

**MENTAL WELFARE COMMISSION FOR SCOTLAND  
MINUTES OF THE MEETING OF THE BOARD  
ON MONDAY 27 JUNE 2022  
(via teams) AT 2.00pm**

**Present:**

Sandy Riddell (Chair)  
Safaa Baxter  
Mary Twaddle  
Cindy Mackie  
Gordon Johnston  
Alison White  
Nicola Brown

**In attendance:**

Alison McRae, Head of Corporate Services  
Arun Chopra, Executive Director (Medical)  
Suzanne McGuinness, Executive Director (Social Work)  
Claire Lamza, Executive Director (Nursing)  
Julie O'Neill, Business Change and Improvement Manager

**Secretary:** Katrina Thomson

**1. Welcome and Apologies**

Apologies were received from David Hall and Julie Paterson.

**2. Declarations and Register of Interest**

No declaration of interests.

**3. Chair Update and Announcements**

The Chair thanked everyone that was involved in the 60<sup>th</sup> anniversary event, and said that he was sorry he had not been able to attend. He said that it had not just been about reflection and the history of the Commission but looking forward. He said he was thinking about something for next year.

He confirmed there would not be a Q&A at the end of July.

The August Board meeting will be held face to face in Thistle House and that he proposed the Board meet informally at 10.30am with JP joining them at 10.50am then the formal meeting starting at 11.00am. He suggested that a short lunch break takes place at 1.00pm to meet with any staff that may be in the office and that this is followed by a Board Development session with the Chief Executive where they can discuss the strategic plan and organisational change along with the feedback received from the Board's self-assessment

The Chair referred to this being Alison McRae's last meeting after many years with the Commission. He thanked her for all her guidance and support that

involved many complex changes, and for her management of Corporate Services with its range of functions. He wished her well for the future.

AM acknowledged the Chair's thanks and said it has been quite a journey with a lot of changes, innovation and improvements over the years.

**4. CE Update – No update as on leave**

**5. (a) Minutes of Board meeting held on 26 April 2022(Paper)**

The minutes were approved.

**(b) Action Points (Paper)**

The action point's paper was noted and it was agreed that the completed actions be moved to the complete actions spreadsheet

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

**6.1 SBAR and Business Plan End of Year Report (Paper)(Julie O'Neill)**

JO said this the final end year report for the 2021/22. She explained that some KPIs had not been met and that visits to individuals was 93% of the 1,200 target which was an achievement considering the challenges we faced last year. The telephone advice line accuracy rate is 97% against a target of 97.5%. The Action Plan shows the Executive leads for each area.

The Chair said that there are no issues or concerns around performance and that everything has worked exceptionally well.

GJ said that he would like to see the new system for Advance Statement Overrides and End of Year meetings in next year's plan.

The Board approved the Business Plan End Year Report

**6.2 SBAR and Budget Update (3 year budgets) (Paper)(Alison McRae)**

AM explained that we have not received confirmation from the SG on the requested 2022/23 budget. She said we are requesting Board approval to work to the core budget requested in December 2021 which includes funding for the pay remit, NI increases and £50k for the additional Engagement and Participation posts. She added that there are difficulties in not being able to forward plan and that we need to utilise the projected underspend. She stated that if we get confirmation on the additional funding requested this will cause a larger underspend.

Referring to the 3 year budget, AM said the three year budget projection assumes a pay remit equivalent to 2022/23. We have also assumed an annual £57k increase in core budget to cover these pay increases and assuming we get the pay award increase there is a projected break even position over the three years.

AM explained that the reason for the current underspend is vacancy factor: the Executive Director (Nursing) and subsequent senior manager posts (currently on temporary basis) were both filled internally leaving a full year practitioner post vacancy; the Head of Corporate Services post is vacant from July; researcher post four months vacancy. To cover these vacancies there has been a temporary recruitment of a senior manager (projects), the IT officer temporary post has been extended, some part time staff are doing additional hours and we are looking at using sessional staff for various projects.

