



**EAST DUNBARTONSHIRE
HEALTH & SOCIAL CARE PARTNERSHIP**

**FREEDOM OF INFORMATION GUIDE
TO THE PUBLICATION SCHEME
& CLASSES OF PUBLICATIONS**

VERSION 3 - 15 March 2017

CONTENTS

PART ONE		
Section	Title	Page
Section 1	Introduction and Publication Scheme guidance	
Section 2	<p>About East Dunbartonshire HSCP Board</p> <p>This section describes who the members of the HSCP Board are, what's its purpose is and which delegated functions it is responsible for. This also provides a visual diagram of Governance arrange and the management structures and describes the demographic profile</p>	
Section 3	<p>Accessing information under the Guide</p> <p>This section describes how to access information under the scheme and contact details to address requests to.</p>	
Section 4	<p>Information that we may withhold</p> <p>This section advised that there is information that we may withhold and outlines the options available in this instance.</p>	
Section 5	<p>Our Charging Policy</p> <p>This section details all charges that may apply to FOI requests</p>	
Section 6	<p>Our Copyright Policy</p> <p>This section details Copyright rules and key contacts regarding this.</p>	
Section 7	<p>Records Management Policy</p> <p>This section outlines the responsibility for the HSCP board in relation to the Records Management Policy.</p>	
Section 8	<p>Contact details for enquiries, feedback and complaints</p> <p>This section outlines the procedures for enquires, feedback and complaints relate to the HSCP Freedom of Information Publication Scheme.</p>	
Section 9	<p>How to access information which is not available in the Publication Scheme</p> <p>This section describes how to access information that may not be available via the Publication Scheme.</p>	
PART TWO		
Section 10	Classes of Information	

PART ONE

SECTION 1: Introduction and Publication Scheme Guidance

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: (i) publish the classes of information that they make routinely available.
 - (i) Publish the classes of information they make routinely available.
 - (ii) tell the public how to access the information they publish and whether information is available free of charge or on payment.
2. The Act also allows for the development of model publication schemes which can be adopted by more than one authority. This Model Publication Scheme has been produced and approved by the Scottish Information Commissioner; it is approved until 31 May 2019.
3. The Commissioner has issued this guide to accompany this model scheme www.itspublicknowledge.info/MPS. This is essential reading for authorities adopting the model scheme: it explains the requirements of the scheme in detail and provides lists of types of information the Commissioner expects authorities will publish.

Definition of “published” information

4. For the purpose of this Publication Scheme, to be published”, information must be;
 - (i) Already produced and prepared and
 - (ii) Available to anyone to access easily without having to make a request for it.
5. Research and information services which involve the commissioning of new information are not “publications”.
6. Research and information services which involve the commissioning of new information are not “publications”.

East Dunbartonshire Health & Social Care Partnership Board (HSCP Board) has adopted the **Model Publication Scheme (2016)** which has been produced and approved by the Scottish Information Commissioner. It is approved until : **confirmed date awaited from ICO**.

Information can be provided in differing formats. This FOI Publication Scheme can be viewed on the Health & Social Care Partnership (HSCP) website at <https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership> . If a hard copy of the HSCP Publication Scheme is preferred, this can be requested in writing to the HSCP.

The purpose of the Guide to information is to:

- allow the public to see what information is available (and what is not available) for the HSCP Board in relation to each class in the HSCP Freedom of Information Publication Scheme (2016).
- 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.

SECTION 2: About East Dunbartonshire Health & Social Care Partnership Board

The East Dunbartonshire Integrated Joint Board, known as the Health & Social Care Partnership Board (HSCP Board), was established in September 2015 and was later revised in September 2016 to encompass NHS Children's Services, Children's Social Work Services; Criminal Justice Social Work Services.

As a corporate body under the terms of the Public Bodies (Joint Working) (Scotland) Act 2014, it is one of 29 Integration Boards each coterminous with that of local authorities. The HSCP Board is responsible for the strategic planning and operational oversight of health and social care services described in full within the Scheme of Integration **[3A]**

<https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership> . The HSCP works in co-operation with other HSCP Boards, the NHS Board, East Dunbartonshire Council and other agencies in planning and commissioning health and social care services. It is intended that these arrangements improve the outcome for patients, service users, carers and their families.

