

Midlothian Integration Joint Board

Publication Scheme

‘Guide to Information’

The [Scottish Commissioners Office](#) and Freedom of Information (Scotland) Act 2002 places a duty on us to publish information which everyone has the right to access.

We have adopted the [Commissioner’s Model Publication Scheme](#) to let people know

- The types of information that we publish or will publish
- How the information is published or will be published.
- Whether there is a charge for the information.

Availability, Formats and Charges

We publish our information online at www.midlothian.gov.uk/mid-hscp . If you need something in another format let us know we can provide this for free.

Advice and Assistance

If you would like more information about what we publish, to ask for information in another format or to ask for information that is not published on our website please contact us at:

Midlothian Integration Joint Board,
Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZH
e-mail: contactcentre@midlothian.gov.uk
Tel: 0131 270 7500

Duration

Once published, information will be available for the current and previous two financial years. If we update information only the current version will be available but you can ask for previous versions.

Exempt Information

If we cannot publish something or it is exempt under Scotland’s freedom of information laws (for example sensitive personal data), we may withhold the information or provide a redacted version and explain why we have done so.

Copyright and Re-use

Where we hold copyright in our published information, the information may be copied or reproduced without formal permission provided that:

- It is copied or reproduced accurately;
- It is not used in a misleading context; and
- The source of the material is identified.

Where we do not hold the copyright in information we publish, we will make this clear.

The types of Information we publish

There are nine types of information we must publish, if we hold information of that type:

Class 1 - Information about the IJB

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

[Information about the IJB](#)

Class 2 – How we deliver our functions and services

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

[Our Strategic Plan](#)

Class 3 – How we take decisions and what we have decided

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

[Decisions, including minutes of the Board and sub-committee meetings](#)

Class 4 - What we spend and how we spend it

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

[Details of our spending \(when available\)](#)

Class 5 - How we manage our human, physical and information resources

The services we commission are delivered by Midlothian Council and NHS Lothian.

We do not hold any information within this class.

Class 6 – How we procure goods and services from external providers.

The services we commission are delivered by Midlothian Council and NHS Lothian.

We do not hold any information within this class.

Class 7 - How we are performing

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

[IJB Performance reports](#)

Class 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.

We do not create information within this class.

Class 9 – Our open data

Open data made available as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

It is our aim to make increasing amounts of our data freely and widely available online. We have adopted the UK Government's approach to Open Data Standards in that data should be published to a minimum of 3 stars in the Government's [5 star rating scheme](#). This means our data is easily accessible and available to re-use as required under the [Open Government Licence](#)