

# The Mental Welfare Commission for Scotland

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## Our Publication Scheme

Revised June 2019

## Introduction

This publication scheme is designed to be read online as it contains website links to many publications, policies and other documents. If you have asked for and received a hard copy version of this publication scheme, you can ask us to send you copies of any of the documents listed in it, assuming you are unable to access the Commission's website. If you want to request copies, please write to us at the following address;

Mental Welfare Commission for Scotland  
Thistle House  
91 Haymarket Terrace  
Edinburgh  
EH12 5HE

Alternatively, you can call us on 0131 313 8777.

We have also produced a **Guide to Information** which we can send to you or you can view it online.

## Class 1 - About the Commission

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

The Freedom of Information Act says that you have the right to know how organisations, like ours, that are funded from the public purse, make decisions and manage their resources.

- [Mental Health \(Care & Treatment\) \(Scotland\) Act 2003](#)
- [Adults with Incapacity \(Scotland\) Act 2000](#)

A memorandum of agreement sets out the roles of the Commission and the Scottish Government and it outlines how the Commission is held to account for use of public funds. [Memorandum of Agreement; Scottish Government \(Health Directorate\) and The Commission, signed 2018.](#)

It should be noted that in 2014 the [National Confidential Forum \(NCF\)](#) was established as a Committee of the Commission. The NCF was set up under [The Victims and Witnesses \(Scotland\) Act, 2014](#). The NCF operates independently to the Commission. Enquiries relating to FOISA for the NCF should be directed to the Commission in the first instance. The majority of Commission policies and strategy documents are also relevant for the operation of the NCF.

There is a [Memorandum of Understanding](#) between the Commission and Scottish Government regarding the operation of the NCF.

- [Contact details MWC](#)
- [Our Board](#)
- [Our teams](#)
- [Who We Are and What We Do](#)
- [About the NCF](#)
- [Contact details NCF](#)

**Below are some of our key documents:**

- [Three year strategic plan 2017-2020](#)
- [Business plan 2018-19](#)
- [Corporate parenting plan 2018-21](#)

**News:**

- [Latest News](#)

**Policies, Standing Orders and Code of Conduct:**

- [Risk Management Policy](#)
- [Staff Code of Conduct](#)
- [Board Code of Conduct](#)
- [Standing Orders](#)
- [Conflict of Interest Policy](#)
- [Public Interest Disclosure](#)
- [Complaints Policy](#)
- [Complaints Handling Procedures](#)

## **Accountability and Audit Relationships:**

The [Public Finance and Accountability \(Scotland\) Act 2000](#) places personal responsibility on the [Auditor General for Scotland](#) to decide who is to undertake the audit of the Mental Welfare Commission for Scotland. For the financial years 2016/17 to 2021/22 the Auditor General has appointed [Scott Moncrieff](#) to undertake the audit of the Mental Welfare Commission. The general duties of the auditors, including their statutory duties, are set out in the [Code of Audit Practice](#) issued by Audit Scotland and approved by the Auditor General.

## **Working with others:**

The Commission has a number of MOUs and MOAs with other organisations. These set out how the Commission will work with other bodies. Details can be found at [Working with other organisations](#).

## **Information on rights and how to complain or make a comment:**

- [Leaflet explaining how to make a complaint about the Commission](#)
- [Complaints Policy](#)

## **How to make a request for personal information:**

The General Data Protection Regulations - GDPR - came into effect from 25 May 2018. They strengthen data protection, and apply to private and public organisations. Information on how we handle your personal information can be found at [About your personal information](#).

Our "[Subject Access Form](#)" which you should complete to request personal information we hold, is currently under review. Please contact us at: [enquiries@mwscot.org.uk](mailto:enquiries@mwscot.org.uk) and we will send you a copy either by e-mail or by post.

## **A Guide to information available from the Commission:**

The Commission has developed a "[Guide to the Information](#)" which is available from this link.

## **Class 2 – How we deliver our functions and services**

**In this section you can find out more about, our strategy and policies for delivering functions, services and information.**

### Corporate Strategy

This section gives links to documents which provide a high level overview on where we are as an organisation, what we are aiming to achieve and the actions we need to take to get there.

