



SOUTH LANARKSHIRE INTEGRATION JOINT BOARD

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 16 February 2016

Chair:

Councillor Jackie Burns

Present:

NHS Lanarkshire Board

Philip Campbell, Non Executive Director (Depute); Lilian Macer, Non Executive Director; Tom Steele, Non Executive Director; Iain Wallace, Medical Director

South Lanarkshire Council

Councillors Maureen Devlin and Lynsey Hamilton

Also Present:

South Lanarkshire Council

Councillor Catherine McClymont (in an observation capacity)

Attending:

NHS Lanarkshire

C Campbell, Chief Executive; C Cunningham, Head of Health; M Docherty, Nurse Director; M Reid, Interim Planning and Performance Manager

Partners

C Angus, Public Partnership Forum; G Bennie, VASLAN; H Biggins, Service User (Older People); R Ormshaw, Scottish Care; S Smellie, South Lanarkshire Council Trade Union Representative; T Wilson, Health Services Trade Union Representative

South Lanarkshire Council

P Manning, Executive Director (Finance and Corporate Resources); H Stevenson, Executive Director (Social Work Resources) and Chief Officer; Y Cannon, Integration Organisational Development Manager; B Hutchinson, Head of Adult and Older People Services; M Kane, Planning and Performance Manager; J McDonald, Administration Adviser

Apologies:

NHS Lanarkshire

L Ace, Director of Finance; C Mackintosh, Associate Medical Director

Partners

R Anderson, Carers Network

South Lanarkshire Council

Councillor Allan Falconer; L Freeland, Chief Executive

Welcome and Introductions

The Chair welcomed everyone to the meeting and appropriate introductions were made.

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the South Lanarkshire Integration Joint Board held on 1 December 2015 were submitted for approval as a correct record.

H Biggins indicated that she was not aware that she was a representative of the Independent Sector and requested that the minutes reflect the organisations being represented. It was confirmed H Biggins was attending on a personal basis.

The Board decided: that, subject to the Independent Sector being amended to Partners and the organisations being represented detailed, the minutes be approved as a correct record.

3 Admissions and Discharges Update

A report dated 20 January 2016 by the Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership was submitted on the progress made to manage demand arising from hospital based admissions and discharges.

The Scottish Government had put an increased focus on ensuring that people, who were subject to an inpatient hospital admission, were discharged back home safely and timeously and, with effect from 1 April 2015, had reduced the target for delayed discharges from 28 days to 14 days.

Details were provided on:-

- ◆ delayed discharges as they related to the South Lanarkshire Partnership together with the initiatives that had been implemented to manage demand
- ◆ the action plan and performance framework which had been developed to monitor progress in addressing the delayed discharges
- ◆ the performance to date and the current overall position

Discussion then took place in relation to other initiatives that could be explored to help manage demand and it was proposed that a more detailed report be submitted to a future meeting of the Board.

The Board decided:

- (1) that the initiatives which had been implemented to address delayed discharges be noted; and
- (2) that progress reports be submitted to future meetings of the Board.

[Reference: Minutes of 6 October 2015 (Paragraph 5)]

4 Draft Strategic Commissioning Plan 2016 to 2019

A report dated 5 January 2016 by the Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership was submitted on the development of the draft Joint Strategic Commissioning Plan (JSCP).

The Public Bodies (Joint Working) (Scotland) Act 2014 placed a duty on Health and Social Care Partnerships to develop and have in place an approved JSCP detailing the strategic objectives of the Partnership by 1 April 2016.

Details were provided on the consultation with key stakeholders which had taken place from December 2015 to 31 January 2016. To ensure all stakeholders had the opportunity to influence, discuss and inform the JSCP, it was proposed that the draft JSCP, attached as an appendix to the report, be circulated more widely to include all stakeholders.

The Board decided:

- (1) that the draft JSCP be circulated to all stakeholders; and
- (2) that the draft JSCP be submitted to NHS Lanarkshire Board and South Lanarkshire Council's Executive Committee for approval prior to 1 April 2016.

[Reference: Minutes of 1 December 2015 (Paragraph 10)]

5 Locality Planning Update

A report dated 16 November 2016 by the Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership was submitted on the progress with the development of locality planning.

The Public Bodies (Joint Working) (Scotland) Act 2014 placed a responsibility on Health and Social Care Partnerships to establish at least 2 localities to provide an opportunity for key stakeholders to actively contribute to the locality planning agenda.

Within the South Lanarkshire Health and Social Care Partnership, 4 locality planning groups had been established for each of the following areas:-

- ◆ Clydesdale
- ◆ East Kilbride
- ◆ Hamilton/Blantyre
- ◆ Rutherglen/Cambuslang

The terms of reference for each of the above locality planning groups was attached as an appendix to the report. Details of the work which had been undertaken to support the establishment of the groups, together with the work which would be undertaken by each group, were provided in the report.

The Board decided: that the progress with the development of the locality planning agenda be noted.

6 Information Sharing Protocol

A report dated 11 January 2016 by the Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership was submitted on the information sharing protocols for the South Lanarkshire Health and Social Care Partnership.

As part of the information sharing protocols, the Health and Social Care Partnership was required to become a signatory to the Scottish Accord on the Sharing of Personal Information (SASPI) Agreement to allow the sharing of information for the purposes of strategic planning and commissioning and to support the strategic needs assessment.

The Chief Officer, South Lanarkshire Health and Social Care Partnership had signed the SASPI agreement on behalf of the South Lanarkshire Health and Social Care Partnership.

The Board decided: that the content of the report be noted.

7 Integration Joint Board - Programme of Meetings – April to December 2017

A report dated 21 January 2016 by the Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership was submitted on the future programme of meetings for the Integration Joint Board for the period 1 April to 5 December 2017.

It was proposed that, for the period 1 April to 5 December 2017, meetings of the Integration Joint Board be held at 2.00pm in the Council Offices, Almada Street, Hamilton as follows:-

- ◆ Tuesday 18 April 2017
- ◆ Tuesday 27 June 2017
- ◆ Tuesday 12 September 2017
- ◆ Tuesday 5 December 2017

In terms of the Standing Orders for the South Lanarkshire Integration Joint Board, responsibility for appointing the Chair would transfer to NHS Lanarkshire and responsibility for appointing the Depute Chair would transfer to South Lanarkshire Council on 18 April 2017.

The Board decided: that, for the period 1 April to 5 December 2017, meetings of the Integration Joint Board be held on the dates detailed above.

8 Audit Scotland - Health and Care Integration National Report

A report dated 8 January 2016 by the Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership was submitted on the outcome from the audit of national progress with health and social care integration undertaken by Audit Scotland.

Audit Scotland would be undertaking 3 planned audits on the progress made in relation to integration locally by the Health and Social Care Partnerships. The first of those audits, on reporting progress in the transitional year, had been undertaken and reported on in December 2015.

The outcomes from the audit were detailed in the report together with the position in South Lanarkshire which indicated that good progress was being made by the South Lanarkshire Health and Social Care Partnership to integrate Health and Social Care.

The Board decided: that the outcome from the audit of national progress with health and social care integration undertaken by Audit Scotland be noted.

9 Consultation Response on Draft Order to Revise the Procedures for Social Work Complaints

A report dated 20 November 2015 by the Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership was submitted on the consultation on the proposed revision to the procedure for Social Work complaints.

A consultation on the draft Order to amend the Scottish Public Services Ombudsman (SPSO) Act 2002 to allow the SPSO to investigate complaints in relation to Social Work had been issued by the Scottish Government. Details of the current Social Work complaints process were provided in the report together with the proposed revised process.

The response to the consultation was detailed in the appendix to the report.

The Board decided: that the content of the report be noted.

10 Support, Care and Clinical Governance Framework

A report dated 20 January 2016 by the Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership was submitted on the support, care and clinical governance arrangements for the South Lanarkshire Health and Social Care Partnership.

It was proposed that a Support, Care and Clinical Governance Group be established to ensure reporting systems and processes were in place across the Health and Social Care Partnership and to provide advice to the strategic planning group and locality groups.

Details of the membership and the work programme of the Group were provided in the report.

The Board decided: that the support, care and clinical governance arrangements for the South Lanarkshire Health and Social Care Partnership be noted.

11 Future Performance Reporting Requirements

A report dated 20 January 2016 by the Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership was submitted on the development of a performance framework.

In accordance with the South Lanarkshire Integration Scheme, there was a requirement to develop a suite of performance measures to support integration and performance reporting to the Integration Joint Board.

The Performance Group had developed a suite of performance measures and had identified other measures which were aligned to the national health and wellbeing outcomes as detailed in the appendix to the report. It was proposed that the performance measures be aligned to the Strategic Commissioning Plan and reported to the Integration Joint Board on a quarterly basis.

The Board decided: that the performance measures, aligned to the Strategic Commissioning Plan, be reported to the Board on a quarterly basis.

12 Organisational Development Plan

A report dated 19 January 2016 by the Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership was submitted on the Organisational Development Plan activities across the South Lanarkshire Health and Social Care Partnership.

The Organisational Development Plan had been developed to support a culture of continuous service improvement and details of the progress which had been made in implementing the Development Plan activities were provided in the appendix to the report.

The Board decided: that the content of the report be noted.

[Reference: Minutes of 16 June 2015 (Paragraph 8)]

13 Work Plan

A report dated 20 January 2016 by the Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership was submitted on progress with the Work Plan for health and social care integration.

A South Lanarkshire Work Plan had been developed which identified a number of actions that required to be addressed prior to 1 April 2016. Details of the progress which had been made against the individual actions contained in the Plan were detailed in the appendix to the report.

The Board decided: that the progress made to date by the Partnership with the implementation of the Public Bodies (Joint Working) (Scotland) Act 2014 be noted.

[Reference: Minutes of 11 August 2015 (Paragraph 12)]

14 Any Other Competent Business

Tom Steele, Non Executive Director requested clarification on the following:-

- ◆ establishment of a Performance and Audit Sub-Committee
- ◆ the recruitment of a Section 95 Officer

The Chief Officer advised as follows:-

- ◆ that a report on the establishment of a Performance and Audit Sub-Committee would be submitted to a future meeting of the Integration Joint Board
- ◆ that the recruitment of a Section 95 Officer was progressing and an update would be provided at a future meeting of the Board

The Board decided: to note the position.



SOUTH LANARKSHIRE INTEGRATION JOINT BOARD

Minutes of special meeting held in the Cadzow Room, The Town House, Cadzow Street, Hamilton on 29 March 2016

Chair:

Councillor Jackie Burns

Present:

NHS Lanarkshire Board

Philip Campbell, Non Executive Director (Depute); Tom Steele, Non Executive Director; Iain Wallace, Medical Director

South Lanarkshire Council

Councillor Maureen Devlin, Councillor Allan Falconer, Councillor Lynsey Hamilton

Attending:

NHS Lanarkshire

C Campbell, Chief Executive; L Ace, Director of Finance; C Cunningham, Head of Health

Partners

C Angus, Public Partnership Forum; G Bennie, VASLAN; H Biggins, Service User (Older People); R Ormshaw, Scottish Care; T Wilson, Health Services Trade Union Representative

South Lanarkshire Council

L Freeland, Chief Executive; H Stevenson, Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership; M Kane, Planning and Performance Manager; J McDonald, Administration Adviser; J Taylor, Head of Finance

Apologies:

NHS Lanarkshire Board

L Macer, Non Executive Director

NHS Lanarkshire

M Docherty, Nurse Director; M Reid, Planning and Performance Manager

South Lanarkshire Council

P Manning, Executive Director (Finance and Corporate Resources); R Swift, Head of Children and Justice Services

Order of Business

It was agreed that the items of business be dealt with in the order minuted below.

1 Declaration of Interests

No interests were declared.

2 Draft Strategic Commissioning Plan 2016 to 2019

A report dated 8 March 2016 by the Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership was submitted on the Joint Strategic Commissioning Plan (JSCP) 2016 to 2019.

The Public Bodies (Joint Working) (Scotland) Act 2014 placed a duty on Health and Social Care Partnerships to develop and have in place an approved JSCP detailing the strategic objectives of the Partnership by 1 April 2016.

Details were provided on the consultation with key stakeholders which had taken place together with the priorities which had been agreed and identified for inclusion in the JSCP as follows:-

- statutory work
- early intervention, prevention and health improvement
- carers support
- models of self-care and self-management
- seven day services
- intermediate care to reduce reliance on hospital and residential care
- housing options
- single points of contact
- mental health and wellbeing
- enablers to support better integrated working

An implementation plan would be developed to form the basis of quarterly progress reporting on the achievements towards meeting the nine national health and wellbeing outcomes. The JSCP would complement the proposals contained within NHS Lanarkshire's Healthcare Strategy.

Following the extensive consultation exercise, it was proposed that the JSCP for 2016 to 2019, attached as an appendix to the report, be approved.

The Board decided: that the South Lanarkshire Health and Social Care Partnership Joint Strategic Commissioning Plan 2016 to 2019, as detailed in the appendix to the report, be approved.

[Reference: Minutes of 16 February 2016 (Paragraph 4)]

3 Interim Chief Finance Officer

A joint report dated 9 March 2016 by the Executive Director (Finance and Corporate Resources), South Lanarkshire Council and the Director of Finance, NHS Lanarkshire was submitted on the interim appointment to the position of Chief Finance Officer of the Integration Joint Board (IJB).

In preparation for the Integration of Health and Social Care, the Integration Joint Board was required, in terms of section 95 of the Local Government (Scotland) Act 1973 as amended by the Public Bodies (Joint Working) (Scotland) Act 2014, to appoint a Chief Finance Officer to the Board by 1 April 2016.

The Chief Finance Officer would be accountable to the IJB for the planning, development and delivery of the Board's financial strategy and the provision of strategic financial advice and support to the IJB.

As the recruitment process for the post had not yet concluded and, in order to protect the best interests of the IJB, it was proposed that the Chief Officer, Health and Social Care Partnership be appointed as the Chief Finance Officer on an interim basis. He would be supported in this role by the Executive Director (Finance and Corporate Resources), South Lanarkshire Council and the Director of Finance, NHS Lanarkshire.

The Board decided: that the appointment of the Chief Officer, Health and Social Care Partnership as the Chief Finance Officer of the Integration Joint Board on an interim basis, until the recruitment process for the position of Chief Finance Officer had been concluded, be approved.

4 Integration Joint Board Financial Regulations

A joint report dated 7 March 2016 by the Executive Director (Finance and Corporate Resources), South Lanarkshire Council and the Director of Finance, NHS Lanarkshire was submitted on the Financial Regulations for the South Lanarkshire Integration Joint Board (IJB).

The Public Bodies (Joint Working) (Scotland) Act 2014 placed a duty on the Integration Joint Board to have in place financial governance arrangements by 1 April 2016. Following consultation between the Council and NHS Lanarkshire, Financial Regulations detailing the financial governance arrangements under which the IJB would operate, together with the roles and responsibilities of the IJB, the Chief Officer and Chief Finance Officer, had been developed.

It was proposed that the Financial Regulations for the IJB, as detailed in the appendix to the report, be approved.

The Board decided: that the Financial Regulations for the Integration Joint Board, as detailed in the appendix to the report, be approved.

