



## **Public Services Reform (Scotland) Act 2010**

Sections 31 and 32 of the Public Services Reform (Scotland) Act 2010 impose duties on Scottish public bodies to publish information on expenditure and certain other matters as soon as is reasonably practicable after the end of each financial year.

For the financial year ended 31 March 2019, the following information is required;

### **Duty to provide information on certain expenditure**

Section 31(1) and (2) requires us to publish details of any expenditure incurred in the previous financial year on or in connection with the following matters:

#### **Public Relations**

We spent £495,376 on communications in 2018-19 informing the public and disseminating information. This figure consists of staff costs and external agencies.

The amount above includes £92,446 spent by the Commission on core activities, the bulk of this spend was made up of staff costs and the build of a new website for the Commission. An increasing amount of communications is now via our website.

It also includes £402,930 costs incurred by the National Confidential Forum (NCF) in promoting the services it offers. The work is focussed on raising awareness at a local and national level. This includes printing and publishing leaflets, radio advert campaigns, digital campaigns targeted at young people and staff time contacting and meeting relevant organisations.

#### **Overseas Travel**

We spent £nil on overseas travel.

#### **Hospitality and Entertainment**

We spent £4,523 on core Commission activities, for catering, venue hire for meetings, consultations with service user groups and Board meetings held at our offices.

#### **External Consultancy**

We spent £25,727 on external consultancy as follows;

## PSRA Disclosures

<b>Activity</b>	<b>Core</b>	<b>NCF</b>
IT infrastructure review	£16,160	£2,227
Organisational development	£ 870	£3,750
Policy development	£ 2,720	£ -
	<b>£19,750</b>	<b>£5,977</b>

### Payments in Excess of £25,000

#### Payments in excess of £25,000 made by the Mental Welfare Commission:

<b>Singular instance - Core</b>				
<b>Supplier</b>	<b>Number of instances</b>	<b>Value</b>	<b>Type of spend</b>	
CSE-Servelec Limited	1	£ 45,246	Software maint	
Flexiform Business Furniture Limited	1	£ 78,947	Office refit	
GHI Contracts Limited	1	£ 67,337	Office refit	
GHI Contracts Limited	1	£ 41,095	Office refit	
Proact IT UK Limited	1	£ 58,302	IT Hardware	
Scottish Legal Aid Board	1	£ 59,018	Rent	
Scottish Legal Aid Board	1	£ 55,390	Rent	
Scottish Legal Aid Board	1	£ 55,390	Rent	
Scottish Legal Aid Board	1	£ 50,161	Rent	

<b>Singular instance - NCF</b>				
<b>Supplier</b>	<b>Number of instances</b>	<b>Value</b>	<b>Type of spend</b>	
Republic of Media Limited	1	£ 35,588	Public Relations	
Republic of Media Limited	1	£ 26,668	Public Relations	
Republic of Media Limited	1	£ 26,482	Public Relations	

## PSRA Disclosures

Grouped instance						
Supplier	Number of instances	Total Value	Core Value	NCF Value	Type of spend	
CSE-Servelec Limited	3	£ 37,326	£ 37,326	£ -	Software upgrade	
G4S Fire & Security Systems (UK)	3	£ 27,240	£ 27,240	£ -	Office refit	
Health in Mind	4	£ 46,584	£ -	£ 46,584	Support line	
HP Inc. UK Limited	11	£ 36,814	£ 33,766	£ 3,047	IT- hardware	
Lothian NHS Board	14	£122,089	£ 45,285	£ 76,804	Secondments	
Multimedia Integrated Solutions Limited	9	£ 29,146	£ 29,146	£ -	Phone system upgrade	
Republic of Media Limited	15	£124,188	£ -	£ 124,188	Public Relations	
Ryden Property Consultants	11	£ 43,806	£ -	£ 43,806	Rent	
Union Advertising Agency Limited, The	10	£ 77,828	£ 12,500	£ 65,328	Public Relations	

## Government Procurement Cards – transactions over £500

The Scottish Government requires that from 1 September 2013 onwards, all public bodies will publish data on GPC transactions of £500 and above. The Commission publishes this data once annually.

These single transactions are as follows:

Cleaning services	£ 1,252
Conference	£ 574
HR Subscription	£ 2,398
Office equipment	£ 752
Office refit	£ 1,108
Office refit	£ 758
Software	£ 1,942
Software	£ 1,671
Software	£ 1,296
Software	£ 600
Software	£ 540
Software	£ 540
Telecoms	£ 728
Telecoms	£ 595
Telecoms	£ 554
Training	£ 696
	£ 16,004

## Members or employees who received remuneration in excess of £150,000

There are no employees or members in this category.

