

BRIEFING FOR CABINET SECRETARY FOR HEALTH AND SPORT
Video Conference Meeting with COSLA, Scottish Care, CCPS and Care Home Providers

Date and time of engagement	Wednesday 17 th February 2021, 14:00 – 15:00
Where	Virtual meeting MS Teams
What	<p>Meeting with care home providers, members of Scottish Care Executive Team, and CCPS and COSLA.</p> <p>Cabinet Secretary requested a meeting with providers to discuss the proposed approach to resuming meaningful contact with care home residents, seek provider support to implementing the approach and plans as well as identify any remaining barriers and remedies to implementation.</p>
Agenda	<ol style="list-style-type: none"> 1. Open with Care – Supporting meaningful contact - Overview and approach 2. Barriers and remedies 3. Launch, implementation and review
Official Support	<p>[Name redacted], Associate Chief Nursing Officer Anna Kynaston, Deputy Director ,Pandemic Response Adult Social Care</p> <p>[Name redacted], Senior Policy Manager, Pandemic Response Adult Social Care</p> <p>[Name redacted], Infection Prevention Control Professional Advisor, Chief Nursing Officer Directorate</p> <p>[Name redacted], Senior Media Manager, Communications</p> <p>[Name redacted]Media Manager, Communications</p>
Briefing Content	<ol style="list-style-type: none"> 1. Agenda 2. Background information: <ol style="list-style-type: none"> a. Attendees b. Providers’ Current Visiting Policy 3. Open with Care – content and delivery overview 4. Provider Concerns 5. Lines to take: Open with care: Supporting Meaningful Contact in Care Homes

1. Agenda

1. Open with Care – Supporting meaningful contact - Overview and approach – summary by Hugh Masters
2. Launch, implementation and review – Cabinet Secretary / Discussion
3. Barriers and remedies – Cabinet Secretary / Discussion

Discussion Prompt questions

- We have worked to understand and address barriers to supporting a resumption of meaningful contact. Do you have any remaining concerns?
- Are there additional barriers to you supporting this new approach we need to urgently consider?
- Will you implement Open with Care in your care homes, considering visiting policy on the needs and characteristics of each care home (not on a provider-wide basis)?
- Are there remaining concerns that haven't yet been addressed?

2 Background information

a) Attendees –

The following providers are attending:

Organisation	Title	Name
CCPS	[Redacted under exemption Section 30(c)]	[Redacted under exemption Section 30(c)]
Scottish Care	[Redacted under exemption Section 30(c)]	[Redacted under exemption Section 30(c)]
Barchester	[Redacted under exemption Section 30(c)]	[Redacted under exemption Section 30(c)]
Cartvale Care home	[Redacted under exemption Section 30(c)]	[Redacted under exemption Section 30(c)]
HC-One	[Redacted under exemption Section 30(c)]	[Redacted under exemption Section 30(c)]
Scottish Care/ Notwen House	[Redacted under exemption Section 30(c)]	[Redacted under exemption Section 30(c)]
Bandrum	[Redacted under exemption Section 30(c)]	[Redacted under exemption Section 30(c)]
Greenock Medical Aid Society (GMAS)	[Redacted under exemption Section 30(c)]	[Redacted under exemption Section 30(c)]
Balhousesie	[Redacted under exemption Section 30(c)]	[Redacted under exemption Section 30(c)]
Meallmore	[Redacted under exemption Section 30(c)]	[Redacted under exemption Section 30(c)]
Avondale Care Scotland	[Redacted under exemption Section 30(c)]	[Redacted under exemption Section 30(c)]
Carers Scotland	[Redacted under exemption Section 30(c)]	[Redacted under exemption Section 30(c)]
Silverburn Care	[Redacted under exemption Section 30(c)]	[Redacted under exemption Section 30(c)]
COSLA	[Redacted under exemption Section 30(c)]	[Redacted under exemption Section 30(c)]
COSLA	[Redacted under exemption Section 30(c)]	[Redacted under exemption Section 30(c)]
COSLA	[Redacted under exemption Section 30(c)]	[Redacted under exemption Section 30(c)]

b) Providers' Visiting Policy and Status

Routine visiting is currently suspended in all areas under Stay at Home advice nationally (with exception of Islands in Level 3), however essential visiting should continue to be supported.

- [Redacted under exemption Section 33(1)(b)]

3. Open with Care – content and delivery overview

Summary of content and approach

1. All adult care homes move to resume meaningful contact for all care home residents
2. To begin as soon as necessary arrangements have been made
3. To continue with established safeguards
4. Meaningful contact to be the normal for the remainder of the pandemic, in all but exceptional circumstances (e.g. outbreak).
5. To outline a resumption of contact outside the care home, expanding as conditions are safe.
6. To continue to support essential visits compassionately and sympathetically and in line with updated guidance, i.e. not only end of life care and not affected by routine indoor visits or garden/window visits.
7. To gradually increase the frequency and duration of contact, starting with two designated visitors per resident per week as a minimum.
8. To support meaningful contact as long as local conditions are met (checklist)
9. To enable a whole systems approach to support care homes to safely adopt the new guidance, collaborating with all partners on the development of the guidance to date.
10. To hear, address and minimise barriers to successful implementation raised by care homes and providers.
11. To actively monitor adoption of Open with Care and review it nationally by end April 2021.