5 Due Diligence and 2016/2017 Delegated Budget - South Lanarkshire Health and Social Care Integration Joint Board

A joint report dated 22 March 2016 by the Executive Director (Finance and Corporate Resources), South Lanarkshire Council and the Director of Finance, NHS Lanarkshire was submitted on the due diligence process that had been undertaken to identify the draft South Lanarkshire Integration Joint Board (IJB) budget for 2016/2017.

The Public Bodies (Joint Working) (Scotland) Act 2014 placed a duty on Health and Social Care Partnerships to establish a budget for the Integration Joint Board to allow the allocation of resources from the Health Board and the Council in line with the approved Strategic Commissioning Plan.

The due diligence process to identify the budget for the IJB had been undertaken during the shadow year of the Integration Joint Board and details of the process were provided in Appendix 1 to the report.

Details of the budget to be allocated from NHS Lanarkshire and South Lanarkshire Council were provided in appendices 2 and 3 to the report.

The financial implications of the due diligence process were provided in appendices 2 to 4 of the report.

Discussion then took place in relation to the allocation of funding and how it would be monitored with particular regard to any risks. The Director of Finance, NHS Lanarkshire advised that the highest risk on the NHS budgets was the scale of the savings to be achieved by NHS Lanarkshire in 2016/2017. Confirmation was also provided that the due diligence process would be subject to review by NHS Lanarkshire auditors as part of the Health Board audit.

It was proposed that a budget of £451.246 million for 2016/2017 be allocated to the Integration Joint Board.

The Board decided:

- (1) that the due diligence process which had been undertaken to identify the budget for the Integration Joint Board, as detailed in Appendix 1 to the report, be noted; and
- (2) that the proposed draft South Lanarkshire Integration Joint Board (IJB) budget of £451.246 million for 2016/2017, as detailed in section 7 of the report and subject to any necessary adjustments following approval of NHS Lanarkshire budgets, be approved.

6 Directions from Integration Authorities to Health Boards and Local Authorities

A report dated 23 March 2016 by the Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership was submitted on arrangements to allow the Integration Joint Board (IJB) to issue directions in relation to the operational delivery of its delegated functions.

The Public Bodies (Joint Working) (Scotland) Act 2014 placed a duty on Integration Joint Boards to prepare a Strategic Commissioning Plan (SCP). As part of the SCP, the IJB was required to confirm its arrangements for strategic direction and intended use of integrated budgets. To support those arrangements, it was proposed that formal Directions be established to allow the IJB to delegate functions to both NHS Lanarkshire and South Lanarkshire Council. Responsibility for the operational delivery of the delegated functions was detailed in the report.

The Board decided:

- (1) that the mechanism detailed in the report, in relation to issuing directions to either NHS Lanarkshire or South Lanarkshire Council or both, be noted; and
- (2) that the draft Directions, attached as Appendix 2 to the report, be approved.

7 Any Other Competent Business

There were no other items of competent business.

Chief Officer's Closing Remarks

The Chief Officer, Health and Social Care Partnership advised that this was a significant milestone for the Integration Joint Board and thanked the Board members for their support. In particular, he conveyed his thanks to Martin Kane, Planning and Performance Manager, South Lanarkshire Council for all his hard work and support.

Report to:	South Lanarkshire Integration Joint Board
Date of Meeting:	19 April 2016
Report by:	Chief Executive – South Lanarkshire Council Chief Executive – NHS Lanarkshire

Subject:	Operating Arrangements to Support Integration
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ inform the Integration Joint Board of the proposed management structures for the Health and Social Care Partnership.

2. Recommendation(s)

2.1. The Integration Joint Board is asked to approve the following recommendation(s):-

- (1) that the content of the report be noted;
- (2) that the proposed structures, as detailed in Appendix 1 to the report, be approved; and
- (3) that arrangements be put in place to recruit to the post of Executive Director of Health and Social Care in conjunction with partner organisations.

3. Background

3.1. To ensure an effective and stable management structure is in place to support the Integration of the Health and Social Care workforce, a phased approach will be required to establish a senior management team reflecting the full range of Integration Joint Board's delegated responsibilities for strategic planning and delivery of services. The senior management team will remain employees of their originating bodies and the Chief Officer will have delegated responsibility for directing the day to day activity of those individuals.

4. Progress to date

4.1. Phase 1 – There has been a combined role of Executive Director of Social Work/Chief Officer for the Partnership, a Head of Social Work Adult and Older People Services and an Interim Head of Health Services. Professional input has been established through the appointment of a full-time Nurse Director and a full time Medical Director. The Chief Social Work Officer Role is the responsibility of the Head of Children and Justice Services. A Section 95 Officer has been appointed. All of the aforementioned report directly to the Chief Officer. All services beneath the senior management team have continued within their respective management structures.

4.2. Meeting structures have been established to develop new ways of working, learn from each other and to establish the Health and Social Care Partnership, inclusive of the development of the Strategic Commissioning Plan:

- Integration Joint Board (IJB): In addition to the established IJB, the representation has been extended to be inclusive of the wider stakeholders as required by the Public Bodies (Joint Working) (Scotland) Act.
- A Heads of Service Management Team: Inclusive of the Chief Officer, the Head of Adult and Older People Services, the Head of Children and Justice Services, the Interim Head of Health, the Nurse Director and the Medical Director.
- An Operational Management Team: Inclusive of the Head of Adult and Older People Services, the Head of Health, the Health Unit General Managers, the Homecare Services Manager, the two Adult and Older People Services Managers and the Interim Planning Manager.
- Strategic Commissioning Group: Locality Planning Groups have been established, chaired by an elected or a non-executive member of the IJB, and wider stakeholders from the locality to mirror representation on the Strategic Commissioning Group.

5 Next Steps

5.1. To support the structures being developed, it is intended that the strategic and operational direction of staff within the 4 localities will be undertaken by the Locality Health and Care Managers. Cambuslang/Rutherglen and East Kilbride Locality Health and Care Managers will work jointly (one being a health manager and one being a social work manager). This will allow both the employee/employer and professional reporting lines to be maintained through the employing authorities. (See Appendix 1). This will be replicated in Hamilton and Clydesdale. This will allow time for policies and guidance to be developed for the partnership and staff will remain on their employing organisation terms and conditions.

5.2. Phase 2 - Management Structure.

5.2.1. The joint role of Executive Director (Social Work Resources) and Chief Officer (Health and Social Care Partnership) has proven successful in moving the integration agenda forward and both South Lanarkshire Council and NHS Lanarkshire consider that this position should be formalised with the creation of a joint post to lead the Partnership. The current post holder will be retiring in September and, if approved, the post of Executive Director of Health and Social Care (1) will be recruited jointly with partners.

5.2.2. A Head of Adult and Older People Services (2) and a Head of Health (3). To maximise the opportunities for new ways of delivering care and provide a consistency across the operational delivery of services, the Head of Health and the Head of Adult and Older People Services will strategically lead and provide day to day organisation of two of the Localities. Development for this role will be through a personal development plan with a focus on mentoring each other and shared learning.

5.2.3. A Section 95 officer (4) – Joint with North Lanarkshire Health and Social Care Partnership.

- 5.2.4. Head of Commissioning and Performance (5) – a key function for the partnership is the development of Strategic Commissioning. It is recommended that a Head of Commissioning and Performance be created to manage the planning and commissioning functions from Social Work and Health and the Primary Care Services Management from Health (11).
- 5.2.5. Nurse Director (6) – newly appointed post that gives 0.5 FTE additional capacity for professional nursing within the Partnership, allowing the postholder to take the lead on mental health services for the partnership (12).
- 5.2.6. Medical Director (7) – newly appointed post that gives 0.6 FTE additional capacity for professional medical input within the Partnership, allowing the postholder to take the lead on Out of Hours health services and establish the quality and leadership requirements of the new GMS contract (13).
- 5.2.7. Chief Social Work Officer responsibility (8) - continues to be provided by the Head of Children and Justice. Substance Misuse moves to Nurse Director (14).
- 5.2.8. Health and Care Managers x 4 (9) - Each of the 4 localities within the Partnership will have a Health and Care Manager responsible for both Health and Social Care. These services will include Integrated Community Support Teams, Treatment Room Nursing and Public Health Nursing managed through the current Services Managers in NHS Lanarkshire. Social Work Services will be managed through the current Fieldwork Managers. To maximise the opportunities for new ways of delivering care and provide a consistency across the operational delivery of services, each of the two localities under the management of the Heads of Services will have a Health and Care Manager from NHS Lanarkshire and a Health and Care Manager from Social Work.
- 5.2.9. Home Care Interim Manager – an interim manager will be appointed to implement the home care review, overseen by the Head of Older People Services.

Each newly appointed manager will be supported through the development of a leadership programme and a personal development plan with the focus on joint working across 2 areas to facilitate knowledge transfer. This will facilitate a bottom up approach to integration by co-location of staff and joint teams.

6. Review

- 6.1. The process of moving towards integrated service delivery has begun well and the arrangement proposed will build on the experience to date. The proposed arrangements will allow closer working and the sharing of knowledge and expertise across the partner bodies, with more opportunities for a shared and more efficient approach.
- 6.2 The above management structures will be monitored through the heads of service meeting. Following evaluation in September 2017, the services being provided through the interim roles and hosted service arrangements will be mainstreamed into localities. This will strengthen the locality focused planning and care delivery.

7. Employee Implications

- 7.1. Manager development will be essential to support the required changes. Human Resource processes from both NHS Lanarkshire and South Lanarkshire Council will be followed.

8. Financial Implications

- 8.1. Funding for the Head of Planning and Performance Management within NHS Lanarkshire and further funding through the Integrated Care Fund meet the costs associated with the Head of Commissioning and Performance.

9. Other Implications

- 9.1. There are no additional risks associated with this report.
- 9.2. There are no sustainable implications associated with this report.
- 9.3. There are no other implications associated with this report.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. This report does not introduce a new policy, function or strategy, or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.
- 10.2. Consultation with Trade Unions and individuals affected by these changes will take place at the earliest opportunity.

Lindsay Freeland
Chief Executive
South Lanarkshire Council

Calum Campbell
Chief Executive
NHS Lanarkshire

Date created: 30 March 2016

Previous References

- ◆ None

List of Background Papers

- ◆ none

Contact for Further Information

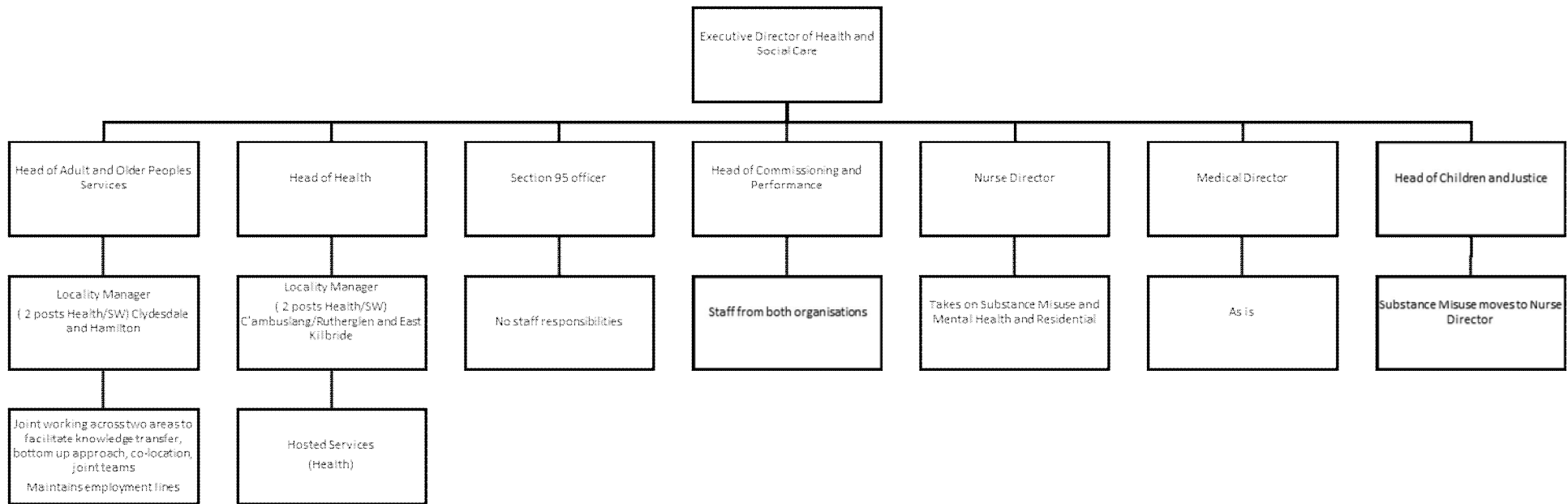
If you would like to inspect the background papers or want further information, please contact:-

Yvonne Cannon, Integration Organisational Development Manager

Ext: 4249 (Phone: 01698 454249)

Email: yvonne.cannon@southlanarkshire.gcsx.gov.uk

Phase 2 - April 2016-2017





Report

Report to:	South Lanarkshire Integration Joint Board
Date of Meeting:	19 April 2016
Report by:	Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

Subject:	Risk Register for the Integration Joint Board
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ present the up to date version of the risk register detailing strategic risks to the Integration Joint Board; and
- ◆ provide an update on the Clinical Negligence and Other Risks Indemnity Scheme.

2. Recommendation(s)

2.1. The Integration Joint Board (IJB) is asked to approve the following recommendation(s):-

- (1) that the process for developing the risk register is noted; and that the risk register for the IJB is approved;
- (2) that the Scottish Government's acceptance of the IJB's application to join Clinical Negligence and Other Risks Indemnity Scheme (CNORIS) is noted; and
- (3) that the next steps for the ongoing ownership and upkeep of the IJB risk register and future reporting arrangements are noted.

3. Background

3.1. Following a risk workshop held on 8 September 2015, an initial risk register for the IJB was prepared with details of the very high graded risks reported and approved by the IJB on 1 December 2015. At that time, the IJB requested that a full up to date risk register be reported to the Board.

3.2. At the meeting on 1 December 2015, the IJB also approved their Risk Management Strategy and agreed to an application being submitted to the Scottish Government for them to become members of CNORIS.

4. Development of a Strategic Risk Register

4.1. The Risk Managers of both partner organisations carried out a review of the initial risk register to refine the content.

4.2. The initial risk register was subsequently issued to all those who attended the September 2015 risk workshop for review and comment. This is essentially a cross section of staff working in health and social care. The risk register has been updated to reflect comments and requested amendments received. A number of transitional

risks have now been removed from the original risk register and the remaining risks rescored. At the same time, a suite of risk control actions to mitigate risks was refined.

