

HYWEL DDA HEALTH BOARD – MENTAL HEALTH LEGISLATION COMMITTEE 2024/2025

The following table sets out the Mental Health Legislation Committee's Business for 2024/25, including standing agenda items (denoted by*).

Agenda Item /Issue	Lead	Responsible Officer	June 2024	Sept 2024	Dec 2024	March 2025
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	✓			
Review of ToR's/ Membership of MHL SG	Lead Director	MH Legislation Lead			✓	
Review of ToR's/ Membership of Power Discharge Sub-committee	Lead Director	MH Legislation Lead	✓			
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)
Assurance on implementation of HIW, DU & other external scrutiny bodies Action Plans	Lead Director	Lead Officer	✓	✓	✓	✓
Review the MH& LD risk register bi-annually	Lead Director	Lead Officer	✓	✓	✓	✓
Receive update report from MHL Scrutiny Group	Lead Director	Lead Officer	✓	✓	✓	✓
Consider issues of concern arising from the Sub-Committee and group structure	Lead Director	Lead Officer	✓	✓	✓	✓
Assurance on compliance with MH Legislation	Lead Director	Lead Officer	✓	✓	✓	✓
Assurance on development & implementation of policies & procedures	Lead Director	Lead Officer	✓	✓	✓	✓
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	✓ (when applicable)	✓ (when applicable)	✓ (when applicable)	✓ (when applicable)
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	✓	✓	✓	✓
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			EXPIRY DATE			
The provision and access to the IMHA service policy	MH Legislation Lead	MHA Admin Lead	Expiry Date: 15 th June 2026			
Section 5(4) Nurses holding power policy	MH Legislation Lead	MHA Admin Lead	Expiry date: 15th June 2026			
Section 5(2) Dr holding power policy	MH Legislation Lead	MHA Admin Lead	Expiry date: 18 th December 2026			
Community treatment order policy	MH Legislation Lead	MHA Admin Lead	Expiry date: 18th December 2026			
Hospital manager scheme of delegation	MH Legislation Lead	MHA Admin Lead	Expiry date: 26 th March 2027			
Section 17 leave of absence Policy	MH Legislation Lead	MHA Admin Lead	Expiry date: 6 th October 2024			

Information to Patients right procedure	MH Legislation Lead	MHA Admin Lead	Expiry date: 30 th October 2024			
Section 135 warrant to search for and remove patients interagency procedure	MH Legislation Lead	MHA Admin Lead	Expiry date: 4 th January 2025			
Section 136 – Mentally disordered persons found in public places inter agency policy	MH Legislation Lead	MHA Admin Lead	Expiry date: 24 th March 2025			

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