The Health & Social Care Partnership Board

The HSCP Board has its principle offices at Kirkintilloch Health & Care Centre, 10 Saramago Street, Kirkintilloch, G66 3BF. Contact should be made through the Head of Administration who acts as the Freedom of Information Officer for the organisation.

Telephone: 0141 232 8237

Email: Louise.Martin2@ggc.scot.nhs.uk or website;

<https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership>

The Board is referred to as the East Dunbartonshire Health & Social Care Partnership Board (HSCP Board). The HSCP Board draws on staff from the Council and Health Board in order to support the Board in delivering its objectives.

HSCP Board membership

The HSCP Board comprises of 16 members as follows:

- 3 Elected members (voting members)
- 3 NHS non executive members (voting members)
- 1 Voluntary Sector Representative
- 1 Service User Representative
- 1 Carers Representative
- 1 Professional Nurse Advisor
- provide contact details for enquiries and to get help with accessing the information
- 1 Chief Social Work Officer
- 1 Clinical Lead Representative
- 1 Acute Representative
- 2 Trade Union Representatives
- Chief Officer ED HSCP

SECTION 3: Accessing Information under the Guide

Availability and formats

Information published through the model scheme should, wherever possible, be made available on the HSCP website. Alternative arrangements are offered for people who do not want to, or cannot, access the information online or by inspection at our premises. The HSCP may for example, arrange to send out information in paper copy on request (although there may be a charge for doing so). If individuals have any difficulty identifying the information they want to access, they can contact the HSCP for assistance (see section 2 for contact details).

Exempt information

If information described by the classes cannot be published and is exempt under Scotland's freedom of information laws (for example sensitive personal data or a trade secret), the HSCP may withhold the information or provide a redacted version for publication, but an explanation must be provided as to why it has done so.

SECTION 4: Information the HSCP may withhold

All information covered by the HSCP Guide to Information can either be accessed through the website, or can be provided promptly following receipt of a request. The HSCP's aim in adopting the Commissioner's Model Publication Scheme 2016 and in maintaining this Guide to Information is to be as transparent as possible. However, there may be limited circumstances where information will be withheld from one of the classes of information. Information will only be withheld 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 break the law of confidentiality, harm organisations commercial interest or endanger the protection of the environment.

SECTION 5: Charging policy

This section explains any charges which will comply with both NHS GG&C and East Dunbartonshire Local Authority Charging policies.

Requests 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 applicants will be advised what this is and how it is calculated

There is no charge to view information on the HSCP website, at the HSCP Headquarters (except where there is a statutory fee, for example to access registers), or where it can be sent electronically by email.

The HSCP may charge for providing information, for example photocopying and postage, but we will charge no more than it actually costs. The HSCP will always clarify what the cost will be prior to providing the information.

NHS GGC Charging Costs

Photocopying charges per sheet of paper are shown in the table below.

Size of paper/alternative format	Black & White Pence per sheet	Colour Pence per sheet
A4	10p	20p
A3	20p	40p
Postage	Charged at the cost to the HSCP of sending the information by first class	

When providing copies of pre-printed publications, the HSCP will charge no more than the cost per copy of the total print run. The HSCP will not pass on any other costs in relation to the organisation's published information.

East Dunbartonshire Council Charging Costs

Reproduction costs	
Black and white copy	10p per A4 sheet
Colour copies	30p per sheet
Alternative formats	
Postage	
Charged at the cost to the Council of sending the information by first class	

SECTION 6: Copyright and re-use policy

East Dunbartonshire HSCP Board holds the copyright for much of the information in the Publication Scheme. All of this information can be copied or reproduced without our formal permission providing it is copied or reproduced accurately; is not used in a misleading context; is not used for profit; and 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 the intention is to re-use information obtained from the Publication Scheme, applicants must ensure they have the right to do so. Request to re-use the information should be directed to: www.legislation.gov.uk

Head of Administration (Freedom of Information)

East Dunbartonshire Health & Social Care Partnership

10 Saramago Street

Kirkintilloch

Glasgow G66 3BF

Telephone: 0141 232 8237

Email: Louise.Martin2@ggc.scot.nhs.uk

SECTION 7: Records Management Policy

East Dunbartonshire HSCP Board regards its records as a major asset and one of the essential resources which support its governance, business and legal responsibilities. The HSCP Board will develop and continually review the Records Management and retention Plan [5C] which will be applied to the management of corporate information held by the HSCP. Records pertaining to employees and service users/patients will continue to be held and managed by the constituent bodies (EDC and NHSGGC).

