**MENTAL WELFARE COMMISSION FOR SCOTLAND**

**MINUTES OF THE BOARD MEETING**

**HELD ON TUESDAY 15 MAY 2018**

**IN CONFERENCE ROOM, THISTLE HOUSE, EDINBURGH**

**AT 10.30 AM**

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| **Present:**  **The Very Rev’d Dr Graham Forbes CBE**  **Mrs Safaa Baxter**  **Mr Paul Dumbleton**  **Ms Mary Twaddle**  **Mr Gordon Johnston**  **Mr Sandy Riddell**  **Dr David Hall**  **Ms Cindy Mackie** | **In attendance:**  **Mr Colin McKay, Chief Executive**  **Ms Alison McRae, Head of Corporate Services**  **Dr Gary Morrison, Executive Director, Medical**  **Ms Kate Fearnley, Executive Director, Engagement and Participation**  **Ms Alison Thomson, Executive Director, Nursing** |

**Secretary: Mrs Katrina Thomson, Office Manager**

**1. Welcome and Apologies**

The Chairman welcomed Dr David Hall and Ms Cindy Mackie to the Commission as newly appointed Board members.

**2. Declaration of Interest**

None.

**3. Announcements**

None.

**4. Minutes of Board meeting held on 27 February 2018**

The minutes were approved.

**5. CEO Update**

**MWC Publications**

The review of advocacy planning report was published on 13 March 2018. The report on visits to individuals with dementia in community hospitals will be published on 23 May 2018 and the Business Plan will be published soon.

**Influencing and Policy**

There is to be a review of NHS Tayside mental health and suicide prevention services. This is not an MWC review but we will provide assistance to NHS Tayside regarding a remit and potential candidates they could ask to carry out the review.

Colin McKay has been asked to join the Forensic Network planning group. The Board confirmed that there is no conflict of interest to the Commission being involved.

The Commission has provided comments to the English Mental Health Act review and Colin McKay has been asked to chair a work stream of this review.

A meeting has been arranged in Forth Valley for the training of GPs and junior psychiatrists.

The review of the mental health act for people with learning disability and autism is currently arranging advisory panels.

**Corporate**

The preparation for the General Data Protection Regulation is a heavy workload involving updating new policies and a plan of action is in place.

We continue to work on our accommodation review. Another organisation is interested in sharing our current accommodation. We need to move quickly on this as we have to apply for a building warrant to make any necessary changes, which can take up to 3 months. A business case will be put to our sponsor department to apply for funding.

**6. Items for discussion and/or approval**

**6.1 Place of Safety Monitoring Report 2018**

This report is a follow up to our 2016 Place of Safety report looking at the use of place of safety orders and where we made recommendations that we would talk to police officers involved in the use of the orders and individuals who had been removed by the police to a place of safety. We worked with Police Scotland on this report and are grateful for their cooperation. Commission staff spoke with 43 police officers and several service user organisations where people may have been covered by these orders.

It was felt that this was a positive report, with the attitude of police officers very reassuring, but highlighting important areas for further action and improvement.

The Board approved the report.

**6.2 Finance Managers Report**

The report outlined the budget position to end March 2018. It reports an under spend mainly due to the delay in the project to upgrade hardware and software for our patient record system. The funds will be provided in the next financial year for this project.

**6.3 Risk Management Update**

The Board were informed that the risk management strategy is being comprehensively reviewed following recommendations by the internal auditors. The updated strategy will be presented to the Audit, Risk and Information Governance Committee then to the Board in June.

**6.4 Cyber Resilience and Cyber Essentials Accreditation**

The Commission completed a cyber essentials pre-assessment in March 2018. It is proposed that we complete the cyber essentials accreditation in June. Over the next year we will replace our firewall and then contract for another penetration test. Once this is completed we will review the accreditation status and decide whether to go for accreditation to cyber essentials plus.

It was confirmed that in-house cyber security training had been provided to all MWC and NCF staff.

The Board approved the recommendation.

**6.5 Equalities Outcomes and Progress Report**

It was explained that the circulated reports were replacements to simplify our current equalities reporting. The Equality Plan will be looked at every 4 years and the Equalities Progress Report will be produced on a biennial reporting cycle.

**6.6 OMG Self-Assessment and Remit**

The Board were informed that changes have been made to the Operational Management Group Remit in that the Visits and Monitoring OMG will only meet every 2nd month. Outside of this the Executive Group will also meet every alternative 2nd month to discuss items of interest. A concern was raised that if these meetings were not minuted some items will be missed. It was agreed that any items that require Operational Management Group (OMG) approval will be put on the next OMG agenda and minuted.

The Board approved the amended Remit.

**6.7 Register of Interests**

The Registers of Interests, both for the Board and Executive Group, were approved and will be updated on the Commission website.

***7.* Items for Information**

**7.1 Advisory Committee Note of Meeting held on 25 February 2018**

The contents of the paper were noted.

**7.2 Interpreters Toolkit**

The contents of the paper were noted.

**7.3 Data Breach Policy**

The contents of the paper were noted.

**7.4 AWI SG Consultation – Final Response**

The Board were informed that the response has gone to the Scottish Government. If any of the Board members have any comments they should direct these to the Chief Executive.

**7.5 Scottish Government Engagement Paper – Draft Suicide**

**Prevention - Action Plan – MWC Response**

The contents of the paper were noted.

**7.6 Corporate Parenting Review**

The contents of the paper were noted.

**8. Any Other Business**

None.

**9. Date of next meeting** – **Monday 25 June 2018**