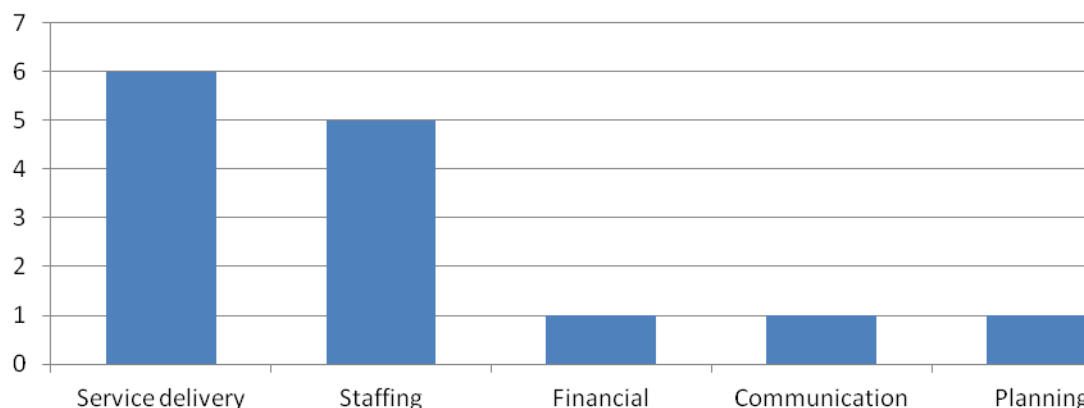
- 4.3. The IJB risk register was also reviewed against the existing risk registers for NHS Lanarkshire and South Lanarkshire Council Social Work Resources.
- 4.4. This provided assurance that the three registers had a consistency of approach, with all three capturing similar types of risk. All three risk registers are comprehensive and complement each other, with the appropriate ownership of the captured risks.
- 4.5. The IJB is asked to note the process undertaken to develop the risk register and to approve the full finalised risk register, attached at appendix one.

5. IJB Initial Risk Profile and Key Risks

5.1. The table below shows the IJB risk profile, for the 14 risks identified. The profile sets out the likelihood and impact of each risk, giving an overall assessed level of residual risk.

			Impact				
			Low	Minor	Moderate	Major	Extreme
Score			1	2	3	4	5
Likelihood	Almost Certain	5					
	Likely	4					
	Possible	3	2		4	1	
	Unlikely	2	2				
	Rare	1		2	3		

- 5.2. The profile shows that 64.3% of risks identified have a residual risk rating of low; 28.6% are rated medium and 7.1% are rated high.
- 5.3. At this time, the attached risk register reflects the nature of risk proportionate with the maturity of the IJB. In line with the IJB risk strategy, where required, actions have been identified to mitigate risks, particularly for the higher rated risks.
- 5.4. The 14 risks identified have been classified within five risk classifications. The split per classification is shown below:



6. CNORIS Update

- 6.1. An application was submitted to the Scottish Government for the IJB to join CNORIS in December 2015. The Scottish Government confirmed in January 2016 that the application had been accepted and the IJB is now a member of CNORIS.
- 6.2. The key cover provided by this arrangement is in respect of Officers/Officials indemnity. This protects against claims which may arise from the decisions and actions taken by Board members within the scope of their normal duties.
- 6.3. The IJB is asked to note the Scottish Government's acceptance of the IJB's application to join CNORIS.

7. Next Steps

- 7.1. In November 2014, at the outset of the discussions around the work required to be undertaken by the Risk Managers of both partner organisations in respect of insurance and risk management arrangements for the Integration of Health and Social Care, a scope of reference was agreed, namely:
 - ◆ to provide ongoing input to insurance liability, indemnity and risk management clauses within the integration scheme document;
 - ◆ to explore insurance/risk financing options;
 - ◆ to develop and implement a risk management strategy and framework; and
 - ◆ to prepare risk registers and risk control plans.
- 7.2. Given that these areas of work have now been completed, the Health and Social Care Management Team will now take ownership of the IJB risk register, which will require to be reviewed and updated on a quarterly basis.
- 7.3. The Health and Social Care Management Team will also require to ensure that actions detailed within the risk register are progressed.
- 7.4. Future reviews and updates to the IJB risk register should give consideration to the partner organisation's risks and where a number of operational risks impact across multiple service areas or because of interdependencies, require more strategic leadership, then these can be proposed for escalation to strategic risk status for the IJB.
- 7.5. A review of risks against the strategic objectives within the IJB Strategic Commissioning Plan will require to be undertaken.
- 7.6. Subject to approval of an Audit and Performance Committee being established, it is recommended that quarterly risk update reports should be reported to the Committee during the first year of integration. The frequency of reporting should be considered thereafter.
- 7.7. As a minimum, as per the Risk Management Strategy, an annual report should be provided to the IJB.
- 7.8. The IJB is asked to note the next steps for the ongoing upkeep of the IJB risk register and future reporting arrangements.

8. Employee Implications

- 8.1. The Health and Social Care Management team will require to provide relevant support to the IJB in the further development and upkeep of the IJB risk register.

8.2. Where required, advice and support will be available from the Risk Managers of both partner organisations in the implementation of the IJB's risk management arrangements.

9. Financial Implications

9.1. There are no financial implications associated with the risk work being undertaken.

10. Other Implications

10.1. There are no additional risks associated with this report.

10.2. There are no sustainable development issues associated with this report.

10.3. There are no other implications at this stage.

11. Equality Impact Assessment and Consultation Arrangements

11.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

11.2. Consultation has taken place with appropriate personnel within the partner organisations.

Harry Stevenson

Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

7 March 2016

Previous References

- ◆ report to South Lanarkshire Integration Joint Board - Development of a Risk Management Strategy and Register for the Integrated Joint Board, 1 December 2015; and
- ◆ report to South Lanarkshire Integration Joint Board – Clinical Negligence and Other Risks Indemnity Scheme (CNORIS), 1 December 2015

List of Background Papers

- ◆ none

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Scott Dunsmore, Insurance and Risk Manager
Ext: 5844 (Phone: 01698 455844)
Email: scott.dunsmore@southlanarkshire.gcsx.gov.uk

Carol McGhee, Corporate Risk Manager
NHS Lanarkshire
Kirklands
Phone : 01698 858099
Email: carol.mcghee@lanarkshire.scot.nhs.uk

Key Risk	Classification	Inherent Risk Level	Controls	Adequacy of controls	Risk Treatment	Residual Risk Level	Further Action Required	Responsible Person	Target date
Strategic planning arrangements between Children's Services and Adult and Older People Services not clearly defined.	Service Delivery	Medium	<ul style="list-style-type: none"> 1. Community plan / SOA 2. Corporate Parenting Roles and Responsibilities 3. Clarity of Roles of IJB / Children Partnership Board 4. GIRFEC well embedded 	Adequate	Mitigate	Low	<ul style="list-style-type: none"> 1. Clarity of approval arrangements for plans for Joint Working 2. Develop robust arrangements for transitions 3. Council managed children's services - planning and delivery options to be agreed 	Head of Children & Justice	Apr-16
Failure to effectively communicate key information to staff	Communications	Very High	<ul style="list-style-type: none"> 1. Communication strategy in place 2. Key messages delivered in a consistent way 3. Heads of Service Integrated 4. Locality Seminars 5. Locality Leads & links 6. Locality Planning Groups 7. Newsletter 	Adequate	Mitigate	Low	<ul style="list-style-type: none"> 1. Managers to implement and support the communication strategy in a consistent manner. 	Heads of Service	Ongoing
Reduction in Public Sector finances as a consequence of austerity measures	Financial	Very High	<ul style="list-style-type: none"> 1. Existing budgetary Management Procedures 2. Existing efficiency regimes 3. Budget monitoring monthly 	Good	Mitigate	Medium	<ul style="list-style-type: none"> 1. Joint Financial Procedures to be agreed 2. Due diligence to be completed 3. Completion of Strategic Commissioning Plan 	Directors of Finance	Apr-16

Key Risk	Classification	Inherent Risk Level	Controls	Adequacy of controls	Risk Treatment	Residual Risk Level	Further Action Required	Responsible Person	Target date
Equal Pay	Staffing	Very High	<ul style="list-style-type: none"> 1. Both NHSL and SLC have well established job families, pay scales and evaluation schemes. 2. Established trade union and employee relations 3. Conciliation and arbitration processes in place 	Adequate	Mitigate	Low	<ul style="list-style-type: none"> 1. Joint communication to reassure staff 2. Personnel in local authority and NHS to identify potential areas of challenge and develop business case to justify / amend the current position 	HR / Personnel and Organisational Development Lead	September 2015 onwards
Lack of common approach to staff engagement NHS/SLC	Staffing	Very High	<ul style="list-style-type: none"> 1. Existing systems in place to look at employee engagement 	Adequate	Mitigate	Low	<ul style="list-style-type: none"> 1. Agree rules of staff engagement for IJB 	HR Leads	Ongoing
Lack of clarity around management roles and responsibilities/silo operational working	Staffing	Very High	<ul style="list-style-type: none"> 1. Heads of Service Integrated meetings 2. Locality Seminars 3. locality Leads / Links 	Adequate	Mitigate	Medium	<ul style="list-style-type: none"> 1. Move to fully integrated management arrangements 	Heads of Service	Ongoing
Potential restructures/ displaced employees	Staffing	Medium	<ul style="list-style-type: none"> 1. Joint organisational development 2. Redeployment sits with constituent organisation 3. Fit with finance risk re 'severance pay' 	Adequate	Mitigate	Low	<ul style="list-style-type: none"> 1. Develop workforce planning strategy and Organisation Development Plan 	HR Leads	Ongoing
Lack of joint training approach	Staffing	High	<ul style="list-style-type: none"> 1. Joint OD / training post. 2. Training / Leadership in place 3. Joint OD Strategy c/o joint Management Strategy 4. National training around integration 	Adequate	Mitigate	Low	<ul style="list-style-type: none"> 1. Identify and define joint training opportunities 	HR Leads	Ongoing

Key Risk	Classification	Inherent Risk Level	Controls	Adequacy of controls	Risk Treatment	Residual Risk Level	Further Action Required	Responsible Person	Target date
A lack of shared understanding of service context and priorities	Service Delivery	High	<ul style="list-style-type: none"> 1. Integration schemes agreed 2. JSC group in place with framework 3. Locality leads identified dates for initial LPG's and development sessions with stakeholders 	Adequate	Mitigate	Medium	<ul style="list-style-type: none"> 1. Locality Planning Groups to be established, with clear terms of reference 2. IJB member to chair Locality Planning Groups 	Heads of Service & Locality Leads	April 2016 onwards
Ineffective Change Management	Service Delivery	Very High	<ul style="list-style-type: none"> 1. Organisational Development programme developed 			Low	<ul style="list-style-type: none"> 1. further develop core leadership/management skills to drive change 2. identify skills gap 3. address culture differences 4. HR support for Managers 	Organisational Development Lead	Ongoing

Key Risk	Classification	Inherent Risk Level	Controls	Adequacy of controls	Risk Treatment	Residual Risk Level	Further Action Required	Responsible Person	Target date
Lack of IT/Data Sharing Strategies	Service Delivery	Very High	<ul style="list-style-type: none"> 1. LDSP in place ISP in place, Community Core Sub Group in place. 2. Information Sharing Protocol in place 3. Multi-agency store c/o assessments with electronic sharing between wards OP Team/ A&E / Locality SW 4. Alerts for Child and Adult Protection 5. Electronic key information share in place (OOH, SAS) 6. Integration has been identified as an I.T priority within the Council 	Adequate	Mitigate	Medium	<ul style="list-style-type: none"> 1. Anticipatory Care Plan to be shared with Social Work 2. Access to View, assessments, support plans and reviews across Health and Social Care workforce 	I.T Leads	April 2016 onwards

Key Risk	Classification	Inherent Risk Level	Controls	Adequacy of controls	Risk Treatment	Residual Risk Level	Further Action Required	Responsible Person	Target date
IJB have limited influence on Acute Services planning and delivery (shifting the balance of care)	Service Delivery	Very High	<p>1. Healthcare strategy development and Joint Strategic Commissioning Plan developments will agree the approach to capacity planning in acute services.</p> <p>2. Tripartite meetings between both NHS and Local Authority Chief Executives and the Chief Officer.</p> <p>3. The National Strategy, "A route map to a 20/20 Vision for Health and Social Care which specifically requires local partnerships to consider this within planning and delivery of services.</p>	Adequate	Accept	High	1. Regular liaison meetings with acute services regarding priorities and service demand in relation to emergency admissions, A&E attendances and discharge planning.	Chief Officer	September 2015 onwards
Maintaining broad and representative service user/patient and carer engagement	Planning	Medium	<p>1. Appreciative inquiry approach to develop and expand existing engagement forums.</p> <p>2. The development of locality planning provides a real opportunity to enhance participation and engagement closer to service delivery.</p> <p>3. Support planning and reviews.</p> <p>4. Existing planning forums already have a foundation on which to build and enhance service user/patient and carer engagement.</p>	Adequate	Accept	Low	1. Further develop existing infrastructure - planning forums and stakeholder events	Chief Officer	September 2015 onwards

Key Risk	Classification	Inherent Risk Level	Controls	Adequacy of controls	Risk Treatment	Residual Risk Level	Further Action Required	Responsible Person	Target date
Potential conflict between neighbouring IJBs in relation to hosted services	Service Delivery	High	<p>1. There are current management arrangements already in place, which existed under Community Health Partnerships. These continue to operate presently.</p> <p>2. Both North and South IJBs are working together to look at how hosted services should work in the context of Strategic Commissioning.</p> <p>3. Performance reports continue to be presented in relation to each service on a quarterly basis</p> <p>4. Financial and budgetary controls</p>	Adequate	Accept	Low	1.Final agreement to be reached in respect of the 21 hosted services and signed up within the Strategic Commissioning Plans for North and South IJBs and the Healthcare Strategy for Lanarkshire	Chief Officer	Sep-16

Report to: **South Lanarkshire Integration Joint Board**
 Date of Meeting: **19 April 2016**
 Report by: **Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership**

Subject: **Financial Monitoring Report - Partnership Funding 2015/2016 Update**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise the Integration Joint Board of the commitment in respect of the partnership funding for 2015/2016.

2. Recommendation(s)

2.1. The Integrated Joint Board is asked to approve the following recommendation(s):-

- (1) that the content of the report is noted.

3. Background

3.1. In 2015/2016, the Integration Joint Board received £6.040m for the Integrated Care Fund and £1.812m for the Delayed Discharge Fund. In addition to this, funding of £0.979m became available as a result of the older people bed reconfiguration within Lanarkshire as well as funding of £0.902m which was brought forward from 2014/2015 to progress hospital discharges.

3.2. The commitment in respect of this partnership funding of £9.733m for 2015/2016 has been reviewed and an update is detailed at section 4.

4. Financial Monitoring Report 2015/2016

4.1. The allocation of funding in 2015/2016 of £9.733 m and the projected expenditure to 31 March 2016 is detailed in the table below.

Overview	£m
Integrated Care Fund	6.040
Delayed Discharge Fund	1.812
Older people bed reconfiguration	0.979
Delayed Discharge funding (Non-recurring)	0.902
Total Funding 2015/2016	9.733
Anticipated Spend in 2015/2016	9.287
Projected Underspend	0.446

4.2. The underspend of £0.446m was carried forward to 2016/2017 and continues to be available to progress the health and social care priorities.