Timeframes

1. Indicative plan to announce Monday 22nd and publish same day
2. Brief lead time for necessary arrangements by care homes, messaging to reflect this
3. A review of progress by end April with ongoing local and national monitoring in meantime.
4. Safety Huddle Tool reports will be in place from Monday 22nd to cover new approach

4. Provider Concerns

Scottish Government have met with providers to discuss the overview of the proposed guidance.

In summary, provider concerns were principally:

CCPS:

- **[Information redacted under exemption Section 30(b)(ii)]**

Actions to address:

- Review of guidance for alignment and commitment to alignment of outputs nationally, assurance to providers on advice (IPC Advice)
- Reiteration of financial support available to staffing and non-staffing related costs associated with visiting (sustainability fund)
- Funding continuity to June 2021 pending confirmation by officials
- Post launch sector workshops over six week period, to include IPC advice and support to care home and local oversight partners

Scottish Care, COSLA and other providers have also provided the following:

- **[Information redacted under exemption Section 30(b)(ii)]**

Actions to address:

- Messaging to balance reasonable set up time to manage local pressures (including reasonable concern by relatives for quick adoption)
- Supportive approach to sector that puts in place ongoing national and local support to implementation (e.g. workshops and oversight, including escalation to oversight where Open with Care is not adopted)
- Liaison with insurers to increase their understanding of Scottish arrangements, awareness of Checklist for conditions to support indoor contact, ensure greater clarity about the control measures in place.

Further detail of these concerns are listed in **Annex A**.

5. [Redacted under exemption Section 30(b)(i)]

Open up with care: Promoting and Supporting Meaningful Contact in Care Homes

Summary of partner engagement, comments and actions

Provider and partner engagement

Engagement to date – content below incorporates issues raised

- 29th January - Meeting between officials and Scottish Care
- 5th February – Scottish Care webinar with senior care home providers- range of types and sizes (73 attendees HC1 Barchester Meallmore, Pacific Care, Abbotsford and Newark Care Carnegie Care Ltd Foxcare Ltd, Carer's Ltd, Scotscare Ltd, Grange Hall (Scotland) Ltd, Fairburn House Ltd, Florabank Home Ltd, Greenock Medical Aid Society, Enhance Healthcare, and others).
- 5th February – meeting with partners DPHs, HSCPs, Nurse Directors, CSWO
- 10th February – workshop with Scottish Care members and other providers, including local partners (36 attendees)
- Separate meetings with individual professions – eg DPHs, Care Inspectorate
- 12th February – Meeting with Association of British Insurers
- 12th February – Meeting with SG and CCPS
- 15th February – Meeting with SG IPC Advisor and Chief Executive Crossreach

Issues	Alignment of guidance to asks
ISSUE Providers Overall support for the approach <ul style="list-style-type: none"> • Messaging to allow care homes time to set up and put in place arrangement • Resource is a concern (staffing and non staffing) and resilience low 	<ul style="list-style-type: none"> • Guidance plus comms to balance pressures of relatives with lead in time as well as local support to care homes from oversight arrangements • Webinars will continue to signpost sustainability fund support to staffing and non-staffing requirements

<ul style="list-style-type: none"> • Ensure guidance doesn't expect this to be implemented immediately 	
ISSUE	
<p>Providers</p> <ul style="list-style-type: none"> • Operation Koper will undermine plans to resume meaningful contact. 	<p>Officials are working with Crown Office to increase sectors understanding of objectives of Operation Koper,</p>
ISSUE	
<ul style="list-style-type: none"> • Concern that local partners that PPE and staffing costs will be met from local mobilisation plan resources, or an alternative source. • Clear indication from Scottish Government and local partners that risk, including the risk of proceedings, will be mitigated and shared through the introduction of strong government support including the provision of central indemnity cover for all care homes that implement the new guidance. • Family members seeking close and prolonged contact with their loved ones to be invited (and perhaps even required) to undergo regular and routine testing alongside the staff that care for them on a day-to-day basis. • Inconsistencies' in national guidance about infection control practices. 	<p>Signpost to sustainability funds in comms</p> <p>Regular testing in place</p> <p>Infection control content reviewed; follow up meeting between Crossreach and Infection Prevention Control Adviser to explain content; commitment to support alignment nationally (two draft documents in progress).</p>

**Cabinet Secretary Health and Sport Meeting with Care Home Providers on Open with Care
– care home visiting**

Wednesday 17th February 2021

Attendees:

Cabinet Secretary for Health and Sport
Councillor Stuart Currie
COSLA – Nicola Dickie

Care Homes

Scottish Care – [Names redacted under exemption Section 30(c)]
Erskine – [name redacted]
Meallmore - [Name redacted]
Crossreach - [name redacted]
HC-One – [name redacted]
All Star UK- [name redacted]
Balhousie – [name redacted]
Barchester – [Name Redacted]

Bandrum - [name redacted]
Carers Scotland - [name redacted]
Greenock Medical Aid Society- [name redacted]
Silverburn Care - [name redacted]
Randolph Hill - [name redacted]
Ascot Care - [name redacted]
Notwen House - [name redacted]

Scottish Government Officials

Fiona McQueen,
Anna Kynaston,
[Name redacted]
[Name redacted]

[Name redacted]
[Name redacted]
[Name redacted]

The Cabinet Secretary welcomed everyone to the meeting and noted the purpose of today's meeting to seek providers' feedback on the draft Open with Care – Supporting Meaningful Contact in care homes.