SECTION 8: Contact details for enquiries, feedback and complaints

The HSCP Board has adopted the Model Publication Scheme (2016) and this will be reviewed on an annual basis. The aim is to make the Publication Scheme as user-friendly as possible. The HSCP Board welcomes feedback on how the Publication Scheme can be further improved. Members of the public who would like to comment on the HSCP Board Publication Scheme, or comment or complain that information is not included then please contact:

Head of Administration (Freedom of Information)

East Dunbartonshire Health & Social Care Partnership

10 Saramago Street

Kirkintilloch

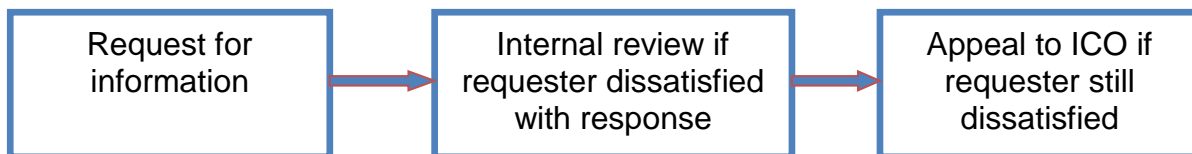
Glasgow G66 3BF

Telephone: 0141 232 8237

Email: Louise.Martin2@ggc.scot.nhs.uk

Legal Rights to accessing information

The public have legal rights to access information under the HSCP Board Publication Scheme (2016) and a right of appeal to the Scottish Information Commissioner if they are dissatisfied with the response. These rights apply only to information requests made in writing or another recordable format. The Commissioner's website has a guide to this three step process, and operates an enquiry service on Monday to Friday from 9:00am to 5:00pm.



The office can be contacted as follows:

Scottish Information Commissioner

Kinburn Castle

Doubledykes Road

St Andrews

Fife KY16 9DS

Tel: 01334 464610

Email: enquiries@itspublicknowledge.info

Website: www.itspublicknowledge.info/YourRights

SECTION 9: How to access information which is not available in the Publication Scheme

The Act provides a right of access to the information the HSCP Board holds, subject to certain exemptions. Exemptions such as personal details of staff and Board members are exempt.

If the information being sought is not available through the ED HSCP Publication Scheme (2016), there is the option to request this directly from the HSCP and where appropriate requests will be redirected to either NHSGGC and/or East Dunbartonshire Council.

Requests should be directed to:

Head of Administration (Freedom of Information)

East Dunbartonshire Health & Social Care Partnership

10 Saramago Street

Kirkintilloch

Glasgow G66 3BF

Telephone: 0141 232 8237

Email: Louise.Martin2@ggc.scot.nhs.uk

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 MPS.

PART TWO

FREEDOM OF INFORMATION PUBLICATION SCHEME CLASSES OF INFORMATION

Document Control Sheet

Lead Manager	Louise Martin
Responsible Director	Susan Manion
Approved by	HSCP Board
Date Approved	31 st March 2017
Date for Review	31 st March 2018
Version	1
Replaces previous version (if applicable)	n/a

Summary of changes / reviews to document			
Action by	Version updated	New version number	Brief description
	(e.g. v01.25-36) <i>initials</i>	(e.g. v01.27, or 02.03)	(e.g. updated paras 1-8, updated on pages and updated, corrected typos, reformatted to new branding)

PART TWO

SECTION 10 - Classes of Information

This section details all classes of information contained within the HSCP Publication Scheme.