5. Employee Implications

5.1. There are no direct employee implications associated with the report.

6. Financial Implications

6.1. The financial implications are detailed at section 4.

7. Other Implications

7.1. There are no additional risks associated with this report.

7.2. There are no sustainable implications associated with this report.

7.3. The future financial monitoring arrangements for the partnership are being developed.

8. Equality Impact Assessment and Consultation Arrangements

8.1. There are no environmental implications arising directly from this report.

8.2. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

8.3. There was also no requirement to undertake any consultation in terms of the information contained in this report.

Harry Stevenson

Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

Date created: 09 March 2016

Previous References

◆ none

List of Background Papers

◆ none

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Marie Moy, Finance Service Manager

Ext: 3709 (Phone: 01698 453709)

Email: marie.moy@southlanarkshire.gcsx.gov.uk

Report to:	South Lanarkshire Integration Joint Board
Date of Meeting:	19 April 2016
Report by:	Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

Subject:	Publication Scheme
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise the Integration Joint Board of their responsibilities in relation to the Freedom of Information (Scotland) Act 2002

2. Recommendation(s)

2.1. The Board is asked to approve the following recommendation(s):-

- (1) that the report be noted,
- (2) that the Model Publication Scheme approved by the Scottish Information Commissioner attached as Appendix 1 be adopted by the Board and submitted to the Commissioner for approval,
- (3) that Officers be authorised to complete the preparation of a guide to information as detailed in Appendix 2 ,
- (4) that the Freedom of Information Policy detailed in Appendix 3 be approved, and
- (5) that the Freedom of Information Summary of Rights detailed in Appendix 4 be approved.

3. Background

- 3.1. The Freedom of Information (Scotland) Act 2002 requires Scottish Public Authorities to produce and maintain a publication scheme which outlines the classes of information they routinely make available and advises the public on how to access the information.
- 3.2. The Integration Joint Board is a public authority for the purposes of the Freedom of Information (Scotland) Act 2002 and the related Environmental Information (Scotland) Regulations 2004 and will be required to respond to requests for information from the public in terms of the legislation.

4. Model Publication Scheme

- 4.1 The Scottish Information Commissioner has developed a model publication scheme and guidance in consultation with local authorities and public bodies in an attempt to simplify the process and make it easier for the public to use and understand. A copy of the model publication scheme is attached at Appendix 1.

5. Implementation

- 5.1 Along with the model publication scheme the Board is obliged to publish a guide to the information available. The guide can take any format that the Board chooses but must serve the purpose of signposting the public on where to find the information that the Board routinely publishes, for example the information set out in Appendix 2.
- 5.2 It is proposed that the Board use its website as a platform on which to build and display its guide to information. This will mean that the publication scheme will be easier to keep up to date and to maintain.
- 5.3 The Board will be encouraged to publish and make available to the public as much information as possible in order to be open and transparent. By being proactive in this way the Board can reduce the number of Freedom of Information requests it receives and utilise the section 25 exemption within the Act as information included in the Publication Scheme is deemed to be otherwise accessible and therefore does not have to be produced in response to a request.

6. Freedom of Information Policy

- 6.1 The Board is also required to have policies and procedures in place on how the organisation responds to requests for information. A draft policy is attached at Appendix 3.

7 Employee Implications

- 7.1 None.

8 Financial Implications

- 8.1 None.

9 Other Implications

- 9.1 There are no risk or sustainability issues in terms of the information contained within this report.

10 Equality Impact Assessment and Consultation Arrangements

- 10.1 This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 10.2. There was also no requirement to undertake any consultation in terms of the information contained in this report.

Harry Stevenson

Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

7 March 2016

Previous References

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Harry Stevenson, Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

Ext: 3700 (Phone: 01698 453700)

Email: harry.stevenson@southlanarkshire.gcsx.gov.uk

Model Publication Scheme 2015

**Produced and approved by the Scottish
Information Commissioner**

Introduction

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
 - (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 a 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.

Adopting this model scheme

4. This model scheme can be adopted by any authority which is subject to the Freedom of Information (Scotland) Act 2002. For more information about which bodies this applies to, please visit <http://www.itspublicknowledge.info/YourRights/Whocanlask.aspx>
5. Adoption commits an authority to:
 - (i) adopting this model scheme without amending it
 - (ii) publishing the information, including environmental information, that it holds and which falls within the classes of information below.
 - (iii) ensuring that the way it publishes its information meets the Model Publication Scheme 2015 Principles.
 - (iv) producing a Guide to Information which sets out the information the authority publishes through this model scheme, how to access it, whether there is a charge for it and how to get help to access information.
 - (v) notifying the Scottish Information Commissioner that it has adopted this model scheme.
6. Where an authority fails to meet the above commitments, it cannot be considered to have adopted this model scheme and may be failing with the duty to adopt and maintain a publication scheme in line with section 23(1) of the Act.

Model Publication Scheme 2015 principles

Principle One: Availability and formats

7. Information published through this model scheme should, wherever possible, be made available on the authority's website.
8. 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, for example, arrange to send out information in paper copy on request (although there may be a charge for doing so).

Principle Two: Exempt information

9. 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 authority may withhold the information or provide a redacted version for publication, but it must explain why it has done so.

Principle Three: Copyright and re-use

10. 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.
11. Any conditions applied to the re-use of published information must be consistent with the Re-Use of Public Sector Information Regulations 2005¹.
12. The Commissioner recommends that authorities consider using the Open Government Licence, produced by The National Archives for their published information. **Principle**

Four: Charges

13. The Guide to Information must contain a charging schedule, explaining any charges and how they will be calculated.
14. 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, for example, for access to some registers.
15. The authority may charge for computer discs, photocopying, postage and packing 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 – 7 below. An exception is made for commercial publications (see Class 8 below) where pricing may be based on market value.

Principle Five: Contact details

16. 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.

¹ To be revised as a result of Directive 2013/37/EU by summer 2015.

17. The Act requires authorities² to provide reasonable advice and assistance to anyone who wants to request information which is not published. The authority's Guide to Information must provide contact details to access this help.

Principle Six: Duration

18. 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).

² Section 15 of the Freedom of Information (Scotland) Act 2002 and regulation 9 of the Environmental Information (Scotland) Regulations 2004

The Classes of Information

	Class	Description
1	About the authority	Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations
2	How we deliver our functions and services	Information about our work, our strategies and policies for delivering functions and services and information for our service users
3	How we take decisions and what we have decided	Information about the decisions we take, how we make decisions and how we involve others
4	What we spend and how we spend it	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)
5	How we manage our human, physical and information resources	Information about how we manage the human, physical and information resources of the authority.
6	How we procure goods and services from external providers	Information about how we procure goods and services and our contracts with external providers
7	How we are performing	Information about how we perform as an organisation and how well we deliver our functions and services
8	Our 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.

Scottish Information Commissioner

Kinburn Castle
Doubledykes Road
St Andrews, Fife
KY16 9DS

t 01334 464610

f 01334 464611

enquiries@itspublicknowledge.info

www.itspublicknowledge.info

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2015

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Section 1: Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme which has the approval of the Scottish Information Commissioner, and publish information in accordance with that scheme. The publication scheme must:

- ◆ publish the classes of information that the authority makes routinely available
- ◆ tell the public how to access the information and whether information is available free of charge or on payment

South Lanarkshire Integration Joint Board has adopted the **Model Publication Scheme 2015** which has been produced and approved by the Scottish Information Commissioner. It is approved until [*date to be added following approval by the Scottish Information Commissioner*].

You can see this scheme on our website at [*IJB website address to be added once this becomes operational – meantime information to be placed on NHS and Council web pages*].

You can also contact us at the address below if you prefer a copy of the Model Publication Scheme 2015, or this Guide to Information, to be provided in a different format.

The purpose of the Guide to Information is to:

- ◆ allow you to see what information is available (and what is not available) for the South Lanarkshire Integration Joint Board in relation to each class in the Model Publication Scheme 2015 • state what charges may be applied
- ◆ explain how to find the information easily
- ◆ provide contact details for enquiries and to get help with accessing the information
- ◆ explain how to request information that has not been published.

Alongside the Act, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This guide to information also contains details of the environmental information that we routinely make available.

Section 2: About South Lanarkshire Integration Joint Board

The Integration Joint Board was established on 21 September 2015 as a corporate body under the terms of the Public Bodies (Joint Working) (Scotland) Act 2014. It is one of 29 Integration Boards each created covering one or more areas coterminous with that of local authorities. The function of the Integrated Board which contains representatives of South Lanarkshire Council, NHS Lanarkshire and a number of professional and stakeholder representatives, is to provide arrangements for the development of the integration of health and social care. This integration will improve the outcomes for patients, service users, carers and their families. The Integration Joint Board has delegated to it in terms of the Act and an Integration Scheme approved by Parliament, strategic responsibility for certain functions and resources to be delivered on an operational basis by South Lanarkshire Council and NHS Lanarkshire .

The Board is commonly referred to as the South Lanarkshire Health and Care Partnership. This is the public facing aspect of the Board and comprises the organisation drawing staff from the Council and Health Board which supports the Board in delivering its objectives.

Introducing the South Lanarkshire Integration Joint Board

The Joint Board has its Principal offices at

Telephone	Fax	e-mail
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The Chief Officer of the Board is Harry Stevenson, Executive Director (Social Work Resources), South Lanarkshire Council

We cover the area of South Lanarkshire Council.

We work in co-operation with other Integrated Joint Boards, the NHS Board and South Lanarkshire Council and other agencies in planning and commissioning health and social care services.

The governing Body is the Integrated Joint Board, which comprises 8 voting members - 4 members appointed from Councillors on South Lanarkshire Council; 4 members from the Non-Executives of NHS Greater Glasgow & Clyde. Additionally there are non-voting stakeholder members and professional members. For more information on the Board see Section 10 – Classes of information - Class 1.

Section 3: Accessing Information under the Scheme Availability and formats

The information published through this Guide to Information is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this – see Section 5: Our Charging Policy).

Information in our Guide to Information will normally be available through the routes described below. Section 10 – Classes of Information provides more details on the information available under the Guide, along with additional guidance on how the information falling within each class may be accessed.

Online:

Most information listed in our Guide to Information is available to download from our website. In many cases a link within Section 10: Classes of Information will direct you to the relevant page or document. If you are having trouble finding any document listed in our guide, then for further assistance please contact:

Telephone:

Email:

Website: [\[to be added\]](#)

By email:

If the information you seek is listed in our Guide to Information but is not published on our website, we can send it to you by email, wherever possible. When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

By phone:

All information in the guide will be available in hard copy form for example, paper copies. Hard copies of information can be requested from us over the telephone. Please call us to request information available under this scheme.

By post:

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

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see Section 5: Our Charging Policy for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Personal visits:

If you prefer to visit us to inspect the information you may do so during our normal office hours of 8.45 am to 4.45pm Monday to Thursday and to 4.15pm on a Friday. It may avoid delay if you notify us in advance that you intend to visit. In a limited number of cases you may be required to make an appointment to view the information. In such cases, this will be set out within Section 10 – Classes of Information, and contact details will be provided within the relevant class.

Advice and assistance:

If you have any difficulty identifying the information you want to access, then please contact us to help you.

Exempt information

We will publish all the information we hold that falls within the classes of information in the Model Publication Scheme 2015. We publish this information in Section 10 of this guide. If a document contains information that is exempt under Scotland's freedom of information laws (for example personal information or a trade secret), we will remove or redact (black out) the information before publication but we will explain why.

Section 4: Information that we may withhold

All information covered by our Guide to Information can either be accessed through our website, or will be provided promptly following our receipt of your request. Our aim in adopting the Commissioner's Model Publication Scheme 2015 and in maintaining this Guide to Information is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in "Section 10 – Classes of Information". Information will only be withheld, however, where the Act (or, in the case of environmental information, the EIRs) expressly permits it. Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment.

Information may also be withheld if it is another person's personal information, and its release would breach data protection legislation.

Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where information is withheld it will, in many cases, be possible to provide copies with the withheld information edited out. If you wish to complain about any information which has been withheld from you, please refer to Section 8 – Contact details for enquiries, feedback and complaints.

Section 5: Our Charging Policy

This section explains when we may make a charge for our publications and how any charge will be calculated. There is no charge to view information on our website, at our premises (except where there is a statutory fee, for example to access registers), or where it can be sent to you electronically by email.

We may charge you for providing information to you, for example photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charges per sheet of paper are shown in the table below:

Size of paper/alternative format	Black and White Pence per sheet	Colour Pence per sheet
A4	10p	20p
A3	20p	40p

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

We will recharge postage costs at the rate we paid to send the information to you. Our charge is based on for sending information by Royal Mail First Class.

When providing copies of pre-printed publications, we will charge you no more than the cost per copy of the total print run. We do not pass on any other costs to you in relation to our published information.

Details of any individual charges which differ from the above charging policy are provided within "Section 10 – Classes of information".

Section 6: Copyright

South Lanarkshire Integration Joint Board holds the copyright for the vast majority of information in this Publication Scheme. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, is not used for profit, and provided that the source of the material is acknowledged.

Providing access to information does not mean that copyright has been waived, nor does it give the recipient the right to re-use information for commercial purposes. If you intend to re-use information obtained from the Scheme, and you are unsure whether you have the right to do so, please make a request to re-use the information to:

Telephone:

Email:

Your request will be considered under the Re-use of Public Sector Information Regulations 2005, which may provide the right to impose a charge. In the event that a charge is payable you will be advised what this is and how it is calculated. If you require more information on the re-use of information go to www.oqps.gov.uk or contact Business Administration.

The Publication Scheme may contain information where the copyright holder is not the Integration Joint Board. In most cases, the copyright holder will be obvious from the documents. In cases where the copyright is unclear it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. This includes, for example, Ordnance Survey Maps, which are Crown Copyright.

Section 7: Records Management Policy

South Lanarkshire Integration Joint Board regards its records as a major asset of the organisation. It confirms that its records are one of the essential resources, which support management in the efficient and effective fulfilment of its governance, business and legal responsibilities. The Board will over coming months develop records management and retention policies which will be applied to the management of information held by the Board

Section 8: Contact details for enquiries, feedback and complaints

The Act requires that we review our publication scheme from time to time. As we have adopted the Model Publication Scheme 2015, this means we will review our Guide to Information from time to time. As a result, we welcome feedback on how we can develop our guide further. If you would like to comment on any aspect of this Guide to Information, or comment or complain that information is not included then please contact us via.

Telephone:

Email:

Telephone:

Website: [\[detail to be added\]](#)

You may, for example wish to tell us about:

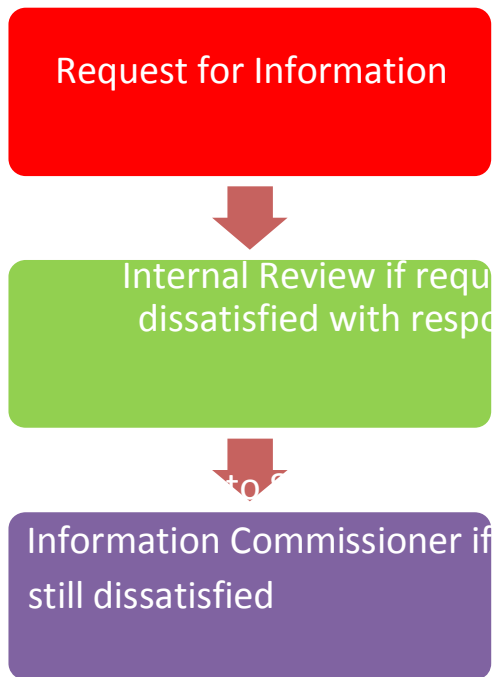
- other information that you would like to see included in the guide;
- whether you found the guide easy to use;
- whether you found the guide to information useful;
- whether our staff were helpful;
- other ways in which our guide to information can be improved.