Scottish Government Officials ran through some introductory points summarising the draft guidance. This included the ten safety measures within the guidance against which it was felt now was a safe time to resume care home visiting when balanced against the harm of isolation. The decrease in community prevalence and the other measures which have been in place for a number of months including PPE and IPC.

Cabinet Secretary highlighted the engagement to date in creating the draft guidance and indicated she would be keen to hear providers' thoughts on implementation of the guidance and whether any further action is needed to support the same

During the discussion the following points were discussed:

- Noted that care home staff have worked tirelessly to protect residents throughout the pandemic.

- Asked if there will be clarity given in the guidance on the length of time recommended for visits. It was indicated that the length of visits should be subject to each care home and the individual resident's needs. The final guidance would support that flexibility.
- Noted that care home level booking systems may support Care Homes to manage meaningful contact.
- Clarification was sought about whether testing of visitors would be mandatory. It was highlighted that the Scottish Government sustainability fund which is available to care homes to support with reasonable costs associated with indoor visiting, including the resources associated with supporting testing.
- The importance of getting wording right on testing was stressed. It was suggested that visitors be encouraged to take the test. Many care homes now employed a visiting coordinator which they found beneficial.
- Flexibility proposed within the guidance was welcomed as to where a visit will happen and PPE used for visitors.
- Consistency of decisions from public health teams was deemed crucial in resuming visiting. **The Cabinet Secretary** noted that Directors of Public Health have made good efforts throughout the pandemic but is aware of some of the inconsistencies previously raised by care home providers and relatives. It was confirmed that Directors of Public Health have been involved in development of the guidance and understand the importance of consistency.
- The various layers of protection in place to protect residents and to mitigate Covid-risks now in place. There was a discussion about whether that provided sufficient confidence to resume indoor visiting. Confirmation that staff were supportive of visiting but with that there would be some anxiety. **The Cabinet Secretary** highlighted that testing and PPE are crucial to maintaining high levels of protection from the virus and visitors are responsible for providing that protection as much as possible.
- **Anna Kynaston** confirmed that Scottish Government are engaging with legal colleagues on the guidance. Anna noted that the guidance highlights the importance of complying with the ten conditions to support safe visiting which include testing and the shared responsibility for all those accessing care homes to keeping them safe.
- Clarification was asked about the vaccination level required to support visiting. It was stated that the guidance would use the term 'high level of coverage'. Any concerns by individual care homes should be discussed with their local Health and Social Care Partnership (Chief Office in the first instance). Whilst there is no definitive vaccination threshold set for care homes although the WHO indicates 80% to be, broadly, a good level for general herd immunity.

- If there is a return to Strategic Framework Levels system will that contain different visiting guidance for care homes in a high prevalence area. The **Cabinet Secretary** confirmed the guidance will be for all care homes in any area across Scotland and the only exception to supporting visiting would be an outbreak of COVID or other illness that previously closed care homes.
- A concern was raised about needing to minimise confusion/expectation that all care homes within one area will open at the same time. Each care home will need time to prepare for opening safely.
- The difference approached to risk assessments by public health teams was raised as a potential concern. A recent example of where a home was closed for admissions for 28 days was raised (current national guidance is 14 days). The importance on consistencies provided by public health as implementation of the guidance commences. If a home is shut to admissions for 28 days this will also impact on visiting.
- **Councillor Currie** welcomed the guidance and highlighted the importance of building confidence as the guidance is implemented. He welcomed the proposed 10 point check list which provides clarity on the layers of protection. He also noted the importance of building confidence for those residents and families who do not wish to visit their relative or receive a visit. **Councillor Currie** also noted the confidence which needs to be built with providers to ensure relationships with Directors of Public Health are improved and messaging is communicated clearly.
- The definition of up to two designated visitors per week was raised, some attendees indicated that they would need to start with one and build up to two as part of increasing workforce confidence about the increased footfall.
- Clarification was sought on whether the current definition of an outbreak would include a visitor testing positive. It was asked that the guidance be clear on expectations here to ensure no unnecessary care home closures.
- It was asked that the consistency of the administration of sustainability funding support was improved, for providers with homes in multiple areas this was a big issue and these resources are vital to supporting visiting. **Nicola Dickie** noted that COSLA are in dialogue with Scottish Care and CCPS on sustainability payments and would welcome engagement on any specific issues.
- The importance of communication with trade union colleagues on the implementation of the new guidance was raised.
- There was a question about whether residents who don't receive visitors would be able to leave the care home. It was noted that previously residents would enjoy a trip out of the care home with staff and asked if this could be included in the guidance. Whilst the guidance focused exclusively on indoor visits to care homes these people centred suggestions are always welcome subject to an individual care home risk assessment.