### **Delivery and Strategy - Corporate Planning**

- [Strategic Plan 2017-20](#)
- [Business Plan 2018-19](#)
- [Risk Management Policy 2019-22](#)
- [Human Resources Strategy 2014-17 \(under review\)](#)
- [Information Management & Technology Strategy 2017-20](#)
- [Communication Strategy 2014-17](#)
- [Equality outcomes and how we achieve them 2018-19](#)
- [Standing Orders 2019-20](#)
- [Corporate parenting plan 2018-21](#)

### **Corporate Reporting**

Every year, we produce an independent overview of the operation of the Mental Health (Care and Treatment) (Scotland) Act 2003 and the Adults with Incapacity (Scotland) Act 2000.

The Commission produces both an Annual Report and an Annual Monitoring Report. The Monitoring report contains detailed statistical analysis.

- Annual Report under [Corporate Reports](#)
- Annual Monitoring under [Statistical Reports](#)

### **Corporate policies and procedures**

- [Standing Orders](#)
- [Conflict of Interest](#)
- [Public Interest Disclosure](#)
- [Complaints Policy](#)
- [Board Code of Conduct](#)
- [Policy on Reporting and Escalation of Matters of Concern](#)

- [Dignity at Work Policy](#)
- [Single Equality Scheme](#)
- [Records Management Policy](#)
- [Information Risk Management Policy](#)
- [Accessible Information Policy](#)

## **Our services and functions**

### **Our visits**

You can find out more about our visits within our [Visiting People](#) section.

### **Our advice line**

Our telephone service is available Monday - Thursday 9am to 5pm and on Fridays from 9am to 4.30pm. We use a callback system where we take brief details of your query and a contact number. This means our staff can try to look into some background on your query before calling you back.

You can leave a message on our answer service 5pm (4.30pm on Fridays) and at weekends.

Call us on 0131 313 8777. We also operate a freephone, 0800 389 6809, for service users and carers only.

If you have an enquiry that is not urgent, you can contact us by e-mail at: [enquiries@mwscot.org.uk](mailto:enquiries@mwscot.org.uk).

### **Our publications**

Every year, we produce [Statistical Monitoring Reports](#) which are available from our website under our publications section.

We also publish [Good Practice Guidance](#) in response to what we see and hear about practical or ethical difficulties in applying mental health and incapacity law.

From March 2016 we are publishing reports of our local visits to individuals in hospitals, care homes and prisons. We call these [Local Visits Reports](#).

To see the full range of our publications, visit the [Publications section](#) of our website.

### **Our investigations and investigation reports**

Use the links below to read more about our investigations:

[How we carry out investigations](#)

[Our investigation reports](#)

### **Jobs at the Mental Welfare Commission for Scotland**

Our [current vacancies](#) can be found on our website or by calling 0131 313 8777 and asking to speak to someone in our HR department.

If you need hard copies of vacancy documentation you can call us on 0131 313 8777 or you can email us on [recruitment@mwscot.org.uk](mailto:recruitment@mwscot.org.uk).

In 2016, we will be publishing copies of our local visit reports online. When this activity commences, we will update our publication scheme accordingly.

## **Class 3 – How we make decisions**

### **Information about the decisions we take, how we make them and how we involve others.**

The **Board** sets the strategic direction for the Commission and ensures efficient, effective and accountable governance. It meets eight times a year and the minutes are published on the website.

#### **Commission Board Meetings**

[Approved minutes of Board meetings](#) can be accessed from our website as can dates for future meetings.

#### **Standing Orders, Reservation of Powers and Scheme of Delegation**

The **Board** reserves certain decisions to itself and delegates other decisions to its Committees and executive directors. The full reservation of powers and scheme of delegation is set out in Appendix A of our "[Standing Orders](#)".

## **Public consultation and engagement strategies**

We have an Advisory Group of key stakeholders which is established as a committee of the Commission. Its remit and membership is set out in Appendix C of the Standing Orders, a link to which can be found in the paragraph above.

This section gives you details of how we inform and engage with service users and key stakeholders, and also provides details of our [Engagement and Participation Strategy](#) with stakeholders, including people who use services, users, carers, professionals and organisations.

