

HYWEL DDA HEALTH BOARD – MENTAL HEALTH LEGISLATION COMMITTEE 2023/2024

The following table sets out the Mental Health Legislation Committee's Business for 2023/24, including standing agenda items (denoted by*).

Agenda Item /Issue	Lead	Responsible Officer	June 2023	Sept 2023	Dec 2023	March 2024
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)
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)
Receive the Hywel Dda Mental Health Partnership Annual Report from the Mental Health Partnership Board	Lead Officer	Lead Officer				
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				✓
POLICIES						
The provision and access to the IMHA service policy	MH Legislation Lead	Committee Secretary				
Section 5(4) Nurses holding power policy	MH Legislation Lead	MHA Admin Lead		✓		
Section 5(2) Dr holding power policy	MH Legislation Lead	MHA Admin Lead			✓	
Community treatment order policy	MH Legislation Lead	MHA Admin Lead			✓	

Hospital manager scheme of delegation	MH Legislation Lead	MHA Admin Lead				
Section 17 leave of absence Policy	MH Legislation Lead	MHA Admin Lead				
Information to Patients right procedure	MH Legislation Lead	MHA Admin Lead				
Section 135 warrant to search for and remove patients interagency procedure	MH Legislation Lead	MHA Admin Lead				
Section 136 – Mentally disordered persons found in public places inter agency policy	MH Legislation Lead	MHA Admin Lead				

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