Summary of Classes

Class	Topic	Description
1	About the HSCP Board	Information about the HSCP Board, who the members are, how to contact the Board, how external relations are managed.
2	How the HSCP deliver functions and services	Information about the work, strategies and policies for delivering functions and services and information for service users.
3	How decisions are taken and what is decided	Information about the decisions the HSCP takes, how these decisions are made and how others are involved.
4	What and how the HSCP spends its budget	Information about the HSCP strategy for, and management of, financial resources (in sufficient detail to explain how the organisation plans to spend public money and what has actually been spent).
5	How the HSCP manages human, physical and information resources	Information about how the organisation manages the human, physical and information resources.
6	How the HSCP procures goods and services from external providers	Information about how the organisation procures goods and services and contracts with external providers.
7	How the HSCP is performing	Information about how the organisation is performing and how well functions and services are delivered.
8	Commercial publications	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.
9	Open data	Open data made available by the HSCP as described by the Scottish Government's Open Data Strategy and resource pack, available under an open licence.

Summary of Available HSCP Documents

All of the following documents can be provided on written request to the HSCP. A limited number of documents are available on the HSCP website (ticked below).

Class	Ref	Document	Website
1	A.	Board papers	✓
	B.	Register of Interests	-
	C.	Code of Conduct	-
	D.	Scheme of Delegation to Officers	-
	E.	Standing Orders	-
	F.	Clinical & Care Governance meeting notes	✓
	G.	Chief Social Work Officer Protocol	✓
2	A.	Strategic Plan	✓
	B.	Integrated Children's Plan	✓
	C.	Joint health Improvement Plan	✓
	D.	Equality Plan	✓
	E.	Communications Plan (in development)	-
	F.	HSCP Risk Management Policy	✓
	G.	Service User & Carer Engagement Model	✓
	H.	HSCP FOI Policy (in development)	✓
	I.	Strategic Needs Assessment	✓
3	A.	Scheme of Integration	✓
	B.	Strategic Planning Group reports	✓
	C.	Locality Planning Group reports	✓
	D.	Service User and Carer Representative reports	✓
4	A.	Annual Accounts	✓
	B.	Audit Scotland's Reports	✓
	C.	Financial Monitoring Reports	✓
	D.	Audit Committee minutes	✓
5	A.	Joint Staff Partnership minutes	✓
	B.	Joint Health & Safety minutes	✓
	C.	Records Management Plan - required by Dec18	✓
6		No specific HSCP documents	
7	A.	Quarterly Performance reports	✓
	B.	Annual Performance Report	✓
	C.	Equality & Diversity Mainstream Report	✓
	D.	HSCP Complaints Policy (in development)	✓
8		No specific HSCP documents	

Detailed Classes of Information

CLASS 1: ABOUT EAST DUNBARTONSHIRE HSCP BOARD

Class description:

Information about East Dunbartonshire HSCP Board, who we are, where to find us, how to contact us

Information Type	Description	How to access
About the HSCP	Contact details for the organisation including postal address, email and website	<p>East Dunbartonshire Health & Social Care Partnership Kirkintilloch Health & Care Centre 10 Saramago Street Glasgow G66 3BF Working hours; Monday to Friday 9am to 5pm Email: Louise.Martin2@ggc.scot.nhs.uk Tel: 0141 232 8237</p>
	Board Composition	<p>16 members comprising of:</p> <ul style="list-style-type: none"> ▪ 3 Elected members (voting members) ▪ 3 Non executive members (voting members) ▪ 1 Voluntary Sector Representative ▪ 1 Service User Representative ▪ 1 Carers Representative ▪ 1 Professional Nurse Advisor –NHS ▪ 2 Trade Union Representatives ▪ 1 Clinical Lead Representative ▪ 1 Acute Representative ▪ 1 Chief Social Work Officer ▪ Chief Officer
	Programme of Meeting and Papers for Board Meetings	<p>The HSCP Board meets formally on a minimum of four times per year and is open to the public on receipt of request to attend to be sent to the Head of Administration at HQ address.</p> <p>HSCP Board papers [1A] can be viewed following each meeting at https://www.eastdunbarton.gov.uk/health-and-</p>