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

Any complaint will be acknowledged within three working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under the Model Publication Scheme 2015 (as described in this Guide to Information) and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing¹ or another recordable format. If you are unhappy with our response to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

¹ Verbal requests for environmental information carry similar rights



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

Her office can be contacted as follows:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
FIFE
KY16 9DS
Tel: 01334 464610
Email: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info/YourRights

Section 9: How to Access Information which is not available in the Guide to Information

If the information you are seeking is not available through the Model Publication Scheme 2015 (as described in this Guide) then you may wish to request it from us. The Act provides you with a right of access to the information we hold, subject to certain exemptions. The EIRs separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold.

Again, these rights are subject to certain exceptions or exemptions. Should you wish to request a copy of any information that we hold that is not available under the Model Publication Scheme 2015 (and described in this Guide), please write to:

For requests under Freedom of Information and the EIRs please contact:

Telephone:

Email:

For requests under the Data Protection Act please contact:

Telephone

Email:

Charges for information that is not available under the scheme:

The charges for information that is available under this Guide to Information are set out under Section 5 – Our Charging Policy.

If you submit a request to us for information that is not available in this Guide the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests that cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost in excess of £100. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50 calculated on the basis of a waiver for the first £100 and 10% of the remaining £500 being chargeable.
- We are not obliged to provide information in response to requests which will cost us over £600 to process.

- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, or for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges for environmental information:

Environmental information is provided under the EIRs rather than the Act. The rules for charging for environmental information are slightly different. We do not charge for the time to determine whether we hold the environmental information requested, or deciding whether the information can be released. Charges may be made for locating, retrieving and providing information to you, for example photocopying and postage. In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the IJB of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 20p per A4 sheet for colour copying.
- Postage is charged at actual rate for Royal Mail First Class.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Charge for request for your own personal data:

The minimum cost is £10 rising to a maximum of £50 depending on the volume and type of information requested, plus reproduction and postage costs (both on the same basis as for FOI requests).

Section 10 – Classes of Information

CLASS 1: ABOUT SOUTH LANARKSHIRE IJB		
<p>Class description: Information about South Lanarkshire Integrated Joint Board, who we are, where to find us, how to contact us, how we are managed and our external relations.</p>		
The information we publish under this class includes:	Description	How to access it/details of any charges @ = to be accessible via web
About Us	The South Lanarkshire Integration Joint Board is a corporate body established under the Public Bodies (Joint Working) (Scotland Act 2014. It covers the area of South Lanarkshire Council	About us - @
Organisation's Purpose, Mission Statement, Vision and Values	Our Vision Statement.	Vision Statement – @
Contact Details	Address and contact details for South Lanarkshire Integration Joint Board.	Contact details – @
Organisational Chart	Gives details of the organisational structure of the officers working within the Integrated governance arrangements	H&SCP Organisation Chart – @

Our Board	Profiles of Board Members and Professional Advisers and Stakeholder	Voting Board Members - @ Non-Voting Stakeholder Members - @
	<p>representatives.</p> <p>Programme of Meeting Papers for Board Meetings</p> <p>Board Members Declarations of Interest and their Register of Gifts and Hospitality.</p> <p>Board Members expenses are published here.</p>	<p>Non-Voting Professional Members - @</p> <p>Board Meeting Programme - @ Board Papers - @</p> <p>Register of Interests and of Gifts and Hospitality <i>[Also view each member's profile to see individual interests]</i> @</p> <p>Expenses <i>[View each member's profile to see expenses claims]</i> @</p>
Governance	<p>Governance & Committee Arrangements</p> <p>Standing Orders</p> <p>Code of Conduct for Board members</p> <p>Risk Management</p> <p>Scheme of Delegation</p>	<p>Governance & Committee Arrangements @</p> <p>Standing Orders @</p> <p>Code of Conduct for Board members @</p> <p>Risk Management @</p> <p>Scheme of Delegation @</p>
News	<p>News about the IJB for example news releases, newsletters.</p>	<p>Briefings @</p> <p>Newsletters @</p> <p>News Releases @</p>

Accountability and Audit Relationships	Details of bodies we are audited and/or regulated by, and the nature of our relationship with them.	Audit Scotland http://www.audit-scotland.gov.uk Care Commission @ Health Improvement Scotland @ Healthcare Environmental Inspection @ Mental Welfare Commission @
External relations and working with others		
Partner Agencies	Information on working in partnership with.	South Lanarkshire Council @ NHS Lanarkshire@ Others to be added
Information on rights, how to make a request		
How to complain or make a comment	How to complain or make a comment, for example complaints policy, and contact details.	Making a Complaint @ Patient Feedback @
How to make a freedom of information request	How to request information, contacts details for FOI section/unit. Rights of appeal under FOI/EIR if you are dissatisfied.	Making an FOI Request @ Review procedure @
How to make a request for personal information	How to apply your rights under the Data Protection Act 1998 and request personal information held by the IJB about you.	Information about you @

Model Publication Scheme 2015	The Scottish Information Commissioner's Model Publication Scheme 2015.	Publication Scheme @
Guide to Information	Guide to Information it makes available under the Model Publication Scheme 2015.	Guide to information available under the Publication Scheme @

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Class description:

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

The information we publish under this class includes:	Description	How to access it/details of any charges
Strategic Plan	The Strategic Commissioning Plan describes the functions delegated to the South Lanarkshire IJB by South Lanarkshire Council and NHS Lanarkshire will be delivered.	Strategic Plan @
Corporate policies and procedures.	Policies adopted by the IJB	Risk Management Strategy @ Freedom of Information Policy @ Public Participation and Engagement Policy @ Others
How to access services	Information about how to locate health services including: Primary Care Services: Dental Services/General Dental Practitioners GPs/GP Surgeries Optometrists and Opticians Pharmacies	Hospitals and other locations @ Accessing NHS Services @ Accessing Social Work Services @ Other

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

Class description:

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

The information we publish under this class includes:	Description	How to access it/details of any charges
IJB Board meetings	Agendas and papers for Shadow Board and past Integration Joint Board and approved minutes of Board meetings.	Board Meeting Papers @
Board standing orders for the conduct of business		Standing Orders @
Scheme of delegation		Scheme of Delegation @
Public consultation and engagement strategies	Details of how we inform and engage with service users, families and key stakeholders. Details of current and previous public consultations.	Public Consultation and Engagement @
Reports of Regulatory Inspections	Reports of regulatory inspections, audits and investigations.	List relevant reports @

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

Class description:

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

The information we publish under this class includes:	Description	How to access it/details of any charges
Annual Accounts	Statutory financial statements Directors report including Board member and senior employees' remuneration. Governance statement Independent auditors report	Annual Accounts (Exchequer) @ (The Governance statement is included within the Annual Accounts) Audit Scotland's Reports as they become available @
Public Services Reform (Scotland) Act 2010	Public Relations Expenditure Overseas Travel Expenditure Hospitality and Entertainment Expenditure Supplier payments over £25,000 Employees with remuneration in excess of £150,000 Sustainable economic growth information Efficiency, Effectiveness and Economy information	Annual Disclosures @ EcoSmart @ EcoSmart Policies @ Efficiency @
Financial Plan	Revenue Financial Plan	Financial Plan 2016/17 @
Financial Polices	Financial Regulations	Financial Regulations @

	Scheme of Delegation	Scheme of Delegation @
Financial Monitoring Reports	Overview in-year financial reports	Financial Monitoring Reports are reported to the Integrated Joint Board and included in the Board Papers. See Board Papers

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

Class description:

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

The information we publish under this class includes:	Description	How to access it/details of any charges
Human Resources		
Current policies	The Integration Board does not employ staff directly. Staff are employed by the South Lanarkshire Council or NHS Lanarkshire . For relevant Human Resources Policies refer to these bodies web sites.	Add relevant links to South Lanarkshire Council and NHS Lanarkshire @
Strategies	Workforce Planning	Information on development of workforce Plan
Employee relations	Information about partnership arrangements and facilities agreements in place including area partnership	NHS Lanarkshire Facilities Agreement @ NHS Lanarkshire Partnership Agreement @ South Lanarkshire Council Partnership Arrangements or equivalent @

	forums, HR forums and staff development groups	
Equality and Diversity at NHS Lanarkshire	Establishing Equality Outcome for South Lanarkshire IJB	Document to be added @
Volunteering	Working with us	Volunteering @

Carers Strategy	Carers Strategy	Carers Strategy Review @
Information Resources		
Records management	<p>Information on records management including codes of practice, records management plan, health records policy, administrative records policy, and the removal of data from vacated properties policy.</p> <p>A records management plan requires to be produced under the Public Records (Scotland) Act 2011 which should then be approved by the Keeper of the Records of Scotland. This plan will be published on our website when it becomes available.</p>	<p>Retention, Destruction and Archiving of Health Records Decommissioning Protocol</p> <p>Add Council equivalents @</p>
Information assurance and management	Information on using, protecting and the fair processing of another individual's personal information; information security, including the information assurance strategy, information governance standards, information asset	<p>How to submit subject access requests @</p> <p>How to submit Freedom of information Requests, @</p>

	registers, IG toolkit, fair processing notice, data protection principles, Caldicott guardian principles, and how to submit subject access requests. Information on these issues is held by South Lanarkshire Council and NHS Lanarkshire . A small number of procedures and policies have been agreed by the Integration Joint Board	
Freedom of Information	Information about the freedom of information policy and how to submit a request	Freedom of Information Policy How to request information
Knowledge management		
Statistics	Health information is published by the Information Services Division of NHS National Services Scotland (ISD). You can find statistical information here on cancer, child health, deaths, dental care, drugs and alcohol misuse, emergency care, equality and diversity, eye care, finance, general practice, health and social care, health conditions, heart diseases, hospital care, maternity and births, mental health, prescribing and medicines, public health, quality indicators, healthcare audits, sexual health, stroke and waiting times. Please note that the IJB is not responsible for the content of external sites	Information Services Division http://www.isdscotland.org

Lists and registers	<p>Information we are currently required to hold in publicly available registers:</p> <p>Independent contractors:</p>	<p>List of Dental Practitioners @ Performers List of GPs @ List of Ophthalmic medical practitioners @ <u>Pharmaceutical List @</u></p>
Physical Resources		
Property or rental	<p>Property management information, including:</p> <ul style="list-style-type: none"> • Property and Asset Management arrangements • Fire policy and procedures • Sustainability policy and annual report setting out objectives and actions on sustainability 	<p>??</p> <p>??</p> <p>??</p>

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

Class description:

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

The information we publish under this class includes:	Description	How to access it/details of any charges
Procurement policies	Procurement arrangements made by the South Lanarkshire Council and NHS Lanarkshire	Council Procurement NHS Procurement
Invitations to Tender	<p>Invitations to tender can be found on the Public Contracts Scotland portal*</p> <p>*The IJB is not responsible for the content of external websites.</p>	<p>Public Contracts Scotland*</p> <p>Tender support information</p>
Contracts	<p>A list of contracts which have gone through formal tendering can be found at Public Contracts Scotland Advertising Portal*</p> <p>* The IJB is not responsible for the content of external websites.</p>	<p>Public Contracts Scotland*</p>

CLASS 7: HOW WE ARE PERFORMING

Class description:

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

The information we publish under this class includes:	Description	How to access it/details of any charges
Key Performance Indicators	<ul style="list-style-type: none"> National Health & Wellbeing Outcomes Regulations on the content of Performance reports Performance Reports 	Outcomes @ Regulations @ Performance reports are set out in the IJB Board papers.
Audits & Inspections	Information about audits and inspections carried out by external bodies - for example, Healthcare Environment Inspectorate (HEI).	Add details of relevant inspections @
Patient feedback	Information on how to provide feedback on our services.	Patient Feedback
Complaints	Complaints statistics	Complaints Statistics (ISD) Quarterly Complaints Reports (Board Papers)
Scottish Public Service Ombudsman (SPSO)	Findings and our responses	SPSO

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

The information we publish under this class includes:

Description

How to access it/details of any charges

We do not publish any information in this class

Freedom of Information Policy

Lead Manager	
Responsible Director	
Approved by	Pending
Date approved	
Date for Review	
Replaces previous version	New

Version 1 January 2016

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1. Introduction

General Obligation

The Freedom of Information (Scotland) Act 2002 (as amended) (“the Act”) imposes a number of obligations on Scottish public authorities, including the South Lanarkshire IJB. Integration Joint Boards established under the Public Bodies (Joint Working) (Scotland) Act 2014 are separate responsible bodies under the Act from the date of their establishment¹. The Act gives a general right of access to recorded information held by public authorities, subject to certain exemptions. The Act also imposes additional responsibilities:-

- (a) to produce a Publication Scheme subject to approval by the Scottish Information Commissioner. Publication schemes are high level, strategic documents in which a public authority makes binding commitments to make information available to the general public. Such schemes:-
- provide clear evidence to the public that an authority is meeting its obligations under the Act to be accessible, open & transparent;
 - enable the public to see what information is already published, and to access it without having to make a formal request for information;
 - give employees clear guidance about the information that they can and should give out to the public so they can respond to information requests efficiently;
 - help reinforce leadership messages about openness and accountability to staff at all levels in the organisation;
 - are to be easily accessible and designed to be easy to understand and to use – by everyone (including those with no web access).
- (b) to respond to requests (which must be in writing or some other permanent form) made by anyone for information held by the authority within set timescales (normally 20 working days) regardless of when it was created, by whom, or the format in which it is now recorded.
- (c) to advise an applicant if information is not held.
- (d) to specify within the terms of exemptions set out in the Act if the authority refuses to release the requested information.
- (e) to charge for the provision of information only in accordance with regulations made under the Act and to decline to provide information if the cost of doing so exceeds a specified level.

¹ The Freedom of Information (Scotland) Act 2002 (Scottish Public Authorities) Amendment Order 2014

- (f) to make applicants aware of their right to seek a review of any decision on a request for information and of the right to pursue an appeal to the Scottish Information Commissioner if dissatisfied with the decision of the authority.
- (g) to provide advice and assistance to applicants seeking information.

Environmental Information

Under Section 62 of the Act the Scottish Ministers have made the Environmental Information (Scotland) Regulations 2004 (EIRs). These make provision in Scottish law of the Aarhus Convention of June 1998 on “Access to Information, Public Participation in Decision Making and Access to Justice in Environmental Matters”. They also implement the European Commission Directive 2003/4/EC. The Convention is based on the principle ***that every person has the right to live in an environment adequate to his health and wellbeing.***

Through the Environmental Information Regulations there is a provision similar, but not identical to, Freedom of Information legislation which conveys a “right to access environmental information”. Environmental information has a wide definition. The definition from the EIRs is reproduced as an Annex 1 to this Policy. It is not an exclusive definition and may include information on the Board’s policies, plans and activities likely to affect the state of human health and safety – for example, the cleanliness of our premises and control of infection.

There are differences in the obligations on the Board under the EIRs as compared with Freedom of Information Act. Most notable relate to:-

- (a) requests for information may be made orally – there is no requirement to put them in writing or other permanent form.
- (b) the timescale for responding may, in certain circumstances, extend to 40 working days.
- (c) the charging arrangements under EIRs allow for flexibility for the Board to recover the costs of providing information – but we cannot refuse to provide on the grounds of cost.