## **Consultation Responses**

We sometimes submit responses to consultations from Scottish Government and others. These can be accessed using the link below:

[influencing-challenging/our-responses-to-consultations](#)

## **Consultations on Good Practice Guidance**

We sometimes ask for feedback from stakeholders when we update or create new good practice guides. Details of these can be accessed using the link below:

[good-practice/consultation](#)

## **Class 4 – How we manage our budget**

### **Information about our strategy for, and management of, financial resources at the Commission.**

This section provides information about our strategy for, and management of, financial resources at the Commission. Below are links to the key documents which will tell you more about our financial management.

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- [Signed Accounts 2018](#)
- [Standing Financial Instructions](#)
- [Financial Operating Procedures](#)
- [Fraud Investigation Policy](#)



- [Travel and Subsistence Policy](#)
- [Salary Scales 2018-19](#)

Our signed and approved [Annual Accounts](#), detail remuneration for senior accountable officers at the Commission as well as our Board members.

### **Independent auditors report**

- [Report by Scott Moncrieff 2017/18](#)

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

The [Public Services Reform \(Scotland\) Act 2010](#) This act requires the Commission to publish, as soon as is practical after the end of the financial year, certain information relating to expenditures. The Commission's latest PSRA Statement can be found following the link below:

- [PSRA Statement 2016-17](#)

### **Sustainable economic growth information**

The Commission also produces an annual, corporate report on sustainability which is available below:

- [Sustainability Report 2016-17](#)

### **Financial Planning**

Our Business Plan focuses on the year ahead and outlines our objectives for that year in more detail. It also sets out the budget for the year. We review progress on the budget and report regularly to the Board.

- [Business Plan 2018-19](#)

## **Class 5 – How we manage our resources**

**This section provides information about how we manage the human, physical and information resources of the authority.**

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Here is a selection of some of our human resources policies which are currently in use:

- [Human Resources Strategy \(under review\)](#)
- [Staff Code of Conduct](#)
- [Disciplinary Policy](#)
- [Grievance Policy](#)
- [Recruitment Policy](#)
- [Dignity at Work Policy](#)
- [Equality outcomes and how we achieve them 2018-19](#)

### **Staffing - about our staffing complement and structure**

- [Our Staff](#)

### **Register of Interests**

- [Register of interests 2019-20 \(Board Members\)](#)
- [Register of interests 2019-20 \(Executive Group\)](#)

### **Working with the Commission**

- [Becoming a Designated Medical Practitioner](#)
- [Current vacancies](#)

### **Our Information Resources**

- [Records Management Policy](#)
- [Records Management Plan \(RMP\)](#)
- [Accessible Information Policy](#)
- [Mental Welfare Commission for Scotland - Assessment Report by The Keeper of the Records of Scotland \(August 2014\)](#)
- [Mental Welfare Commission for Scotland – Progress update review \(PUR\) Final Report \(December 2017\)](#)

### **Information assurance and management**

- [Information Risk Management Policy](#)
- [Data Protection Policy](#)
- [Privacy Statement](#)

- [Information Commissioner's Office](#) (Data Protection Public Register - Commission's registration number is Z9097121)

## **Freedom of Information**

You can make a request under the Freedom of Information (Scotland) Act 2002 (FOISA) by emailing the Commission at [enquiries@mwscot.org.uk](mailto:enquiries@mwscot.org.uk) or by writing to us at our [Thistle House address](#). FOISA requests are dealt with in accordance with FOISA legislation which means we will respond to your request within 20 working days of receiving your request.

We need contact details from you in order that we can clarify a request if we are unsure about any element of it. You have the right to ask us to review our response to you in the event that you are dissatisfied with our original response.

Following this, should you remain dissatisfied, you can refer the matter to the [Scottish Information Commissioner](#) who would look at what we had done.

More information about your rights under FOISA are available from the Scottish Information Commissioner's website via the link below:

<http://www.itspublicknowledge.info/YourRights/YourRights.aspx>

## **Statistics**

Our annual monitoring statistics are available at:

- [Statistical Monitoring Reports](#)

## **Physical Resources**

The Commission leases its premises at Thistle House, Haymarket Terrace, Edinburgh from the Scottish Legal Aid Board (SLAB).

## **Class 6 – How we purchase goods and services**

**In this section, you will find information about how we buy our goods and services, and our contracts with external providers.**

Here are some key guidance documents and policies.