## PSRA Disclosures

### **Duty to Publish a Statement on Sustainable Economic Growth and Efficiency, Effectiveness and Economy**

Section 32(1)(a) of the Act place a duty on public bodies to publish a statement of the steps it has taken during the financial year to promote and increase sustainable growth and improve efficiency, effectiveness and economy through the exercise of its functions

#### **Sustainable Economic Growth**

The Scottish Government has a [National Performance Framework](#) which gives Scotland's public services a common set of outcomes to work towards.

In any successful country, if all its citizens are to flourish, it is imperative that there are systems in place to safeguard the most vulnerable in society, those without a voice and those that may be detained or compelled to take treatment against their will. The Commission provides part of this essential function for Scotland. In particular our work contributes to the national outcomes on health and human rights

People with mental illness, learning disabilities and related conditions are at greater risk of being marginalised and of having their rights eroded. We safeguard those rights by ensuring compliance with mental health and incapacity legislation and by highlighting situations where existing legislation provides insufficient safeguards and/or appears incompatible with human rights law. During the year we:

- Processed 42,768 forms and other notifications relating to mental health and incapacity legislation. From this we produced three monitoring reports on how the legislation is being used across Scotland. These reports are used by services to compare and improve practice and are published on our website.
- Provided advice on the operation of mental health and incapacity legislation through our telephone advice service and other publications.

We have a major role to play in making Scotland healthier. People with mental illness, learning disability and related conditions have poorer physical health and a reduced life expectancy. By reporting on the care of individual people, we can help to address inequalities in health care and raise expectations of what can be done to help the people we see. In total we have reviewed the care and treatment of 1,402 individuals through our visiting work. Our investigations into deficiency of care and treatment of individuals result in significant learning points for services. Our visits to individuals result in action to address unmet needs and help to build a picture of service locally and nationally. During the year we:

- Carried out visits for two national themed visits from which reports will be published in autumn 2019. These are visits to individuals in similar types of care settings across Scotland. The recommendations to services and the Scottish Government are designed to improve the care, treatment and recovery of people with mental illness, learning disability and related conditions.

## PSRA Disclosures

- Visited individuals in 103 different services as part of our local visits. After each local visit we make recommendations for improvement to services based on the individuals we see. We ask services to follow up on these recommendations. We produce an annual report on the outcomes from our recommendations.
- Carried out interviews and analysis on a major investigation into potential deficiency in care and treatment. The report will be published in autumn 2019. We also progressed 21 formal investigations and followed up numerous cases which were resolved without formal investigations. Investigations are at many levels from a telephone call to a service to a more in depth investigation where we might interview individuals and staff involved. We cannot investigate every case that we hear about and so we concentrate our investigation work on issues that we believe there needs to be improvement across Scotland. The recommendations from our investigation reports are used by managers in health and social care to improve care and treatment for all the people of Scotland.

## Efficiency, Effectiveness and Economy

We are committed to demonstrating that our work provides value for money. This year we:

- reviewed our office accommodation and moved to a system of agile working. This was done through a collaborative project with the Scottish Legal Aid Board, our landlords, and Children Hearing Scotland. We previously occupied the whole of the third floor and reduced this by 45%. CHS now occupy this space and the two organisations share meeting space.
- continue to audit the advice given on the telephone advice line and our local visits. Results from these evaluations are fed back to the practitioners to improve practice and share any learning points.
- reviewed how we record our investigatory casework and implemented an improved system to ensure consistency across the organisation and better reporting of active intervention in cases.
- implemented a revised strategic risk register which articulates and scores the key risks to the organisation with clearer reporting to the A, R & IG committee and Board.
- revised and updated our [stakeholder engagement and participation strategy](#). We did this in consultation with our Advisory Committee.
- continue to discuss strategic priorities on our visiting and monitoring work and areas for good practice guide development with the advisory committee and staff.

## **PSRA Disclosures**

- carried out biennial self- assessment of Advisory committee and annual self assessments of the Board, Audit, Risk and Information Governance Committee and Operational Management Group

We utilise, wherever possible, the Scottish Government framework agreements and collaborative contracts. This allows us to benefit from competitive rates and economies of scale.

We also share services with other public sector partners. We share payroll and finance with the Scottish Government and building services with the Scottish Legal Aid Board. We share a limited digital service with the NHS in Scotland.