

HYWEL DDA HEALTH BOARD – MENTAL HEALTH LEGISLATION COMMITTEE 2021/2022

The following table sets out the Mental Health Legislation Committee's Business for 2021/22, including standing agenda items (denoted by*).

Agenda Item /Issue	Lead	Responsible Officer	June 2021	Sept 2021	Dec 2021	March 2022
GOVERNANCE						
Apologies*	Chair	All	✓	✓	✓	✓
Declaration of Interests*	Chair	All	✓	✓	✓	✓
Minutes of previous meeting *	Chair	Committee Secretary	✓	✓	✓	✓
Table of Actions *	Chair	Committee Secretary	✓	✓	✓	✓
Review of ToR's/Membership	Lead Director	Lead Officer		✓		
Annual Work Plan*	Lead Director	Lead Officer			✓	
MHLC Annual Report detailing work undertaken throughout year	Lead Director	Lead Officer		✓ (final)		
Committee Self-Assessment	Lead Director	Lead Officer	✓			
MHLC Self-Assessment Action Plan	Lead Director	Lead Officer				✓

Presentation Good Practice/Patient Story*	Lead Director	Lead Officer	✓	✓	✓	✓	✓
PERFORMANCE							
Receive HIW MHA Inspection, Delivery Unit or external scrutiny body reports, management responses & approve associated action plans where the actions relate to MH legislation only (for monitoring by MHL Scrutiny Group)	Lead Officer	Heads of Services	✓ (when received)	✓ (when received)	✓ (when received)	✓ (when received)	✓ (when received)
ASSURANCE							
Receive reports on identified matters of risk relating to the compliance with MH legislation for assurance that risks are being appropriately mitigated	Lead Officer	Heads of Services	✓ (when identified)	✓ (when identified)	✓ (when identified)	✓ (when identified)	✓ (when identified)
Receive the Hywel Dda Mental Health Partnership Annual Report from the Mental Health Partnership Board	Lead Officer	Lead Officer					✓ (via presentation)
This should include*: - Assurance on implementation of HIW, DU & other external scrutiny bodies Action Plans - Review the MH& LD risk register bi-annually - Receive update report from MHL Scrutiny Group - Consider issues of concern arising from the Sub-Committee and group structure - Assurance on compliance with MH Legislation - Assurance on development & implementation of policies & procedures - Assurance on Out of Area Placements	Lead Director	Lead Officer	✓	✓	✓	✓	✓
Receive Hospital Manager's Power of Discharge Committee Update Report & Minutes from previous meeting. This report should ensure compliance with the Code of Practice*	MHA Admin Lead	MHA Admin Lead	✓	✓	✓	✓	✓
FOR INFORMATION							
Receive and review HIW MHA Annual Report	MH Legislation Lead	MH Legislation Lead		✓			
Mental Health Law Briefings * (when applicable)	MH Legislation Lead	MH Legislation Lead	✓	✓	✓	✓	✓

New legislation/Measure/Policy Implementation Guidance (when applicable)	MH Legislation Lead	MH Legislation Lead	✓	✓	✓	✓	✓
Schedule of Meetings for forthcoming year	Lead Officer	Committee Secretary				✓	
ADMINISTRATION							
Agenda Setting Meeting with Chair, Lead Exec & Lead Officer (at least 6 weeks prior to meeting)	Lead Officer	Committee Secretary	✓	✓	✓	✓	✓
Quality check agenda & papers before dissemination & upload to Web	Lead Exec	Lead Officer	✓	✓	✓	✓	✓
Disseminate agenda & papers seven days prior to meeting	Lead Officer	Committee Secretary	✓	✓	✓	✓	✓
Minutes and action log to be circulated within 14 days of the meeting to members for accuracy check & final version forwarded Chair & Lead Exec within the following 7 days to sign off as 'Unapproved' minutes (to be presented & formally 'approved' at next meeting)	Lead Officer	Committee Secretary	✓	✓	✓	✓	✓
Prepare Update Report to Board (must be signed off by Chair & Lead Exec prior to submission)	Lead Officer	Committee Secretary	✓	✓	✓ (for Sept Board)	✓ (for Dec Board)	✓
Prepare Forward Schedule of Meeting Dates for next financial year & forward dates to Head of Corporate Governance	Lead Officer	Committee Secretary				✓	
Prepare Forward Annual Work Plan for next financial year	Lead Officer	Committee Secretary				✓	

Chair – Judith Hardisty	MHA Administration Lead – Ruth Bourke
Lead Exec – Andrew Carruthers	MH Legislation Lead – Sarah Roberts
Lead Officer – Liz Carroll	Committee Secretary – Elizabeth Cook