p>	<p>No.</p>
<p>7. Religion or beliefs or none (atheists).</p>	<p>No.</p>
<p>8. Caring responsibilities.</p>	<p>No.</p>
<p>9. Marriage and Civil Partnerships.</p>	<p>No.</p>
<p>10. Disability: people with disabilities (whether registered or not).</p>	<p>Yes. The Scheme will be published on the Integration Joint Board's webpages, so information will included alternative formats and will be machine readable.</p>

3. Impact Assessment

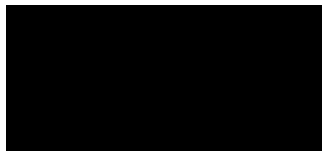
<p>Does the analysis above identify any differential impacts which need to be addressed?</p>	<p>No.</p>
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How could you minimise or remove any potential negative impacts?	N/A.
Do you have enough information to make a judgement? If no, what information do you require?	Yes.

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken?	N/A.
Who will undertake it?	N/A.
When will it be done?	N/A.
How will it be monitored? (e.g. through service plans).	N/A.

Signature:



Date: 29 August 2018.

Name: Scott Hunter.