The Chair noted that over the last few years we have seen good utilisation of the underspend and suggested that this be discussed further with the Chief Executive at the next Board development session in August.

The Board approved the working budget for 2022/23 in the absence of SG confirmation and also approved the 3 year financial projections paper.

**Action:** **Board** to discuss utilisation of the underspend with the Chief Executive at their development session in August.

### **6.3 SBAR and Strategic Risk Register (Paper)(Alison McRae)**

The Chair noted that this paper was reviewed at the AR&IG Committee.

AM explained that the Risk Register had been discussed at both ELT and the AR&IG Committee. She mentioned that the net scores for the risks around the SMHLR and other national reviews had decreased now the SMHLR consultation recommending an increase role and powers for the Commission, is completed. The risks around the pandemic have changed as we have adapted to it and these scores have also reduced. MT suggested we remove reference to winter pressures and this was agreed given there is a current increase in Covid cases and resultant impact on staff sickness.

AM outlined that a new risk has been added around the backlog of forms processing, which mainly grew at the start of the pandemic due to remote working, however additional staff are being brought in to assist with the backlog. In 2021/22 there was an increase in DMP work due to the shorter authorisation of T3 forms at the start of the pandemic. There is a year on year

upward trend for DMP work but 21/22 was higher than normal and should correct itself in 2022/23. In both years however there is additional effort to ensure forms to end March are processed in April / May for the monitoring reports.

AM informed the Board that AC will be taking on the responsibility for the Strategic Risk Register.

The Board approved the changes to the Strategic Risk Register

#### **6.4 SBAR and Public Interest Disclosure Policy (Paper)(Alison McRae)**

It was noted that this was a good document, however the question was asked what was the position with the Head of Corporate Services vacancy and succession planning as that post is involved across a lot of policies. The Board were informed that the Chief Executive will be taking responsibility for HOCS roles in the meantime and that the policies will be amended in time.

The Board approved the Public Interest Disclosure Policy.

#### **6.5 SBAR and Conflict of Interest Policy (Paper) (Alison McRae)**

AM said this policy had not been changed for some time as they had been waiting on the Board Code of Conduct policy being approved, which was done in April. This policy applies to both Board members and all staff of the Commission. She highlighted that Board members may be, but staff cannot be, a member or employee of the MHTS as this is seen as an unmanageable conflict of interest.

She also asked the Board to note that MWC staff can only do DMP safeguard work out of necessity or complex issues.

The Board approved the Conflict of Interest Policy.

#### **6.6 SBAR and Audit Committee Remit (Paper) (Alison McRae)**

AM said the name of the Audit Committee was now changed to the Audit, Performance and Risk Committee and that the remit is part of the Standing Orders.

The Chair noted that Cindy Mackie was now on the A,P & R Committee and that he would attend the meetings where possible.

The Board approved the change in the committee name, membership and remit.

**7. For Information**

**7.1 Report on CCTOs (requested by SMHLR) (Paper)(Arun Chopra)**

The Chair referred to the report having been well covered in the media.

AC explained that this had been work on Compulsory Treatment Orders (CTOs) including community based CTOs(CCTOs) on behalf of the Scottish Mental Health Law Review (SMHLR) to inform their consultation. The main heading in the report is the rise in CTOs for longer periods of time.

The Chair said it was an excellent report with clear and strong recommendations with a unique message.

The Board said it reinforced the work done previously and suggested it should be included in the current themed visit to individuals on CCTOs. AC said he would take this forward.

The Board noted the contents of the report.

**8. Board Agenda Planning - See Appendix 1 attached**

The Chair noted that the August Board meeting was looking very busy and said that if anything could wait until the October meeting that would be useful.

**9. Any Other Business**

No other business

**10. Date for next Board meeting Monday 22 August 2022**

**Training**

***Cyber Security Training (Presentation) (Alison McRae)***

AM gave a presentation on Cyber Security to the Board.