The importance of consistent advice from the Care Inspectorate in addition to Public Health Teams was noted. Clarification on the discussions with the guidance on insurance and indemnity.

- **Cabinet Secretary** confirmed that Care Inspectorate have been involved with the drafting of the guidance and that she didn't see its content as contradictory to Care Inspectorate or public health roles.
- **Anna Kynaston** confirmed that Scottish Government have been engaging with the Association of Insurance Bodies who had been sent a draft copy of the guidance with a request for feedback. They are interested in the safety measures within the checklist and further work will be done to strengthen understanding of local oversight arrangements in Scotland.
- The significant decrease in deaths and outbreaks in care homes was highlighted as a backdrop to provide confidence and moving the sector into a positive space. The importance of building confidence across the workforce was stressed as the guidance was implemented.

The Cabinet Secretary closed the meeting with the following remarks:

- Hoped that, as care homes implement indoor visiting, this will build confidence across the sector within the next few months.
- She also noted that there will be a concern from families who feel that it is not the right time to open up.
- Stated that it is important for Scottish Government and providers to maintain contact collectively so issues can be raised and resolved appropriately.
- Confirmed that she would like to be able to give providers and homes time to put the guidance in place and prepare for implementation. She would be keen for this to happen before mid-March 2020.
- Hopeful the new guidance will provide confidence to families and staff that the time for change is now.
- Thanked everyone for their time.

ACTION 1 – Scottish Government to clarify text in final guidance on the length of visits.

ACTION 2 – Scottish Government to review wording around visitor testing.

ACTION 3 – Scottish Government colleagues to pick up with [Name redacted under exemption Section 30(c)] on concerns around consistency of financial sustainability support.

ACTION 4 – Scottish Government colleagues to discuss guidance with trade unions and discuss implementation.

Names/contact details redacted under s.38(1)(b) (personal information)

From: [redacted name/email]

Sent: 16 February 2021 12:50

To: [redacted name/email]; Cabinet Secretary for Health and Sport <CabSecHS@gov.scot>; [redacted name/email]; Barclay G (Gillian) <[redacted email]>

Cc: DG Health & Social Care <DGHSC@gov.scot>; Lamb C (Caroline) [Email redacted]; Kynaston A (Anna) [Email redacted]; McLaughlin C (Christine) <[Email redacted]>; White C (Craig) <[Email redacted]>; O'Connor N (Niamh) <[Email redacted]>; Nicholson J (John) [Email redacted]; [redacted name/email]; [redacted name/email]; Hall K (Kate) <[Email redacted]>; Williams D (David) <[Email redacted]>; MacAllister I (Iain) <[Email redacted]>; Taylor A (Alison) (Health and Social Care) <[Email redacted]>; [redacted name/email]; [redacted name/email]; Stewart S (Susan) <[Email redacted]>; [Name redacted] <[Email redacted]>; Murray D (Diane) <[Email redacted]>; Hutchison D (David) <[Email redacted]>; [redacted names/emails]; Williams D (David) <[redacted email]>; [redacted names/emails]; Bell D (Donna) <[Email redacted]>; Paterson J (John) <[Email redacted]>; McQueen F (Fiona) <[Email redacted]>; Ellis G (Graham) <[Email redacted]>; [redacted name/email]; Paterson J (John) <[Email redacted]>; Leitch J (Jason) <[Email redacted]>; Chief Medical Officer <CMO@gov.scot>; Bain MB (Marion) <[Email redacted]>; [redacted name/email]; Fotheringham D (David) <[Email redacted]>; [redacted name/email]; Colvin I (Iona) <[Email redacted]>; [redacted names/emails]; MacAllister I (Iain) <[Email redacted]>; Barclay G (Gillian) <[Email redacted]>; Hall K (Kate) <[Email redacted]>; Fotheringham D (David) <[Email redacted]>; [redacted name/email]; First Minister <firstminister@gov.scot>

Subject: RE: SAFE VISITING GUIDANCE IN CARE HOMES

[redacted name]

Thanks – we will advise officials for the pre-meeting tomorrow very shortly and to confirm that we will include the draft briefing for Cabinet Secretary's meeting with providers alongside submission of updated Open with Care guidance, by 3pm today.