- [Scottish Public Finance Manual](#)

- [Standing Financial Instructions](#)
- [Procurement Policy](#)

## **Class 7 - How we are performing**

**In this section, you will find information about how we perform as an organisation and how well we deliver our functions and services.**

**Our Key Performance Indicators (KPIs) for 2018/19 are:**

In our visit programme each year, we intend to:

- Visit at least 1,350 individuals
- Complete 25% of our local visits in the unannounced format

We will produce statistics and analysis on the operation of AWI by 30 September 2018.

We will produce one investigation report during 2018-19.

We will assess samples of our telephone advice and aim for at least 97.5% of all our advice to be accurate.

We will follow-up all our recommendations to services arising out of local visits and achieve satisfactory responses in no less than 95% of cases within the agreed timescale. We will publicly report upon this.

### **How we performed last year:**

We publish annual reports and accounts which indicate whether we have met or are meeting our targets. Our Board minutes also provide information on our performance.

- [Our annual report 2017/18](#)
- [Our annual accounts 2018](#)
- [Our Board minutes](#)
- [Our Business Plan Review 2017/18 - performance against key targets](#)
- [Recommendations & outcomes from our local visits 2017](#)

### **Audits and Inspections**

Information about audits and inspections carried out by external bodies:

- [Scott Moncrieff Annual report 2017/18](#)

## Annual Accounts and Annual Report

- [Annual Accounts 2018](#)
- [Annual Report 2017-18](#)

## Complaints activity 2016-17

During 2014, the Commission wrote two new sets of complaint handling procedures (CHPs), one for the Commission and one for the newly formed [National Confidential Forum](#) (NCF). Both sets of procedures were formally ratified by the Board at the [September 2014](#) meeting.

The CHPs were based on model procedures produced by the [Scottish Public Service Ombudsman](#) (SPSO) and were compiled in consultation with experts based at SPSO offices.

<b>TOTAL COMPLAINTS RECEIVED</b>	9	
<b>FRONTLINE RESOLUTION</b>		
Complaints considered at the frontline resolution stage	4	44%
Frontline Complaints closed within 5 working days	3	33%
Frontline Complaints where extension was granted	0	0%
Upheld complaints	2	22%
Partially upheld complaints	1	11%
Not upheld complaints	1	11%
Average frontline resolution (working days)	4.0	days
<b>INVESTIGATION</b>		
Complaints considered at the investigation stage	5	56%
Investigated complaints resolved within 20 working days	4	86%
Upheld complaints	1	14%
Partially upheld complaints	1	14%
Not upheld complaints	3	71%
Average investigation length (working days)	21.0	days

## How to make a complaint against the Commission

If something goes wrong or you are dissatisfied with our services, please tell us. [Our complaints leaflet](#) describes our complaints procedure and how to make a complaint. It also tells you about our service standards and what you can expect from us.

## **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.

### **The information we publish under this class**

We have nothing to declare in this section as we don't charge for supply of any information.

## **Class 9: Our open data**

Open data made available by the authority as described by the Scottish Government's [Open Data Resource Pack](#) and available under an open licence.

### **The information we publish under this class**

- [Open data publication plan 2017](#)

## **The Re-use of Public Sector Information Regulations**

### **What are the Re-use of Public Sector Information Regulations (RPSI)?**

These regulations came into force from 18 July 2015 and establish the UK framework for the re-use of public sector information. The purpose is to make information easier to re-use, resulting in economic, social and civil benefits. They are an update to earlier regulations which encouraged public sector organisations to make information available for re-use. The 2015 regulations go further, and make it mandatory to make information available for re-use.

As a public sector organisation, the Commission is subject to the RPSI regulations. In order to comply, we have adopted the Open Government Licence (OGL).

### **Open Government Licence**

All the information on this website is available through the [Open Government Licence](#). This gives you the right to re-use the information, subject to important conditions.

The OGL requires people re-using information to acknowledge the information provider and/or source of the information with an attribution statement.

#### **Attribution statements and acknowledgements**

If you want to re-use other information, for example that we provided in response to a request you will find the following helpful:

[Statement of Public Task under the Re-use of Public Sector Information Regs 2015](#)  
[Statement and guidance on making Re-use requests and complaints](#)

[Re-use request form](#)

### **Where can I find out more about RSPI?**

The National Archives has published [Guidance and Best Practice Advice](#) on the regulations for public sector organisations and potential re-users.