Data Protection Act 1998

Under the Data Protection Act 1998 the subject of personal data (i.e. the person the information relates to) has a right to request access to that data. This may include health records. The rights under the Data Protection Act are not covered by this Policy. Reference should be made to relevant information security and related policies available via the Publication Scheme. Alternatively for a brief guide follow the link:-

<http://library.nhsggc.org.uk/mediaAssets/library/Document%203%20%20Confidentiality%20Flyer%20-%20Oct%2008%20.pdf>

2. Scope of Policy

This policy sets out the arrangements that the South Lanarkshire IJB has made to ensure compliance with the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004.

This Policy applies to all employees engaged on the work of the South Lanarkshire H&SCP and to Board Members. Under the delegation arrangements entered into with the South Lanarkshire Council and NHS Lanarkshire, staff are accountable to the Board for compliance with this Policy.

Contractors, proposed contractors and others communicating with the Board shall be informed of our obligations under **freedom of information legislation**² and that we may have to disclose information which is provided to us by them.

The Policy will provide a framework within which South Lanarkshire IJB will ensure compliance with our obligations under the Act and ensure that internal procedures developed are the most effective means of complying with the Board's obligations.

The Policy will be supported by more detailed guidance on our obligations under **freedom of information legislation**.

3. Responsibilities

South Lanarkshire IJB has a statutory responsibility to make information available in accordance with **freedom of information legislation**. It is essential that all staff are aware of and take seriously their responsibilities under the legislation. As an organisation we are committed to meeting statutory timescales under **freedom of Information legislation** and in supporting our staff to achieve the requirements of the legislation. Any member of staff who is unable to respond effectively to the principles set out in this Policy should advise their line manager or more senior member of staff.

The Chief Officer is ultimately responsible for the Board's compliance with relevant statutory provisions and shall provide strategic direction on operation of our Freedom of Information Policy, including on how this is fulfilled through Corporate Communications.

The *(insert which postholder will provide the advice)* has responsibility for advising the Chief Officer on the application of **freedom of information legislation** and for ensuring that the Board meets its obligations under legislation. This includes responsibility for reviewing operation of the Board's compliance with **freedom of information legislation** and for ensuring that

² **Freedom of Information legislation** is to be read as reference to **both** the FOIA and EIRs

relevant Policy and operating procedures are in place. Performance of the Board will be reviewed annually by South Lanarkshire Council and NHS Lanarkshire Board.

Managers are responsible for ensuring staff under their direction and control are aware of the freedom of information policies, procedures and guidance agreed and for ensuring that those staff understand and apply appropriately those policies, procedures and guidance in carrying out their day to day work.

All staff must have a general understanding of **freedom of information legislation** and know where to refer any issues on which they require guidance.

4. Policy Statement

South Lanarkshire IJB is committed to being open and honest in the conduct of its operations and in complying fully with the Freedom of Information (Scotland) Act and the Environmental Information (Scotland) Regulations 2004. To this end it will ensure:

- Compliance with the relevant Scottish Ministers Codes of Practice on **Freedom of Information legislation** and to related guidance issued by the Scottish Information Commissioner;
- a significant amount of routinely published information about the IJB is made available to the public as a matter of course through its Publication Scheme;
- that the content of our Publication Scheme is reviewed quarterly and updated through the proactive identification of material for inclusion in the Scheme;
- requests for information not included in the Publication Scheme will be processed in accordance with our statutory obligations;
- we will publish via the web and elsewhere guidance on how to make a valid information request and the procedures adopted by the Board;
- advice and assistance will be actively provided to applicants seeking information;
- staff are aware of the need to be able to demonstrate the steps they have taken to identify if the Board holds information sought by any individual or if the request might more appropriately be directed to another organisation such as the Health Board or City Council. Where information cannot be located a record of searches undertaken for every request where information sought cannot be located must be completed.
- that charges for information requested are made only in accordance with the statutory requirements and a fee notice is issued prior to any charge being levied;

- due consideration is given to whether or not information is covered by an exemption (or exception under EIRs) and should not be released;
- if we claim an exemption (or exception under EIRs) the reasons for our decision will be fully explained to the applicant, unless to do so would itself result in the disclosure of exempt information;
- that if we do not hold information requested, but it is known or suspect who does, we should as a matter of good practice confirm the availability of the information with another public body and provide appropriate advice and assistance to the applicant on where the information can be obtained;
- appropriate training and information is provided to staff at all levels within the organisation of their obligations and how they can obtain assistance in ensuring they meet these;
- staff are made aware that it is an offence under the Act to alter, deface, block, erase, destroy or conceal information with the intent of preventing disclosure.
- that the **Review** Procedure appended to this Policy will be made publicly available and will be followed in processing any Requests for Review under the Act (See Appendix 2)..
- that a Records Management Plan under Public Records (Scotland) Act 2011 is developed which supports the ability of the organisation to effectively manage its corporate and operational records and provides a framework for the Board's compliance with the Scottish Ministers Code of Practice on Records Management under Section 61 of the Act.
- That personal data as defined in the Data Protection Act 1998 is held securely and is not inappropriately disclosed in response to a request for information under **freedom of information legislation**.

5. Communication and Training

All staff will have a general awareness of the Board's and each individual's obligations under **freedom of information legislation**. Use will be made of an on-line training package to form part of the mandatory training for new entrants on freedom of information. Specific and focussed training will be provided on demand to specific categories of staff or staff groups.

We will make web resources available which will support staff in fulfilling their obligations. Training will be provided at three levels:-

General Awareness - This should be achieved through successful completion of the basic level Freedom of Information e-learning module on Learn-Pro.

Response Training – This is for those who are involved in responding to requests and require a full understanding of Fol procedures. This should be

achieved through successful completion of the second level Freedom of Information e-learning, to be re-validated every two years.

Practitioner Training – This is for those who process a wide range of Fol requests, some of which may be complex and/or spend a significant proportion of their job on Fol on-line training should be supplemented by refresher training every 2 years through attendance on short courses, formalised training or other evidence of on-going awareness of application of the legislation.

Reviewer Training – This is for those involved in responding to requests for review submitted.

6. Recording & Monitoring

All Fol requests must be recorded promptly.

Robust arrangements must exist to ensure that in an individual's absence a nominated deputy is available to respond to requests for information and/or record requests/responses. Monitoring of activity under **freedom of information legislation** will include the routine collection of data on:-

- the number of requests received and whether they fall under Fol or EIR
- the number of requests for review received
- the proportion of requests answered within and outwith the statutory timescale
- the number of requests refused (or partially refused) and the reasons for this. the number of times a fee has been charged
- the outcomes of reviews
- the number of cases appealed to the Commissioner and the outcome.

This data will be published through the Publication Scheme along with statistical information produced for the Scottish Information Commissioner's Office.

Operation of the Board's policies and procedures under **freedom of information legislation** will be reviewed by the Chief Officer and senior management team (SMT) who will also review decisions which are the subject of internal requests for review or external appeal to the Scottish Information Commissioner.

An annual report on the Board's compliance with legislation (including relevant statistical analysis) will be submitted to the SMT.

7. Social Media

With the increasing use of social media e.g. Facebook and Twitter, and blogging sites such as Blogger and Wordpress, it is recognised that more and more requests for information may be submitted using these channels rather than traditional e-mails. Messages received by these media which are directed to IJB social media accounts will be monitored by Corporate

Communications who will ensure that any such requests are passed to the appropriate service for a response to be prepared and sent. Requests would only be valid if there was provided the applicant's full name, a means of responding in writing and details of the information requested in writing.

8. Voice Mail

Generally answer phone recordings of telephone messages are not regarded as sufficient to be a valid FoI request, but may be for the purpose of EIR. Where there is a system in place which allows a voice mail request to be stored permanently e.g. recordings to out of hours services where permanent recordings of all calls are made, this may be regarded as a valid FoI request if the information stored includes the individual's name and address for correspondence.

9. Procurement

In addition to the responsibilities under *freedom of information legislation* there are obligations under the Public Contracts (Scotland) Regulations 2012 and the Procurement Reform (Scotland) Act 2014 to give tenderers involved in some tendering exercises the right to ask for information e.g. right to ask why a tender was not successful. The authority has the right to withhold information in some cases, subject to conditions within the Act. In exercising any decision to withhold information cognisance should be taken of the Board's responsibilities under *freedom of information legislation*.

10. Impact Assessment

The legislation requires that we respond to requests from anyone without questioning their motivation. It also requires us in responding to a request to comply so far as is practical with the provision of information in the format requested. There is also a requirement to comply with the Board's duties under the Equality Act 2010, specifically in relation to discrimination in relation to disability.

As the requirements to provide information apply universally to all applicants it is not envisaged that the Policy will require any significant adjustment.

11. Review

The Policy will be reviewed every two years or more frequently in the event of significant change in the legislative framework.

Definition of Environmental Information

Any information in written, visual, aural, electronic or any other material form on –

- (a) the state of the elements of the environment, such as air and atmosphere, water, soil, land, landscape and natural sites including wetlands, coastal and marine areas, biological diversity and its components, including genetically modified organisms, and the interaction among these elements;
- (b) factors, such as substances, energy, noise, radiation or waste, including radioactive waste, emissions, discharges and other releases into the environment, affecting or likely to affect the elements of the environment referred to in paragraph (a);
- (c) measures (including administrative measures), such as policies, legislation, plans, programmes, environmental agreements, and activities affecting or likely to affect the elements and factors referred to in paragraphs (a) and (b) as well as measures or activities designed to protect those elements;
- (d) reports on the implementation of environmental legislation;
- (e) cost benefit and other economic analyses and assumptions used within the framework of the measures and activities referred to in paragraph (c); and
- (f) the state of human health and safety, including the contamination of the food chain, where relevant, conditions of human life, cultural sites and built structures inasmuch as they are or may be affected by the state of the elements of the environment referred to in paragraph (a) or, through those elements, by any of the matters referred to in paragraphs (b) and (c)

Explanatory Note

The use of the word ‘any’ qualifying the word ‘information’ indicates a legislative intention that environmental information should be interpreted widely. Environmental information can be found in:

- documents, leaflets, reports, books, post-it notes, notes, data sets, memos, meeting notes, maps, diagrams, sketches, graphs, illustrations - basically, anything written down;
- digital and/or analogue records, such as tape recordings, answer phone recordings, recorded presentations, Dictaphone tapes, DVDs, memory sticks, compact discs or any other electronic or optical storage format;
- any type of electronic file, word-processor file, database (including GIS and related data), spreadsheet, computer models (including 3D models) and files, specially written bespoke programs, calendars, emails, archived web pages/sites, temporary or cached files and computer generated images;

- any other material form – that is, other forms not widely available, or not yet developed or invented at the time the EIRs came into force.

Public authorities are not required to acquire or create new information but may be required to compile or otherwise manipulate existing information which they hold to meet the terms of a request.

South Lanarkshire Integrated Joint Board

Annex 2

Freedom of Information Requirement for Review or Representation

Introduction

1. We have procedures in place to allow an individual¹ who is dissatisfied in any way with a decision taken by us on the provision of information under the Freedom of Information (Scotland) Act 2002 to require us to review decisions taken.
2. This note sets out the procedures we follow where someone is dissatisfied.
3. Under the Freedom of Information (Scotland) Act 2002, this procedure is known as a "Requirement for Review". Under the Environment Information (Scotland) Regulations 2004 this is known as a "Representation"². A requirement for review/representation can arise in circumstances where the applicant believes we have not complied with our obligations under the legislation, including (but not limited to):-
 - (a) where we indicate that we do not hold information, but the individual believes we do; or
 - (b) where the individual feels that we have not provided the advice and assistance we should have done; or
 - (c) where we have refused to provide information; or
 - (d) where we have failed to reply to a request for information; or
 - (e) where we have failed to respond to a request for information within the prescribed timescale; or
 - (f) where the individual feels the charge for providing information is higher than it should be.
4. If the applicant is dissatisfied in anyway he/she can require us to review the way the request was handled or the decision reached.
5. Whenever we reply to a request for information a copy of this Requirement for Review/Representation Procedure must accompany the response. The response must also explain to the applicant their right to seek a review of any decision taken and the subsequent right of appeal to the Scottish Information Commissioner and the Courts (see paragraphs 14 to 16 below).

¹ Reference to an individual is to any person or organisation that makes a request for information.

² For our procedure under the Environmental Information (Scotland) Regulations 2004 see our separate guidance.

Timescale

6. A requirement for review should be submitted in writing (or other permanent form) within 40 working days of either:-
 - the day the individual actually received a response from us; or
 - the end of the period within which we should have replied to a request.
7. We have the discretion to consider requests for review received beyond this timescale. It would normally be our intention to accept requirements for review outwith the 40 working days, unless there are practical difficulties in doing so e.g. relevant documentation was due for destruction and has been destroyed. It is always in the applicant's interests to submit a review request within the 40 working day period specified.

Submission of Requirement for Review

8. Where a response is made to a request for information, the response must advise that any request for review is submitted to:-

Telephone
E-mail

9. Should the person making the request submit their requirement for review to another person within our organisation, the recipient must pass it immediately to the Head of Business Administration.
10. The person seeking a request for review/representation must state their name and an address for correspondence. A statement explaining why the individual feels aggrieved at the decision taken (or the lack of response) by the organisation should accompany any request for review. It is always helpful if the person seeking a review makes their dissatisfaction explicit in what they say to us and clearly sets out the grounds for requesting a review. Where the applicant is seeking further information relating to his/her original request this will normally be treated as a new request.

Review Procedure

11. The review procedure is designed to be accessible, prompt, fair and impartial. It may result in a decision being made where no decision was made previously, confirmation of the original decision, or the making of a different decision to that originally taken being made. The decision will be binding on the organisation.

12. Requests for review have to be processed swiftly within a maximum timescale of 20 working days. During this timeframe we will review our previous decision and provide any further information required if the review outcome requires this.

Our Timescale

Event	Action	Day
(a) On receipt of a request.	Send acknowledgement within two working days of receipt.	2
(b) Identify person who was handling request.	Collate relevant information about request and response (including search log).	2
(c) Notify person who was handling request that a review request has been received and provide a copy of statement in support from applicant and seek comments on rationale for decision.	Receive comments from request handler.	2-3
(d) Selection of Review Person.	Chief Officer to identify a senior member of staff with experience in Freedom of Information to conduct review of the decision previously made.	4
(e) Supply all available information to Reviewer.	Check all information is to hand then issue to Reviewer.	5
(f) Undertake Review	Reviewer considers request and response together with terms of review request and prepares a report on findings.	10
(g) Complete and submit review report	Provide final report to Chief Officer who notifies outcome of the review and right of further appeal. Any additional information to be provided is required to be sent by 20 th working day	20

13. If it is concluded that the applicant has been unfairly treated, an apology should be offered on behalf of the organisation.

Right of Further Appeal

14. The applicant is to be advised of his/her right to raise the matter further with the Scottish Information Commissioner if he/she remains dissatisfied with the decision of the organisation. The right of appeal is to be exercised in writing (or some other permanent form) by the applicant who must provide an address for correspondence, specify the request for information to which the requirement for review relates and the reason for dissatisfaction. An appeal to the Commissioner must be made within a period of 6 months from

the date of any notice on the review request made to us or within 6 months from when a decision should have been notified by us.

15. In advising of this right, the applicant should be given details of the contact address and e-mail address of the Commissioner at:-

Rosemary Agnew
Scottish Information Commissioner
Kinburn Castle Doubledykes
Road
ST ANDREWS
Fife KY16 9DS

Tel: 01334 464610

E-Mail: enquiries@itspublicknowledge.info

16. The applicant should also be advised of their right to make an appeal against any decision by the Scottish Information Commissioner³ on a point of law to the Court of Session.