Thanks

[redacted name]

From: [redacted name/email] **On Behalf Of** Cabinet Secretary for Health and Sport

Sent: 16 February 2021 11:23

To: [redacted name/email]; Cabinet Secretary for Health and Sport <CabSecHS@gov.scot>; [redacted name/email]; Barclay G (Gillian) <[Email redacted]>

Cc: DG Health & Social Care <DGHSC@gov.scot>; Lamb C (Caroline) <[Email redacted]>; Kynaston A (Anna) <[Email redacted]>; McLaughlin C (Christine) <[Email redacted]>; White C (Craig) <[Email redacted]>; O'Connor N (Niamh) <[Email redacted]>; Nicholson J (John) <[Email redacted]>; [redacted names/emails]; Hall K (Kate) <[Email redacted]>; Williams D (David) <[Email redacted]>; MacAllister I (Iain) <[Email redacted]>; Taylor A (Alison) (Health and

Social Care) <[Email redacted]>; [redacted names/emails]; Stewart S (Susan) <[Email redacted]>; [Name and email redacted]; Murray D (Diane) <[Email redacted]>; Hutchison D (David) <[Email redacted]>; [redacted names/emails]; Williams D (David) <[Email redacted]>; [redacted names/emails]; Bell D (Donna) <[Email redacted]>; Paterson J (John) <[Email redacted]>; McQueen F (Fiona) <[Email redacted]>; Ellis G (Graham) <[Email redacted]>; [redacted name/email]; Paterson J (John) <[Email redacted]>; Leitch J (Jason) <[Email redacted]>; Chief Medical Officer <CMO@gov.scot>; Bain MB (Marion) <[Email redacted]>; [redacted name/email]; Fotheringham D (David) <[Email redacted]>; [redacted name/email]; Colvin I (Iona) <[Email redacted]>; [redacted names/emails]; MacAllister I (Iain) <[Email redacted]>; Barclay G (Gillian) <[Email redacted]>; Hall K (Kate) <[Email redacted]>; Fotheringham D (David) <[Email redacted]>; [redacted name/email]; First Minister <firstminister@gov.scot>

Subject: RE: SAFE VISITING GUIDANCE IN CARE HOMES

[redacted name],

The Cabinet Secretary has said that she would welcome a pre-meet in advance of meeting with providers tomorrow. We can do this tomorrow morning between 10-1045 therefore I would be most grateful if you could let me know who should be invited. If we could also have the briefing for the afternoon meeting at the same time you share the revised guidance it would be most appreciated.

Many thanks,
[redacted name]

From: [redacted name/email]

Sent: 15 February 2021 09:24

To: Cabinet Secretary for Health and Sport <CabSecHS@gov.scot>; [redacted name/email]; Barclay G (Gillian) [redacted email]

Cc: DG Health & Social Care <DGHS@gov.scot>; Lamb C (Caroline) <[Email redacted]>; Kynaston A (Anna) <[Email redacted]>; McLaughlin C (Christine) <[redacted email]>; White C (Craig) <[Email redacted]>; O'Connor N (Niamh) <[Email redacted]>; Nicholson J (John) <[Email redacted]>; [redacted names/emails]; Hall K (Kate) <[Email redacted]>; Williams D (David) <[Email redacted]>; MacAllister I (Iain) <[Email redacted]>; Taylor A (Alison) (Health and Social Care) <[Email redacted]>; [redacted names/emails]; Stewart S (Susan) <[Email redacted]>; [Name and email redacted]; Murray D (Diane) <[Email redacted]>; Hutchison D (David) <[Email redacted]>; [redacted names/emails]; >; Williams D (David) <[Email redacted]>; [redacted names/emails]; Bell D (Donna) <[redacted email]>; Paterson J (John) <[Email redacted]>; McQueen F (Fiona) <[Email redacted]>; Ellis G (Graham) <[Email redacted]>; [redacted name/email]>;

Paterson J (John) <[Email redacted]>; Leitch J (Jason) <[Email redacted]>; Chief Medical Officer <CMO@gov.scot>; Bain MB (Marion) <[Email redacted]>; [redacted name/email]; Fotheringham D (David) <[Email redacted]>; [redacted name/email]; Colvin I (Iona) <[Email redacted]>; [redacted names/emails]; MacAllister I (Iain) <[Email redacted]>; Barclay G (Gillian) <[Email redacted]>; Hall K (Kate) <[Email redacted]>; Fotheringham D (David) <[Email redacted]>; [redacted name/email]; First Minister <firstminister@gov.scot>

Subject: RE: SAFE VISITING GUIDANCE IN CARE HOMES

Thanks [redacted name] and to confirm we'll return updated version tomorrow, now for 3pm latest as per request from Jack.

[redacted name]

From: [redacted name/email]

Sent: 10 February 2021 15:43

To: Cabinet Secretary for Health and Sport <CabSecHS@gov.scot>; [redacted name/email]; Barclay G (Gillian) [redacted email]

