

**MENTAL WELFARE COMMISSION FOR SCOTLAND
MINUTES OF THE MEETING OF THE BOARD (OPEN SESSION)
HELD ON FRIDAY 26 JUNE 2020
AT 10.30 AM (Via Zoom)**

Board members meeting at 10.00am

Present:

Sandy Riddell (Chair)
Safaa Baxter
Mary Twaddle
Gordon Johnston
Nichola Brown
David Hall
Cindy Mackie

In attendance:

Alison Thomson, Interim Chief Executive
Alison McRae, Head of Corporate Services (HOCS)
Kate Fearnley, Executive Director (Engagement and Participation)
Arun Chopra, Executive Director (Medical)

Secretary:

Katrina Thomson

1. Welcome and Apologies

Apologies were received from Alison White.

2. Declaration of Interest

None.

3. Announcements

The Chair apologised for having to change the date of the meeting. Referring to the informal chat between Board members on 17 June he suggested another one should be arranged for middle July, and that also the Q&A meeting with some members of the executive team, held at the end of May, was very informative and suggested that one should be arranged for end of July and he will ask Julie Paterson if she would like to attend.

He suggested that the business meeting for August should be kept to a minimum and that discussion should focus on priorities for the future. He asked that thought be given to what was required to be on the agenda. It was reported that the Eating Disorder themed visit report, Young Persons Monitoring report and the Annual Accounts are all scheduled to come to the August Board

meeting. The Chair hoped that it would be possible to have a face to face meeting in October.

4. No Minutes from 28 April 2020 (Closed session minutes only)

5. CEO Update

The Interim CEO informed that Board that Moira Connolly will be leaving the Commission at the end of August, Kate Fearnley has postponed her retirement until end of March 2021. Mike Diamond has informed the Executive team that he will be retiring at the end of September 2020.

The HOCS reported that the Commission is still following the Scottish Government route map with all staff continuing to work from home and the current planning framework that this is likely to continue until December 2020/January 2021 unless plans change for the 2 metre social distancing. Generally staff miss the social contact and we try to keep in touch with team meetings via zoom. In reply to whether staff are sufficiently provided for, it was confirmed that all staff have monitors, keyboards and chairs if required. The Executive Team said that they do feel well supported.

On visits it was reported that no site visits were yet being undertaken although a group was progressing a recovery plan with risk assessments were being developed to allow visits to happen.

The skills mix review is still ongoing although delayed due to the pandemic. It is intended to review the skills mix of the Executive Team. The Investigations Lead has been appointed and will take up post in August.

It was reported that the Psychiatric emergency plan review report had been published and had been well received.

On the COVID Advice notes it was reported that there had been ten editions of this with a further update due next week. The Advice Notes have been received.

The themed visit report to people with eating disorder will be presented to the August Board meeting.

6. Items for discussion and/or approval

6.1 Coronavirus update

This was covered in the update from the CEO.

6.2 End Year Business Plan Report

The HOCS reported that due to the COVID 19 pandemic not all the KPI's had been fully met. It was also reported that the new Investigation process of recording active interventions had run during the year and a first report on that was included.

The Board approved the contents of the End Year Business Plan 2019/20.

6.3 Business Plan 2020/21

HOCS reported that the Business Plan had been approved by the Board in February, however it has been revised in light of the pandemic with some projects delayed and others added including one to update our Good Practice Guides.

The Board approved the revised business plan objectives.

6.4 Strategic Plan 2020 - 23

The Board approved the strategic plan which will be published with a foreword outlining the uncertainty of the current pandemic situation and that the strategic plan may need to be revised before the end of the three year period. It was agreed that priority one on page 11 be changed to "the authoritative voice" and that BAME groups should not be mentioned specifically as there are a number of vulnerable groups.

6.5 Strategic Risk Register Update

The strategic risk register has been substantially updated to reflect the current pandemic. This paper was discussed and approved at the recent AR&IG meeting. The Board was content with the governance arrangements for the proposed BAME project following discussion at the AR&IG meeting

The Board approved the Strategic Risk Register.

6.6 Finance Manager Report

HOCS confirmed that the Commission had now received written confirmation of the budget for 2020/21. The agreement with Scottish Government to cap second opinion costs ended on 31 March. There is also an emerging concern about DMP costs due to implications arising from the Covid-19 pandemic. From mid-March DMPs are conducting their visits by phone. This has resulted in shorter authorisation periods for the certificates (T3s). It is likely we will have additional DMP visits to organise and pay for in 6 and 12 months as these certificates run out.

The Board supported that these two DMP funding issues are raised with the sponsor department and additional funding sought.

6.7 Stakeholder Survey

The Executive Director (Engagement and Participation) reported that a meeting to develop the action plan had taken place on 24 June. Referring to the report it was highlighted that there had been a positive response of 84% to the survey.

Some of the recommendations suggested included more follow up on visits, consideration be given to care in the community and a balance be given to announced / unannounced visits as well as explaining better what we do.

The Board noted the survey results and that they would inform our ongoing work on our strategy and future business plans.

6.8 Data Protection Policy

In response to whether an EQIA has been completed in relation to all policies the Board were informed that this was ongoing with the Equalities Group.

The Board approved the policy.

6.9 Media and Social Media Policy

It was suggested that this policy should link into the section on the IT Code of Conduct as it makes reference to use of social media, and that the review date of 3 years was too long due to social media changes occurring quite frequently.

It was agreed that the Board should be more involved in external events and have access to the communication planner and the action plan for the engagement and participation strategy.

The Board approved the Media and Social Media Policy subject to the amendments noted.

6.10 Register of Interest

6.10.1 Register of Interest (Board)

6.10.2 Register of Interest (Executive)

Subject to receiving Alison White's entry the Board agreed the updated Register of Interests for publication on the website.

6.11 Action Plan from Board Self-Assessment

HOCS explained that the circulated Action Plan has been prepared from both the working group discussions and comments fed in by the Chair from Board member appraisals.

The Chair stated that he wanted further discussion about organisational priorities at the August Board meeting before taking the action plan further. In the meantime Board members could email the working group with suggestions for themes to be discussed as well as training opportunities such as Equalities training.

7. Items for Information

7.1 MHA Review

The Board noted the contents of the paper contained in the link.

7.2 Information Governance and IT Reports

The Board noted the contents of the papers.

7.3 Advisory Committee note of meeting held on 12 March 2020

The Board noted the contents of the paper.

7.4 Petition Committee Response

The Board noted the contents of the paper.

7.5 Closure Report Themed Visit to Individuals with Borderline Personality Disorder

The Board noted the contents of the paper.

7.6 Inclusion Scotland Report

It was noted that this was a very poignant, easy read and informative report.

The Board noted the contents of the report

9. Any Other Business

There were no items for discussion.

10. Date of next meeting – Tuesday 25 August 2020