		social-care/east-dunbartonshire-health-and-social-care-partnership
	Register of Interest by all voting Board members	<p>Register of Interests</p> <ul style="list-style-type: none"> ▪ For Elected Representatives Board members view at www.eastdunbarton.gov.uk ▪ For all other HSCP Board members [1B] register of Interests can be provided on written request to the Head of Administration at HQ address
	Code of Conduct for Board members	HSCP Code of Conduct [1C] can be provided on written request to the Head of Administration at HQ address
	Scheme of Administration including governance and committee arrangements	<ul style="list-style-type: none"> ▪ Scheme of Delegation to Officers [1D] ▪ Standing Orders [1E] ▪ Clinical & care Governance meeting notes [1F] ▪ Chief Social Work Officer Protocol [1G] <p>Documents can be provided via written request to the Head of Administration at HQ address</p>
	Accountability and Audit Relationships provides details of bodies the HSCP is audited and/or regulated by, and the nature of the relationship with them.	<ul style="list-style-type: none"> ▪ Audit Scotland http://www.audit-scotland.gov.uk/ ▪ Care Commission at http://www.careinspectorate.com/ ▪ Health Improvement Scotland at http://www.healthcareimprovementscotland.org/ ▪ Healthcare Environmental Inspection at http://healthcareimprovementscotland.org/our_work ▪ Mental Welfare Commission at http://www.mwcscot.org.uk/
External Relations and working with others	Key partner organisations	<ul style="list-style-type: none"> ▪ East Dunbartonshire Council ▪ East Dunbartonshire Community Planning Partnership ▪ NHS Greater Glasgow & Clyde ▪ Primary Care Contractors ▪ East Dunbartonshire Voluntary Action ▪ Police Scotland and other emergency services

		<ul style="list-style-type: none"> ▪ Scottish Prison Service ▪ Scottish Children’s Reporters Administration ▪ Third sector and independent contracted service providers of children’s services ▪ Children’s Hearing Scotland ▪ Local and national fostering and adoption agencies ▪ Social Work Scotland ▪ Community Justice Scotland and the Scottish Government ▪ A number of Scottish Universities
<p>Information on rights, how to make a request</p>	<p>FOI/EIR</p> <ul style="list-style-type: none"> ▪ With regard to service users and employees, the HSCP complies with NHS GG&C and EDC FOI Policies. ▪ The HSCP FOI Policy [11] will relate to the HSCP Board’s corporate business. This Policy is in development and a protocol/guide has been produced for health and Social Work employees. 	<ul style="list-style-type: none"> ▪ FOI requests to NHS GGC should be directed to: foi@ggc.scot.nhs.uk or East Dunbartonshire Council Stephen Armstrong Freedom of Information/Data Protection Officer 0141 578 8057 ▪ FOI requests to EDC should be directed to: Communication/Media Team 0141 201 4751 or foi@eastdunbarton.gov.uk ▪ HSCP FOI requests should be directed to: Louise.Martin2@ggc.scot.nhs.uk or Tel: 0141 232 8237

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Class description:

Information about our work, our strategy and policies for delivering functions and services and information for our service users

Information Type	Description	How to access it/details of any charges
Strategic Plans	The HSCP has produced a range of Strategic Plans that set out the organisational and partner strategic priorities	<ul style="list-style-type: none"> ▪ Strategic Plan [2A] ▪ Integrated Children's Plan [2B] ▪ Joint Health Improvement Plan [2C] ▪ Equality Plan [2D] <p>These plans can be viewed at: https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership</p>
Information about key Services	A description of the services delegated to the HSCP is provided on the HSCP website	https://www.eastdunbarton.gov.uk/health-and-social-care
Corporate policies and procedures.	The HSCP has developed a range of policies and procedures to support the delivery of delegated functions	<ul style="list-style-type: none"> ▪ Communications Plan [2E] (in development) ▪ HSCP Risk Management Policy [2F] and Service User & Carer Engagement Model [2G] can be viewed at https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership ▪ HSCP FOI Policy [2H]
Data and population Statistics	The HSCP shares and communicates a range of information in relation to strategic population needs assessment information and aggregated service activity data	<ul style="list-style-type: none"> ▪ Strategic Needs Assessment [2I] can be viewed at https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

Class description:

Information about the decisions we take how we make decisions and how we involve others.