Cc: DG Health & Social Care <DGHSC@gov.scot>; Lamb C (Caroline) <[Email redacted]>; Kynaston A (Anna) <[Email redacted]>; McLaughlin C (Christine) <[redacted email]>; White C (Craig) <[Email redacted]>; O'Connor N (Niamh) <[Email redacted]>; Nicholson J (John) <[Email redacted]>; [redacted names/emails]; Hall K (Kate) <[Email redacted]>; Williams D (David) <[Email redacted]>; MacAllister I (Iain) <[Email redacted]>; Taylor A (Alison) (Health and Social Care) <[Email redacted]>; [redacted names/emails]; Stewart S (Susan) <[Email redacted]>; [Name and email redacted]; Murray D (Diane) <[Email redacted]>; Hutchison D (David) <[Email redacted]>; [redacted names/emails]; >; Williams D (David) <[Email redacted]>; [redacted names/emails]; Bell D (Donna) [redacted email]; Paterson J (John) <[Email redacted]>; McQueen F (Fiona) <[Email redacted]>; Ellis G (Graham) <[Email redacted]>; [redacted name/email]; Paterson J (John) <[Email redacted]>; Leitch J (Jason) <[Email redacted]>; Chief Medical Officer <CMO@gov.scot>; Bain MB (Marion) <[Email redacted]>; [redacted name/email]; Fotheringham D (David) <[Email redacted]>; [redacted name/email]; Colvin I (Iona) <[Email redacted]>; [redacted names/emails]; MacAllister I (Iain) <[Email redacted]>; Barclay G (Gillian) <[Email redacted]>; Hall K (Kate) <[Email redacted]>; Fotheringham D (David) <[Email redacted]>; [redacted name/email]; First Minister <firstminister@gov.scot>

Subject: RE: SAFE VISITING GUIDANCE IN CARE HOMES

[redacted name]/PO

Re: Open with Care - Supporting meaningful contact in care homes

Priority: Immediate, to enable proposed meetings to be arranged and design and comms work to be progressed in time for announcement

Draft guidance – status, next steps

1. Updated version attached which builds on approvals and accommodates comments by CNO, CMO, and National Clinical Director
2. Review by SGLD also incorporated with final advice on partner roles Thurs 11th
3. Pending - proofing and minor edits
4. Pending - design work underway

Supporting attachments

5. Summary engagement with CHRS plus Scottish Care and partners attached alongside issues raised and their inclusion in guidance/otherwise plus update
6. Comms outline to support announcement (updated).

Proposed publication and engagement timeline

1. Cab Sec meeting with Providers, separate to CHRS – as soon as possible
2. Cab Sec meeting with Care Home Relatives Scotland, separate to Provider meeting – Friday/Monday?
3. Tues 16th - Incorporating advice from Communications, we recommend including reference to plans as part of the Strategic Framework Review announcement trailing full announcement and publication the day after (we understand Tues is potential date for Review announcement)
4. Wed 17th announcement and publication. To note that NRS publication of care home deaths is anticipated on Wed 17th. Communications advise that this is not likely to present a major risk.
5. 1st March – Oversight Conference, Cabinet Secretary speaking
6. Initially 10 Workshops have been arranged for care home staff and oversight arrangements on the following dates:
 - 17th Feb – 1-2pm
 - 19th Feb – 1-2pm
 - 22nd Feb 4-5pm
 - 26th Feb 10-11am
 - 1st March 3-4pm
 - 4th March 4-5pm
 - 8th March 4-5pm
 - 12th March 10-11am
 - 15th March 4-5pm
 - 19th March 1-2pm

[redacted – exemption 30(b)(i)(public affairs)]

If Cabinet Secretary would find helpful, officials would be pleased to meet with her briefly on Thursday morning to summarise the guidance and launch arrangements and address any final comments.

Next steps

Approval is requested on guidance and on communications plan
Confirmation of Cabinet Secretary's preferred timing of announcement requested

We request immediate turnaround to enable meetings with above partners to be arranged plus design and communications activity to progress in time for accelerated timescale above.

Best wishes
[redacted name]

[redacted – exemption 29(1)(a)(policy)]

From: [redacted name/email]
Sent: 08 February 2021 16:56
To: Cabinet Secretary for Health and Sport <CabSecHS@gov.scot>; [redacted name/email]; Barclay G (Gillian) [redacted email]
Cc: DG Health & Social Care <DGHSC@gov.scot>; Lamb C (Caroline) <[redacted email]>; Kynaston A (Anna) <[redacted email]>; McLaughlin C (Christine) <[redacted email]>; White C (Craig) <[redacted email]>; O'Connor N (Niamh) <[redacted email]>; Nicholson J (John) <[redacted email]>; [redacted names/emails]; Hall K (Kate) <[redacted email]>; Williams D (David) <[redacted email]>; MacAllister I (Iain) <[redacted email]>; Taylor A (Alison) (Health and Social Care) <[redacted email]>; [redacted names/emails]; Stewart S (Susan) <[redacted email]>; [redacted name and email]; Murray D (Diane) <[redacted email]>; Hutchison D (David) <[redacted email]>; [redacted names/emails]; Williams D (David) <[redacted email]>; [redacted names/emails]; Bell D (Donna) <[redacted email]>; Paterson J (John) <[redacted email]>; McQueen F (Fiona) <[redacted email]>; Ellis G (Graham) <[redacted email]>; [redacted name/email]; Paterson J (John) <[redacted email]>; Leitch J (Jason) <[redacted email]>; Chief Medical Officer <CMO@gov.scot>; Bain MB (Marion) <[redacted email]>; [redacted name/email]; Fotheringham D (David) <[redacted email]>; [redacted email]; Colvin I (Iona) <[redacted email]>; [redacted names/emails]
Subject: RE: Follow up discussion with Opposition Parties