Assistance to Applicants

17. Under the spirit of the Freedom of Information (Scotland) Act 2002, the recipient of a request for review should provide assistance, if required, to any applicant who seeks it. He should also ensure that the needs of persons with a disability within the terms of the Equality Act are not unfairly disadvantaged as a consequence of the procedure described above and shall make appropriate adjustments to the procedure where appropriate under the terms of that Act.

Review of Requirements for Review and Decisions of the Scottish Information Commissioner

18. Our internal procedures will provide for decisions on requirements for review and decisions by the Scottish Information Commissioner are reviewed to ensure that Board processes follow best practice in dealing with requests for information under the legislation.

³ Under Section 56 of the Act.

Freedom of Information – A Summary of your rights

Introduction

South Lanarkshire Integration Joint Board has been established to provide for the integration of health and social care. The Board is a Scottish public body separate from the Health Board and the City Council, but closely aligned to them. If you want information about the Health Board or the Council you should contact them direct (contact information is at the end of this leaflet). It is only information that is held by the Integration Board that we can assist with.

The Freedom of Information (Scotland) Act 2002 requires public bodies in Scotland to make information publicly available.

Information about the range of information available from us which we routinely publish is set out in our Publication Scheme. You can download the Publication Scheme by clicking on the link below. It explains how you can access information. [Link to Publication Scheme](#)

If the information you require is not listed in our Publication Scheme you can still ask us for the information.

Your request must be made in writing or another permanent form, such as email or by Fax. You should include your full name and an address for correspondence. This may be an e-mail address. If possible please also include your telephone number in case we need to contact you about your request. Your request should state as clearly as possible the information you want to receive, including any date ranges.

You can make a request in one of the following ways:

By Email:

By Post. Write to:

By Fax:

If you need help in making your request or, need more information about your rights under freedom of information legislation, then please telephone (insert telephone number) so that we can assist you.

Environmental information

Access to environmental information is governed by the Environmental Information (Scotland) Regulations 2004. Although these Regulations are slightly different from the FOI Act in Scotland, they are applied in much the same way and relate to information concerning the environment including land, air, noise, energy, waste and many other aspects of the state of the natural and built environment.

What are Your Rights?

The Freedom of Information (Scotland) Act 2002 (and the associated Environmental Regulations) aims to increase openness and accountability in government and across the public sector by making sure that people have the ability to access information held by Scottish public bodies. These therefore apply to all recorded information held by South Lanarkshire Integration Joint Board (with the exception of personal information).

Anyone can make a request for information held by a Scottish public authority and, unless there are specific exemptions which we decide should apply to release of the information, this information should normally be provided to you within 20 working days.

If you are dissatisfied with the response you receive from us, or with the way that we have dealt with your request, then you have a right to ask us to review this. We have a formal procedure that we will follow in such cases, after which we will write to you to let you know the outcome.

Once you have received the outcome of the review, if you are still dissatisfied you then have the right to appeal to the Scottish Information Commissioner who will decide if further investigation is necessary.

Useful Contacts

Scottish Information Commissioner, Kinburn Castle, Doubledykes Road,
St Andrews, Fife KY16 9DS
Telephone: 01334 464610 Fax: 01334 464611
E-mail: enquiries@itspublicknowledge.info

Scottish Information Commissioner Publication [Your Right to Know](#)

South Lanarkshire Council freedom of information contact

South Lanarkshire Council, Information Compliance Officer, Finance and Corporate Resources,
Council Offices Floor 13, Almada Street, Hamilton, ML3 0AA,

Telephone: 01698 454564 · E-mail foirequest@southlanarkshire.gov.uk

NHS Lanarkshire freedom of Information contact

FoI Officer, NHS Lanarkshire Headquarters, Kirklands , Fallside Road,Bothwell
G71 8BB Telephone . E-mail foi@lanarkshire.scot.nhs.uk

Report to:	South Lanarkshire Integration Joint Board
Date of Meeting:	19 April 2016
Report by:	Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

Subject:	Integrated Joint Board Member Role Profiles
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Approve role profiles for Integrated Joint Board members

2. Recommendation(s)

2.1. The Integration Joint Board is asked to approve the following recommendation(s):-

- (1) that the role profiles for Integrated Joint Board members, as set out in Appendix 1, be approved.

3. Background

3.1. The Public Bodies (Joint Working) (Integration Joint Board Establishment) (Scotland) Amendment (No. 2) Order 2015 came into force on 21 September 2015 and established the South Lanarkshire Integration Joint Board.

3.2. The Integration Scheme sets out that, locally, the Parties will each nominate four voting members and also allows for substitute members to be appointed. In addition, there are professional advisers and stakeholder members who are non-voting members.

3.3. All Members of the Integration Joint Board (IJB) are required to adhere to the Code of Conduct for Members of Devolved Public Bodies to ensure equity and transparency.

3.4. To assist members of the IJB to better understand their role and remit, it is considered that there are benefits from adopting role profiles for all members, both voting and non-voting. Those benefits include:-

- ◆ advising members, both voting and non-voting, about what is involved in being a member of the IJB and the skills, experiences and personal qualities that are needed to fulfil that role
- ◆ outlining to the public, the role(s) expected of IJB members
- ◆ improving the accountability of members of the IJB by identifying the roles and responsibilities members holding positions of responsibility are expected to fulfil
- ◆ providing the basis for person specifications that could be used for undertaking training

4. Role Profiles

4.1. Role profiles have been developed for the following roles and are attached as Appendix 1 to the report:-

- ◆ IJB Chair
- ◆ IJB Depute Chair
- ◆ Member of the IJB
- ◆ Chair of Scrutiny Sub-Committee
- ◆ Member of Scrutiny Sub-Committee

4.2. It is proposed that the role profiles form the basis for training needs and analysis.

5. Employee Implications

5.1. None.

6. Financial Implications

6.1. None.

7. Other Implications

7.1. In terms of The Public Bodies (Joint Working) (Integration Joint Board) (Scotland) Order and subsequent Guidance, there is an expectation that IJBs have in place member role profiles. The role profiles will be reviewed at periodic intervals to ensure that they remain fit for purpose.

7.2. There are no implications in terms of sustainability arising from the proposals contained within this report.

8. Equality Impact Assessment and Consultation Arrangements

8.1. There is no requirement to carry out an impact assessment in terms of the proposals contained within this report.

8.2. No specific consultation was required for this report. However, discussion on role profiles will form part of planned 'Development Days'.

Harry Stevenson

Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

4 March 2016

Previous References

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Harry Stevenson, Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

Ext: 3700 (Phone: 01698 453700)

Email: harry.stevenson@southlanarkshire.gcsx.gov.uk

Role Profiles for Members of the South Lanarkshire Integration Joint Board

Post:	Chair
Key Purpose:	To improve the quality and effectiveness of health and social care services, as set out in the South Lanarkshire Health and Social Care Integration Scheme, and provide an effective overview of those service functions.
Specific Accountabilities:	<p>S1 To chair meetings of the South Lanarkshire Integration Joint Board</p> <p>S2 To undertake the role of spokesperson with portfolio</p> <p>S3 To form an effective working relationship with other members of the Integration Joint Board (IJB)</p> <p>S4 To represent the IJB, as appropriate, at meetings and events</p> <p>S5 To develop effective working relationships with relevant key partners</p> <p>S6 To ensure meetings operate in a courteous and constructive manner at all times</p> <p>S7 To ensure that all people attending meetings are treated with respect and dignity</p>
Core Accountabilities:	<p>C1 To support the creation of an inclusive working environment</p> <p>C2 To support the development of an effective Health and Social Care Partnership</p> <p>C3 To maintain the highest standards of conduct</p> <p>C4 To comply with the provisions of the Integration Scheme and Standing Orders on Procedures</p> <p>C5 To be an advocate for health and social care service users</p>
Post:	Depute Chair
Key Purpose:	To support the Chair in improving the quality and effectiveness of health and social care services, as set out in the South Lanarkshire Health and Social Care Integration Scheme, and provide an effective overview of those service functions.
Specific Accountabilities:	<p>S1 To chair meetings of the South Lanarkshire Integration Joint Board in the absence of the Chair</p> <p>S2 To assist the Chair to undertake the role of spokesperson with portfolio</p> <p>S3 To form an effective working relationship with other members of the Integration Joint Board (IJB)</p> <p>S4 To assist in developing effective working with relevant key partners</p> <p>S5 To assist in ensuring meetings operate in a courteous and constructive manner at all times</p> <p>S6 To assist in ensuring that all people attending meetings are treated with respect and dignity</p>
Core Accountabilities:	<p>C1 To support the creation of an inclusive working environment</p> <p>C2 To support the development of an effective Health and Social Care Partnership</p> <p>C3 To maintain the highest standards of conduct</p> <p>C4 To comply with the provisions of the Integration Scheme and Standing Orders on Procedures</p> <p>C5 To be an advocate for health and social care service users</p>

Post: **Member**

Key Purpose: To represent health and social care services users by providing an effective overview of those service functions as set out in the South Lanarkshire Health and Social Care Integration Scheme.

Specific Accountabilities:

- S1 To fulfil the requirements of the Code of Conduct for Members of Devolved Public Bodies and the Councillors' Code of Conduct, if appropriate
- S2 To contribute effectively to the debates and, if a voting member, the decision-making activities of the Integration Joint Board (IJB)
- S3 To participate effectively as a member of any Committee, Sub-Committee or Forum which the IJB might establish to carry out its functions and to which you are appointed

Core Accountabilities:

- C1 To support the creation of an inclusive working environment
- C2 To support the development of an effective Health and Social Care Partnership
- C3 To maintain the highest standards of conduct
- C4 To comply with the provisions of the Integration Scheme and Standing Orders on Procedures
- C5 To be an advocate for health and social care service users

Post: **Chair of Scrutiny Sub-Committee**

Key Purpose: To ensure that scrutiny is exercised over the areas covered by the Sub-Committee in an inclusive, open and transparent manner, and in accordance with such guidance and standards as appropriate, for example CIPFA's audit committee principles, relevant financial standards, Scottish Government Guidance etc.

Specific Accountabilities:

- S1 To ensure that the scrutiny role is undertaken in as open, fair and transparent a manner as possible
- S2 To ensure that the scrutiny role is effective and provides adequate assurance in relation to the Integration Joint Board's governance and/or financial arrangements
- S3 To ensure that all issues are dealt with fairly and equitably and significant issues are escalated as soon as appropriate
- S4 To form an effective working relationship with other members of the Scrutiny Sub-Committee and the Integration Joint Board
- S5 To develop effective working with relevant key partners
- S6 To ensure meetings operate in a courteous and constructive manner at all times
- S7 To ensure that all people attending meetings are treated with respect and dignity

Core Accountabilities:

- C1 To support the creation of an inclusive working environment
- C2 To support the development of an effective Health and Social Care partnership
- C3 To maintain the highest standards of conduct
- C4 To comply with the provisions of the Integration Scheme and Standing Orders on Procedures
- C5 To be an advocate for health and social care service users

Post: **Member of Scrutiny Sub-Committee**

Key Purpose: To support the Chair of the Scrutiny Sub-Committee in the exercise of scrutiny over the areas covered by the Sub-Committee to ensure that the required levels of assurance can be provided in relation to the Integrated Joint Board's governance and/or financial arrangements.

Specific Accountabilities:

- S1 To ensure that the scrutiny role is undertaken in as open, fair and transparent a manner as possible
- S2 To ensure that the scrutiny role is effective and provides adequate assurance in relation to the Integrated Joint Board's governance and/or financial arrangements
- S3 To form an effective working relationship with other members of the Scrutiny Sub-Committee and the Integration Joint Board
- S4 To support effective working with relevant key partners
- S5 To assist in ensuring that meetings operate in a courteous and constructive manner at all times
- S6 To assist in ensuring that all people attending meetings are treated with respect and dignity
- S7 To ensure that all issues are dealt with fairly and equitably

Core Accountabilities:

- C1 To support the creation of an inclusive working environment
- C2 To support the development of an effective Health and Social Care partnership
- C3 To maintain the highest standards of conduct
- C4 To comply with the provisions of the Integration Scheme and Standing Orders on Procedures
- C5 To be an advocate for health and social care users

Report to:	South Lanarkshire Integration Joint Board
Date of Meeting:	19 April 2016
Report by:	Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

Subject:	Performance and Audit Sub-Committee
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Seek approval for the establishment of a Performance and Audit Sub-Committee of the Integration Joint Board (IJB).

2. Recommendation(s)

2.1. The Integration Joint Board is asked to approve the following recommendation(s):-

- (1) that a Performance and Audit Sub-Committee be established with the powers and responsibilities as outlined in the Terms of Reference attached as Appendix 1 to the report; and
- (2) that the members of the Performance and Audit Sub-Committee be nominated by the Integration Joint Board.

3. Background

3.1. The Public Bodies (Joint Working) (Scotland) Act 2014 required the 31 Partnership areas across Scotland to submit Integration Schemes to articulate how they would establish and govern the integration of Health and Social Care within a Partnership area.

3.2. Within the legislative context of the Act, provision is made for the Integration Joint Board to establish sub-committees of its members for the purpose of carrying out such of its functions as the Board may determine.

3.3. The Standing Orders for the IJB apply to all sub-committees established by it and provides that any such sub-committees must include an equal number of voting members appointed by both NHS Lanarkshire and the Council.

3.4. The Standing Orders for the IJB also specify that the membership, chair, remit, powers and quorum of any sub-committee will be determined by the IJB.

4. Proposed Establishment of a Performance and Audit Sub-Committee

4.1. In order that the business of the IJB can be managed effectively, it is proposed that a Performance and Audit Sub-Committee be established with the powers and responsibilities as outlined in the Terms of Reference attached as Appendix 1 and detailed below:-

- to monitor risk management responsibilities;
- to oversee the full development of the performance reporting agenda and how this relates to evidencing progress towards achieving the nine National Health and Wellbeing Outcomes detailed within the Strategic Commissioning Plan;
- to receive and review quarterly performance management reports in line with the Strategic Commissioning Plan;
- to consider and propose to the IJB the audit programme each year for the IJB;
- to monitor the delivery of the audit programme each year for the IJB
- to consider responses to internal and external audit and scrutiny reports, for example national reports prepared by Audit Scotland or Care Inspectorate reports of service wide inspection activity and any subsequent recommendations and requirements emanating from these;
- to receive and review complaints reports as appropriate;
- to oversee the development of the annual performance report which the IJB are required to approve; and
- to monitor the IJB's governance arrangements and oversee the preparation of the IJB's governance statement.

4.2. While the Sub-Committee will have no decision making powers, it will play an important role in reviewing, monitoring and making recommendations to the Integration Joint Board.

4.3. It is further proposed that nominations for membership of the Performance and Audit Sub-Committee be sought from the Integration Joint Board at its meeting on 19 April 2016.