Information Type:	Description	How to access it/details of any charges
HSCP Board meetings	Strategic decisions are taken at the HSCP Board. These decisions are recorded in Board minutes. The agendas, minutes and reports for the HSCP Board meeting are available.	<ul style="list-style-type: none"> Board Meeting Papers [1A] can be viewed at https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership
Board standing orders	Standing Orders for the conduct of business for the Board	<ul style="list-style-type: none"> Board Standing Orders [1E] can be provided on written request to the Head of Administration at the HSCP Headquarters
Scheme of Integration	Scheme of Integration outlines regulatory framework for the business of the Board	<ul style="list-style-type: none"> Scheme of Integration [3A] can be viewed at https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership
Strategic Planning engagement arrangements	Service Users, carer, the voluntary sector, in dependant sector and public service practitioners and managers are involved in the development and monitoring of the Strategic Plan through their participation on the Strategic Planning Group and Locality Planning Groups	<ul style="list-style-type: none"> Strategic Planning Group reports [3B] and Locality Planning Group reports [3C] form part of the HSCP Board papers and can be viewed at: https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership
Service User and Carer engagement	<ul style="list-style-type: none"> Service User and Carer engagement is secured primarily but not exclusively through the Service User and Carers representatives on the HSCP Board, the Strategic Planning Group and Locality Planning Groups. A Service User and Carer Representative Support Group is in place and actions emerging from the Group are reported to the HSCP Board 	<ul style="list-style-type: none"> Service User and Carer Representative reports [3D] form part of HSCP Board papers and can be viewed at https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership
Environmental Impact Reports	<ul style="list-style-type: none"> Environmental Impact Assessment reports undertaken in compliance with EDC Town and Country Planning (Environmental Impact Assessment (Scotland) 	The HSCP Board will secure support from EDC and/or NHSGGC in determining the requirements and

	regulations 2017 and NHS GG&C EIR compliance	undertaking the EIR process for Board specific business HSCP Strategic Plan 2018/21 (pending) Joint Plans where joint EIR is undertaken: <ul style="list-style-type: none">▪ Integrated Children's Plan [2b]▪ Local Outcome Improvement Plan (October 2017 pending) will be publish on EDC website
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CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

Class description:

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

Information Type	Description	How to access it/details of any charges
Annual Accounts	<ul style="list-style-type: none"> ▪ The partnership publishes financial information through the production of Annual Audited Financial Accounts. ▪ The Governance statement is included within the Annual Accounts and subject to audit scrutiny and opinion. 	<ul style="list-style-type: none"> ▪ Annual Accounts [4A] (Exchequer) can be viewed at https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership ▪ Audit Scotland's Reports [4B] can be viewed at https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership
Financial Plan	<ul style="list-style-type: none"> ▪ Details of arrangements for the governance and management of financial resources by East Dunbartonshire Health & Social Care Partnership Board. ▪ The partnership Boards strategy for the use of financial resources is integrated within the strategic plan. ▪ Regular financial reports are considered at meetings of the Partnership Board. ▪ The arrangements for and the minutes of the Partnership Board's Audit Committee. 	<ul style="list-style-type: none"> ▪ Financial Monitoring Reports [4C] and Audit Committee minutes [4D] form part of the HSCP Board papers and can be viewed at https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership
	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of the authority.

Information Type	Description	How to access it/details of any charges
Current Policies	ED HSCP Board does not directly employ staff. Staff are employees of either East Dunbartonshire Council or NHS Greater Glasgow and Clyde. For relevant Human Resource Policies refer NHS GGC & East Dunbartonshire Council	<ul style="list-style-type: none"> EDC policies can be viewed at www.eastdunbarton.gov.uk NHS GGC policies can be viewed at http://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/policies/
Employee relations	Minutes of the Joint Staff Partnership Forum form part of HSCP Board papers	<ul style="list-style-type: none"> Joint Staff Partnership Forum [5A] form part of HSCP Board papers and can be viewed at https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership
Health & Safety	A local joint HSCP H&S Committee is currently being established.	<ul style="list-style-type: none"> H&S minutes [5B] will form part of HSCP Board papers and will be able to be viewed at https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership
Records management and Information assurance	<ul style="list-style-type: none"> Service Users, Staff Records and property records is held by NHS GG&C or East Dunbartonshire Council including Information on using, protecting and the fair processing of another individual's personal information; information security; the information assurance strategy; information governance standards; and information asset registers The HSCP Records Management Plan which is required by December 2018 relates to the corporate business of the organisation. 	<ul style="list-style-type: none"> GGC policies can be viewed at http://live.nhsggc.org.uk/about-us/nhs-board/finances-publications-reports/records-management-plan EDC policies can be viewed at https://www.eastdunbarton.gov.uk/council/information-and-records-preservation-archives-policy HSCP Records Management Plan [5C], on completion will be viewed on the HSCP website

CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:

Information about how we procure goods and services, and our contracts with external providers

Information type	Description	How to access it/details of any charges
Procurement policies Invitations to tender Contracts	<ul style="list-style-type: none">▪ NHS Greater Glasgow and Clyde Board and East Dunbartonshire Council procure the goods and services required. Information for this class is published through each organisation's respective FOI Publication Schemes	<ul style="list-style-type: none">▪ NHSGGC FOI Publication Scheme can be viewed at http://www.nhsggc.org.uk/about-us/freedom-of-information-foi/▪ EDC FOI Publication Scheme can be viewed at; https://www.eastdunbarton.gov.uk/council/freedom-information

CLASS 7: HOW WE ARE PERFORMING

Class description:

Information about how we perform as an organisation, and how well we deliver our functions and services.

Information Type	Description	How to access it/details of any charges
Organisational Performance Reports	<ul style="list-style-type: none"> Performance against a comprehensive suite of indicators is reported on a quarterly basis to the HSCP Board Performance is reported retrospectively for the previous year within an Annual Performance The HSCP has produced its first Equality & Diversity Mainstream Report that provides evidence of how the organisation is meeting its duties under the Equality Act 	<ul style="list-style-type: none"> Performance Reports [7A] form part of the HSCP Board papers and can be viewed at [https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership] Annual Performance Report [7B] can be viewed at https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership Equality & Diversity Mainstream Report [7C] can be viewed at https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership
Service Users / Patient feedback	<ul style="list-style-type: none"> A range of methodologies are adopted to secure service user and carer experience and is presented to the Board through routine quarterly performance reports and the Annual Performance Report 	<ul style="list-style-type: none"> Service User and Carer experience is reported in quarterly performance reports and forms part of HSCP Board papers [1A] and can be viewed at https://www.eastdunbarton.gov.uk/health-and-social-care/east-dunbartonshire-health-and-social-care-partnership
Complaints	<ul style="list-style-type: none"> The HSCP complies with NHS GG&C and EDC Complaints Policies with regard to service users and employees. The HSCP Complaints Policy is in development and a protocol/guide has been produced for health and Social Work employees. The Policy, relating to the corporate business of the HSCP Board, is in development. 	<ul style="list-style-type: none"> NHSGGC Complaints Policy can be viewed at http://www.nhsggc.org.uk/get-in-touch-get-involved/complaints/ EDC Complaints Policy can be viewed at https://www.eastdunbarton.gov.uk/customer-complaints

		<ul style="list-style-type: none"> ▪ HSCP Complaints Policy [7D], on completion, will be published on the website
Reports of Regulatory Inspections	Reports of regulatory inspections, audits and investigations.	<ul style="list-style-type: none"> ▪ Relevant reports, when available, will be provided on written request to the Head of Administration at the HSCP Headquarters
Equality	Mainstreaming Equality Reports produced under the Equality Act 2010 (specific duties) (Scotland) Regulations 2012, as amended.	<ul style="list-style-type: none"> ▪ The HSCP has produced an Equality Mainstream Report [7C].
	Employee and board equality monitoring reports produced under the Equality Act 2010 (specific duties) (Scotland) Regulations 2012, as amended.	<ul style="list-style-type: none"> ▪ The HSCP complies with NHS GG&C and EDC Compliance in relation to Employee Monitoring Reports

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, for example bookshop, museum or research journal

Information Type	Description	How to access it/details of any charges
The partnership does not create commercial publications.	The HSCP does not create this type of information or products	Not applicable