[redacted – exemption 29(1)(a) policy]

In the meantime we would be grateful if you could let us know if cab sec:

[redacted 29(1)(a) policy]

- wants to hold a meeting with providers (CCPS and Scottish Care can field people)

thanks

[redacted name]

Pandemic Response - Adult Social Care
Directorate for Social Care and Mental Health

[redacted email]

I am currently working from home and can be contacted on [redacted phone number]

From: [redacted name/email] **On Behalf Of** Cabinet Secretary for Health and Sport

Sent: 03 February 2021 09:26

To: [redacted name/email]; Cabinet Secretary for Health and Sport

<CabSecHS@gov.scot>; [redacted name/email]; Barclay G (Gillian) [redacted email]

Cc: DG Health & Social Care <DGHSC@gov.scot>; Lamb C (Caroline) <[redacted email]>; Kynaston A (Anna) <[redacted email]>; McLaughlin C (Christine) <[redacted email]>; White C (Craig) <[redacted email]> <[redacted email]>; [redacted names/emails]; Hall K (Kate) <[redacted email]>; Williams D (David) <[redacted email]>; MacAllister I (Iain) <[redacted email]>; Taylor A (Alison) (Health and Social Care) <[redacted email]>; [redacted names/emails]; Stewart S (Susan) <[redacted email]>; [redacted name and email]; Murray D (Diane) <[redacted email]>; Hutchison D (David) <[redacted email]>; [redacted names/emails]; Williams D (David) <[redacted email]>; [redacted names/emails]; Bell D (Donna) <[redacted email]>; Paterson J (John) <[redacted email]>; McQueen F (Fiona) <[redacted email]>; Ellis G (Graham) <[redacted email]>; [redacted name/email]; Paterson J (John) <[redacted email]>; Leitch J (Jason) <[redacted email]>; Chief Medical Officer <CMO@gov.scot>; Bain MB (Marion) <[redacted email]>; [redacted name/email]

Subject: RE: Follow up discussion with Opposition Parties

[redacted name],

I spoke to the Cabinet Secretary last night and is of the view that given she is yet to see the safe visiting guidance, that the meeting with providers, Scottish Care and CCPS, local authority representatives and Cllr Currie should be next week. She has said that she would be happy to write to care homes as you suggest therefore if you could send up a draft letter alongside the guidance by 4pm today it would be most appreciated.

Upon receipt of receiving the proposals I will come back to you with a suggested date/time for a meeting next week.

Many thanks,
[redacted name]

From: [redacted name/email] **On Behalf Of** Cabinet Secretary for Health and Sport

Sent: 29 January 2021 11:31

To: [redacted name/email]; Cabinet Secretary for Health and Sport

<CabSecHS@gov.scot>; [redacted name/email]; Barclay G (Gillian) <[redacted email]>

Cc: DG Health & Social Care <DGHSC@gov.scot>; Lamb C (Caroline) <[redacted

email]; Kynaston A (Anna) <[redacted email]>; McLaughlin C (Christine) <[redacted email]>; White C (Craig) <[redacted email]>; O'Connor N (Niamh) <[redacted email]>; Nicholson J (John) <[redacted email]>; [redacted names]; Hall K (Kate) <[redacted email]>; Williams D (David) <[redacted email]>; MacAllister I (Iain) <[redacted email]>; Taylor A (Alison) (Health and Social Care) <[redacted email]>; [redacted names/emails]; Stewart S (Susan) <[redacted email]>; [redacted name and email]; Murray D (Diane) <[redacted email]>; Hutchison D (David) <[redacted email]>; [redacted names/emails]; Williams D (David) <[redacted email]>; [redacted names/emails]; Bell D (Donna) <[redacted email]>; Paterson J (John) <[redacted email]>; McQueen F (Fiona) <[redacted email]>; Ellis G (Graham) <[redacted email]>; [redacted name/email]; Paterson J (John) <[redacted email]>
Subject: RE: Follow up discussion with Opposition Parties

Hi [redacted name]

The Cabinet Secretary is content and has asked me to pass on her thanks for this. Please see Ms Freeman's comments marked in red below:

Many thanks,

[redacted name]

Deputy Private Secretary
Health & Sport Ministerial Private Office
St. Andrew's House, Edinburgh
[redacted phone number/email]

From: [redacted name/email]

Sent: 28 January 2021 17:49

To: Cabinet Secretary for Health and Sport <CabSecHS@gov.scot>; [redacted name/email]; Barclay G (Gillian) [redacted email]