5. Employee Implications

5.1. There are no employee implications associated with this report.

6. Financial Implications

6.1. There are no financial implications associated with this report.

7. Other Implications

7.1. There are no additional risks associated with this report.

7.2. There are no sustainable development issues associated with this report.

7.3. There are no other issues associated with this report

8. Equality Impact Assessment and Consultation Arrangements

8.1. No equality impact assessment is required for this as it does not introduce a new principal or function.

8.2. There was also no requirement to undertake any consultation in terms of the information contained in this report.

Harry Stevenson

Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

Date created: 08 March 2016

Previous References

- ◆ none

List of Background Papers

- ◆ none

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Martin Kane, Planning and Performance Manager

Ext: 3743 (Phone: 01698 453743)

Email: martin.kane@southlanarkshire.gcsx.gov.uk

South Lanarkshire Integration Joint Board Performance and Audit Sub-Committee

1 Powers and Responsibilities

- 1.1 To monitor and manage the development of the performance reporting agenda to measure progress towards achieving the nine national health and wellbeing outcomes as detailed within the Strategic Commissioning Plan.
- 1.2 To receive and review quarterly performance management reports in line with the Strategic Commissioning Plan reporting requirements.
- 1.3 To consider and make recommendations to the IJB on key areas of audit activity required for the Partnership.
- 1.4 To monitor delivery of key areas of internal and external audit activity required for the Partnership.
- 1.5 To consider, where appropriate, responses to internal and external audit and scrutiny reports and any subsequent recommendations and requirements emanating from these.
- 1.6 To review complaints reports as appropriate.
- 1.7 To monitor and manage the development of the annual performance report which the IJB is required to approve.
- 1.8 To monitor risk management responsibilities.
- 1.9 To consider and make recommendations, as appropriate, to the IJB on reports relating to new and emerging national policy related to health and social care.
- 1.10 To monitor the IJB's governance arrangements and oversee the preparation of the IJB's governance statement.

2 Membership

- 2.1 4 voting members (2 appointed by NHS Board and 2 by the Council)
- 2.2 In addition, the Chief Officer, Section 95 Officer, Head of Adult and Older People Services, Head of Health, Nurse Director, Medical Director, Chief Social Work Officer and Planning and Performance Lead will be members of the Sub-Committee.
- 2.3 The Sub-Committee will be chaired by the Depute Chair of the Integration Joint Board.
- 2.4 Quorum – 2.

3 Meeting Arrangements and Practice

- 3.1 To meet quarterly in line with quarterly reporting timescales.
- 3.2 The Performance and Audit Sub-Committee will report and make recommendations to the IJB for its consideration.
- 3.3 Minutes of meetings will be submitted to the next appropriate meeting of the Sub-Committee for approval as a correct record and to the Board for noting.

Report to:	South Lanarkshire Integration Joint Board
Date of Meeting:	19 April 2016
Report by:	Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

Subject:	Integration Joint Board – Complaints Process
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise the Integration Joint Board (IJB) of the proposal to establish a complaints handling process for the IJB

2. Recommendation(s)

2.1. The Integration Joint Board is asked to approve the following recommendation(s):-

- (1) that a draft complaints handling process for the Integration Joint Board be submitted to a future meeting for approval.

3. Background

- 3.1. The Public Bodies (Joint Working) (Integration Joint Board Establishment) (Scotland) Amendment (No. 2) Order 2015 came into force on 21 September 2015 and established the South Lanarkshire Integration Joint Board.
- 3.2. Currently Social Work Resources and NHS Lanarkshire operate two distinct statutory complaints procedures. The social work system is based on the Social Work (Scotland) Act 1968 and the health system is based upon the Patient Rights (Scotland) Act 2011. There is an intention that, following legislative change, these procedures will become fully (or near fully) aligned in 2017. This will allow for the integration of complaints handling.
- 3.3. Integration Joint Boards are new public bodies and complaints may be raised against them in relation to the way they exercise functions, such as strategic planning. Complaints against the Integration Joint Board are not covered under current complaints procedures and therefore Integration Joint Boards need to establish a complaints procedure in relation to the functions that have been delegated to them.
- 3.4. In addition, where the Integration Joint Board has a greater involvement in the operational delivery of services, it may be that a complaint will be made in respect of a direction that the Integration Joint Board has issued. An Integration Joint Board will, therefore, require to operate suitable procedures for handling such complaints.
- 3.5. Amendments to secondary legislation currently in draft make changes to the Scottish Public Services Ombudsman Act 2002 to provide that Integration Joint Boards become listed authorities under the Act. The effect of this is that the IJB will become subject to the jurisdiction of the Ombudsman once the Order is passed by Parliament and will require to have a complaints handling procedure in place which complies with the principles published by the Ombudsman.

4. Proposals

- 4.1. It is proposed that a suitable complaints handling process be prepared for the Integration Joint Board and submitted to a future meeting of the IJB for approval.

5. Employee Implications

- 5.1. There are no employee implications.

6. Financial Implications

- 6.1. There are no financial implications.

7. Other Implications

- 7.1. In terms of The Public Bodies (Joint Working) (Integration Joint Board) (Scotland) Order and subsequent Guidance, there is an expectation that IJBs have in place a complaints process. The complaints processes will be reviewed at periodic intervals to ensure that they remain fit for purpose.

- 7.2. There are no implications in terms of environmental or sustainability arising from the proposals contained within this report.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. There was no requirement to undertake an equality impact assessment in terms of the information contained in this report.

- 8.2. No specific consultation was required for this report.

Harry Stevenson

Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

8 March 2016

Previous References

South Lanarkshire Integration Joint Board 1 December 2015

List of Background Papers

South Lanarkshire Integration Scheme

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-
Harry Stevenson, Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

Ext: 3700 (Phone: 01698 453700)

E-mail: harry.stevenson@southlanrakhire.gov.uk

Report to:	South Lanarkshire Integration Joint Board
Date of Meeting:	19 April 2016
Report by:	Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

Subject:	Role of Medical Director for South Lanarkshire Partnership
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide the Integration Joint Board with information regarding the role of the Medical Director for South Lanarkshire Partnership.

2. Recommendation(s)

2.1. The Integration Joint Board is asked to approve the following recommendation(s):-

- (1) that the Board note the contents of the report.

3. Background

- 3.1. The Medical Director for South Lanarkshire Partnership is the most senior medical adviser within the Partnership and will report to the Chief Officer, Health and Social Care Partnership (HSCP). The Medical Director is professionally aligned to the Medical Director for NHS Lanarkshire. The post holder is a key member of the Partnership's Senior Management Team, Joint Integration Board, Strategic Planning Group and a variety of NHS Lanarkshire groups. The post holder also requires to work with equivalent posts in North Lanarkshire Health and Social Care Partnership.
- 3.2. This role has strategic and operational leadership providing medical direction to the current priorities relating to persons centred safe and effective care and clinical practice within the Partnership. This includes commissioning arrangements, providing direction and guidance on professional medical issues and by establishing governance arrangements for the new structures.
- 3.3. The Medical Director will undertake a lead role in the delivery of significant Board wide and Lanarkshire wide work particularly in areas where South Lanarkshire Health and Social Care Partnership has a lead on hosted services. Most clearly this is primary care services, but there are many others.
- 3.4. The post holder will also be required to deputise for the Medical Director - NHS Lanarkshire at executive level meetings and provide some guidance to the Medical Director on specific issues for hosted services and South Lanarkshire issues.
- 3.5. The Medical Director will have a strategic portfolio that may be required to represent South Lanarkshire or Lanarkshire at national level or indeed to lead specific initiatives at a national level.

3.6. A structure of medical representation also requires to be developed and at present the thinking is that this will include an Associate Medical Director with a mental health background and Locality Leads for each of the four Localities with a general practice background and then whilst awaiting further clarification, Cluster Leads in the clusters of general practices within each locality. A further report will be required to clarify this.

4. Employee Implications

4.1. A Communication Plan will be required to ensure that all employees and contracted groups are aware of this role and the Professional Medical/Nursing Leadership Structure when completed. This will include the structures for Optometrists, Pharmacists and Dentists.

5. Financial Implications

5.1. The structures described above will require some increase in costs for medical representation and these are understood to be covered within the partnership budget.

6. Other Implications

6.1. There will be a requirement to ensure governance and reporting structures are clear in the transition period.

6.2. There are no sustainable development issues associated with this report.

6.3. There are no other issues associated with this report.

7. Equality Impact Assessment and Consultation Arrangements

7.1. This report does not introduce a new policy, function or strategy, or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

7.2. There is no requirement to undertake any consultation in terms of the information contained in this report.

Harry Stevenson

Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

Date created: 08 March 2016

Previous References

◆ none

List of Background Papers

◆ none

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Dr Chris Mackintosh, Medical Director, South Lanarkshire Partnership

Ext: 3988 (Phone: 01698 453988)

Email: Christopher.mackintosh2@lanarkshire.scot.nhs.uk

Report to:	South Lanarkshire Integration Joint Board
Date of Meeting:	19 April 2016
Report by:	Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

Subject:	Prescribing
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide the Integration Joint Board with information regarding current position and future plans relating to prescribing.

2. Recommendation(s)

2.1. The Integration Joint Board is asked to approve the following recommendation(s):-

- (1) that the content of the report be noted.

3. Background

3.1. Prescribing is a budget which has been under significant scrutiny for more than a decade. NHS Lanarkshire has always had a high spend in relation to the rest of Scotland.

3.2. The spend will now be split into North and South Integrated Joint Boards. There is continuing discussion about how to split this budget with no agreement about which method of splitting the budget takes most appropriate account of the different needs across Lanarkshire.

3.3. Prescribing fits under Primary Care Department, therefore the lead on prescribing sits within South Lanarkshire Health and Social Care Partnership.

4. Current Situation

4.1. Prescribing costs most recently are for December 2015 and this shows a primary care allocation of £141,336,018. December's excess against the monthly allocation is nearly £985,000, which is 7.84%. The cumulative excess is £4,000,088, which represents a percentage of 3.85% over budget. Not all Boards have declared a budget for prescribing. Of the Boards that have declared a budget, all are significantly overspent in December and more so than in the cumulative amount. In the cumulative expenditure, only two Boards have a lower percentage excess than Lanarkshire. These are Orkney and Grampian. It has to be remembered that this is an excess against budget and different Boards have different ways of setting their budget.

- 4.2 The projected overspend for NHS Lanarkshire against primary care prescribing budget at the end of March is somewhere about £5m. Currently there is a disproportionate overspend in South Lanarkshire ranging between 4.29% overspend in Hamilton to 8.24% in Clydesdale with an overall overspend of 5.82% with a value of £2.837m.
- 4.3 A number of indicators suggest that prescribing in Lanarkshire is excessive compared to every other Board.
- 4.4 There is a Prescribing Incentive Scheme which is designed to incentivise GP's to reduce their prescribing costs and so far this year the indications are that challenges will continue.
- 4.5 There is now a prescribing programme being set up in a programme managed way to bring together all the decision making and projects associated with prescribing. The aims are both to reduce the costs within 2016/17, but also to improve quality and sustainability in the medium timescale.
- 4.6 Dr Mackintosh, Medical Director is working on a revised Prescribing Incentive Scheme which is predicated on both cost mitigation and engaging GP's to perform specific pieces of work in relation to some high cost areas.
- 4.7 Plans going forward will concentrate on reducing wastage including that through medication ordering systems managing higher cost medications to lower cost medications and looking at the realistic medicine agenda as outlined by the Chief Medical Officer.
- 5. Employee Implications**
 - 5.1. An extensive communication plan will be required to ensure that staff are aware of the challenges and implications and that this is a system wide issue and not simply a general practice issue.
- 6. Financial Implications**
 - 6.1. This budget is historically difficult to control given the unpredictable nature of medication pricing and the difficulty of influencing GP practices which are independent organisations.
- 7. Other Implications**
 - 7.1. There will be a requirement to ensure governance and reporting structures are clear in the transition period.
 - 7.2. There are no sustainable development issues associated with this report.
 - 7.3. There are no other issues associated with this report.
- 8. Equality Impact Assessment and Consultation Arrangements**
 - 8.1. There is no requirement to carry out an impact assessment in terms of proposals contained within this report.
 - 8.2 Consultation with stakeholders in an ongoing but not necessarily formalised manner will be required.

Harry Stevenson
Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

Date created: 08 March 2016

Previous References

◆ none

List of Background Papers

◆ none

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Dr Chris Mackintosh, Medical Director, South Lanarkshire Partnership

Ext: 3988 (Phone: 01698 453988)

Email: christopher.mackintosh2@lanarkshire.scot.nhs.uk

Report to:	South Lanarkshire Integration Joint Board
Date of Meeting:	19 April 2016
Report by:	Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership

Subject:	Role of Nurse Director for South Lanarkshire Partnership
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide the Integration Joint Board with information regarding the role of the Nurse Director for South Lanarkshire Partnership.

2. Recommendation(s)

2.1. The Integration Joint Board is asked to approve the following recommendation(s):-

- (1) that the Board note the contents of the report.

3. Background

3.1. The Nurse Director for South Lanarkshire Partnership is the most senior nurse within the Partnership and will report to the Executive Director (Social Work Resources) and Chief Officer, Health and Social Care Partnership (HSCP). The post holder is a key member of the Partnership Senior Management Team, the Joint Integration Board, Strategic Planning Group and NHS Lanarkshire Senior Leaders of Nursing, Midwifery and Allied Health Professionals (NMAHPs) Group and deputy to the Executive Nurse Director for NHS Lanarkshire.

3.2. This role has strategic and operational leadership responsibility for ensuring the delivery of person centred, safe and effective nursing services and clinical practice within the Partnership. This includes commissioning arrangements, providing direction and guidance on professional nursing issues by establishing effective clinical and care governance arrangements; developing policy and establishing an effective and highly skilled nursing workforce to meet the needs of the South Lanarkshire population, in accordance with the 20:20 Vision and Quality Strategy.

3.3. The Nurse Director will undertake a lead role in the delivery of significant Board wide and Lanarkshire wide work on multi-professional issues such as the implementation of the Children's (Scotland) Act 2014, Out of Hours and Mental Health Services, where hosting arrangements are established.

3.4. This role will also include deputising for the Executive Director of Nursing, Midwifery and Allied Health Professionals (NMAHPs) for NHS Lanarkshire and will be required to attend executive level meetings such as the Corporate Management Team and Public Protection Chief Officer Meetings in the absence of the Executive Director of NMAHPs.

3.5. In addition, the Nurse Director will have a strategic portfolio which involves leading on specific professional/managerial and operational issues for nursing across NHS Lanarkshire, representing Lanarkshire at a national level such as the Scottish Government Health Department's Leaders of Nursing Group.

4. Employee Implications

4.1. A Communication Plan will be required to ensure employees are aware of this role and the Professional Nursing Leadership Structure when completed.

5. Financial Implications

5.1. The structures described above will require some increase in costs for medical representation and these are understood to be covered within the financial partnership budget.

6. Other Implications

6.1. There will be a requirement to ensure governance and reporting structures are clear in the transition period.

6.2. There are no sustainable development issues associated with this report.

6.3. There are no other issues associated with this report.

7. Equality Impact Assessment and Consultation Arrangements

7.1. This report does not introduce a new policy, function or strategy, or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

7.2. There is no requirement to undertake any consultation in terms of the information contained in this report.

Harry Stevenson

Executive Director (Social Work Resources) and Chief Officer, Health and Care Partnership

Date created: 08 March 2016

Previous References

◆ none

List of Background Papers

◆ none

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Ms Maria Docherty, Nurse Director, South Lanarkshire Partnership

Ext: 3988 (Phone: 01698 453988)

Email: maria.docherty@lanarkshire.scot.nhs.uk