Cc: DG Health & Social Care <DGHSC@gov.scot>; Lamb C (Caroline) <[redacted email]>; Kynaston A (Anna) <[redacted email]>; McLaughlin C (Christine) <[redacted email]>; White C (Craig) <[redacted email]>; O'Connor N (Niamh) <[redacted email]>; Nicholson J (John) <[redacted email]>; [redacted names/emails]; Hall K (Kate) <[redacted email]>; Williams D (David) <[redacted email]>; MacAllister I (Iain) <[redacted email]>; Taylor A (Alison) (Health and Social Care) <[redacted email]>; [redacted names/emails]; Stewart S (Susan) <[redacted email]>; [redacted name and email]; Murray D (Diane) <[redacted email]>; Hutchison D (David) <[redacted email]>; [redacted names/emails]; Williams D (David) <[redacted email]>; [redacted names/emails]; Bell D (Donna) <[redacted email]>; Paterson J (John) <[redacted

email]>; McQueen F (Fiona) <[redacted email]>; Ellis G (Graham) <[redacted email]>; [redacted name/email]>; Paterson J (John) <[redacted email]>
Subject: RE: Follow up discussion with Opposition Parties

[redacted name]/PO

Priority: Immediate – to allow meetings with care home providers to be arranged as a matter of urgency

Thanks for your response below and in relation to each clarification in turn:

1. I can confirm that the meetings below are with officials.
2. We will share draft guidance close of play Tues 2nd which outlines comments from CHRS/Scottish Care and rationale for any not incorporated.
3. Advice on emergency legislation will follow early next week.

In relation to securing partner and provider buy-in

4. Our recommendation is that Scottish Government lead convening the meeting with providers, and that this would include the Board members of Scottish Care and CCPS, together with a local authority representative, to ensure parity of representation. We recommend this meeting is on Thurs/Fri of next week. Cabinet Secretary is asked to indicate if she is content to proceed on this basis - **+ Cllr Currie**

[redacted – exemption 29(1)(a) policy]

Cabinet Secretary is asked to indicate that she is content for onward delivery and timeframes in line with the above.

Best wishes
[redacted name]

From: [redacted name/email] **On Behalf Of** Cabinet Secretary for Health and Sport
Sent: 27 January 2021 15:26

To: [redacted name/email]; Cabinet Secretary for Health and Sport <CabSecHS@gov.scot>; [redacted name/email]; Barclay G (Gillian) <[redacted email]>

Cc: DG Health & Social Care <DGHSC@gov.scot>; Lamb C (Caroline) <[redacted email]>; Kynaston A (Anna) <[redacted email]>; McLaughlin C (Christine) <[redacted email]>; White C (Craig) <[redacted email]>; O'Connor N (Niamh) <[redacted email]>; Nicholson J (John) <[redacted email]>; [redacted name/email]; Hall K (Kate) <[redacted email]>; Williams D (David) <[redacted email]>; MacAllister I (Iain) <[redacted email]>; Taylor A (Alison) (Health and Social Care) <[redacted email]>; [redacted names/emails]; Stewart S (Susan) <[redacted email]>; [redacted name and email]; Murray D (Diane) <[redacted email]>; Hutchison D (David) <[redacted email]>; [redacted names/emails]; Williams D (David) <[redacted email]>; [reacted names/emails]; Bell D (Donna) <[redacted email]>; Paterson J (John) <[redacted email]>; McQueen F (Fiona) <[redacted email]>; Ellis G (Graham) <[redacted email]>; [redacted name/email]; Paterson J (John) <[redacted email]>

Subject: RE: Follow up discussion with Opposition Parties

[redacted name]

With thanks for providing the attached, the Cabinet Secretary has considered and is content to agree the immediate next steps with the following clarification. She assumes that the scheduled meetings with Scottish Care and the Care Home Relatives Group will be taken forward at official level but would be grateful if you could confirm. If so, then following those discussions she would like to have sight of the draft guidance taking on board any comments from both and if not then it would be helpful to see what their comments were and why we haven't chosen to incorporate them.

Subject to Scottish Care's views, her intentions would be to then meet with providers in advance of finalising the guidance. The meeting should be organised by Scottish Care similar to the one at the end of last year, and arranged for next week – I can help with the Cabinet Secretary's availability. Ms Freeman has also said that information to opposition members can come next week so the finalising of the guidance as set out above is the priority.

[redacted – exemption 30b)(i)]

I hope this makes sense but would be happy to discuss should any of this feedback need clarified.

Many thanks,
[redacted name]

From: [names and contact details redacted]

Sent: 12 February 2021 17:41

To: [names and contact details redacted]

Cc: [names and contacts detail redacted] Kynaston A (Anna) [names and contact details redacted]

Subject: care home visiting - meeting with the Cabinet Secretary

Importance: High

Dear All

We've just heard that the Cabinet Secretary is be keen to meet with providers from CCPS, Scottish Care and COSLA if possible on Wednesday 17th Feb. Due to Parliamentary Business I understand that the only slot available that day is between 2-3pm. Could you let us know if this is going to be possible? [name redacted] copied will be coordinating the meeting so if you could share contact details that would be great (assuming that some people may be able to make it)

As you know from our conversations the purpose of the meeting is to discuss the proposed approach to visiting and seek your views on what is required to support implementation

Thanks and look forward to hearing from you

Best wishes

[Name redacted]

Pandemic Response - Adult Social Care
Directorate for Social Care and Mental Health
[Contact details redacted]

I am currently working from home and can be contacted on [contact detail redacted]