

COFNODION Y CYFARFOD
PWYLLGOR HOSPITAL MANAGERS POWER OF DISCHARGE SUB COMMITTEE
DRAFT MINUTES OF THE
HOSPITAL MANAGERS POWER OF DISCHARGE SUB COMMITTEE MEETING

Date and Time of Meeting:	Thursday 7 th August 2025 @ 1.30pm
Venue:	MS Teams

Present:	<p>Mr Iwan Thomas, Independent Member (Chair to POD Sub-Committee)</p> <p>Mrs Eleanor Marks, Hywel Dda Vice Chair</p> <p>Mr Maynard Davies, Independent Member</p> <p>Prof Chantal Patel, Independent Member</p> <p>Mr John Williams, Member Appeal Panel</p> <p>Mrs Julie James, Member Appeals Panel</p> <p>Mrs Lyn Maliphant, Member Appeals Panel</p> <p>Mrs Sue Richards, Member Appeals Panel</p> <p>Mr Peter Thomas, Member Appeals Panel</p> <p>Mr Robert Lewis, Member Appeals Panel</p> <p>Mrs Sarah Burgess, Member Appeals Panel</p> <p>Mrs Delyth Raynsford, Member Appeals Panel</p>
In Attendance:	<p>Mrs Ruth Bourke, Mental Health Act Administration Lead</p> <p>Louise Howells, Mental Health Act Administrator</p> <p>Mrs Natalie Williams, Mental Health Act Administrator</p> <p>Mrs Helena Christopher, Mental Health Act Administrator</p>

Governance:		
Agenda Item	Item	Action
HMPODSC (25) 1.1	Introductions and Apologies for Absence.	
	<p>Apologies for Absence were received from:</p> <p>Mrs Carol Williams, Member Appeal Panel</p> <p>Mr Owen Burt, Member Appeals Panel</p> <p>Mr Ian Rees, Member Appeals Panel</p> <p>Mrs Jane Jannotti, Member Appeals Panel</p> <p>Mrs Sarah Roberts, Mental Health Legislation Manager</p> <p>Natasha Fox, Independent Mental Health Advocate, Advocacy West Wales</p>	
	Chair welcomed members.	

	Declarations of Interests	
HMPODSC (25) 1.2	No declarations declared.	

	Minutes of Meeting Held on 2nd April 2025	
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HMPODSC (25) 1.3	Delyth Raynsford noted that her attendance in the last meeting had not been recorded	
HMPODSC (25) 1.4	Table of Actions	
	Action 1.7 to be taken forward	
	<p>Discussions took place regarding the requirement to regularly update surface pro devices and how panel members are to be reimbursed for this. The Chair agreed to escalate this matter with the Director of Finance.</p> <p>Julie James raised the issue with hearings which are cancelled and queried if panel members are able to claim expenses for time taken to read papers prior to the hearing.</p> <p>Delyth Raynsford queried how other Health Boards deal with such issues but acknowledged that as a more rural health board this matter may not be so applicable in other areas.</p>	IT IT RB
	Action 6.0 to be taken forward to next meeting	LH
HMPODSC (25) 1.5	Hospital Managers POD Committee Annual Report detailing work undertaken throughout the year	
	<p>A summary was provided to members of the PODSC Annual Report which included that patients are offered hearings face to face or via MS teams, and in both the English and Welsh language. Louise confirmed that the majority opt for face to face hearings and this was not necessary attributed to the patient demographics.</p> <p>Julie James asked if the number of Lay Members could be added to the report.</p> <p>Maynard Davies asked for the full Committee name to be included within the report.</p>	LH
HMPODSC (25) 1.6	Discussion of Learning and Governance from panel hearings	
	<p>Discussion about matters arising from hearings during the last quarter:-</p> <p>John Williams noted that there appeared to be a lack of capacity assessments undertaken within the reports and within information provided to panel members ahead of hearings.</p> <p>Peter Thomas commented on the number of renewals in comparison to applications.</p> <p>It was acknowledged that during 2024/25 there had been no discharges ordered by the PODSC panel members but members supported that all reviews had been appropriately managed and the criteria had been correctly applied. no patients have been discharged by the hospital managers in the last 12 months however it was felt that overall, this due to the patients still meeting the criteria and all detentions under the Act</p>	

HMPODSC (25) 1.7	Receive Hospital Managers Appraisals	
	<p>Ruth Bourke advised members that appraisals are undertaken as part of the lay members contract every 3 years. During April 2025, 11 members had appraisals as a result a number of individuals felt ready to commence chairing panel hearings.</p> <p>Discussions during the appraisals process highlighted the majority of members felt face to face hearings were more beneficial. Provided a better hearing, Ruth Bourke advised members that although there are more face-to-face hearings, devices need to be maintained and updated regularly at health board sites for the purposes of receiving information.</p> <p>Ruth thanked members who had commended the work of the administrators within the Mental Health Act Administration team. when arranging panels</p>	

Received for Assurance – Operation of Section 23 Mental Health Act 1983		
	Operation of S23 Mental Health Act 1983 Report on the use of the Mental Health Act 1983 – 1st April 2025 – 30 th June 2025	
HMPODSC (25) 2.1	<p>Ruth Bourke presented the report on the use of Section 23 during Quarter 1 (April to June 2025).</p> <p>It was noted that there has been an increased trend in the numbers of applications to hospital managers in the last quarter which has continued within the current period.</p> <p>Ruth advised members that the stance has now been taken by the health board that Independent Board Members (IMs) will no longer be expected to attend panel hearings. IMs will receive training on the Act as part of the induction process and be expected to attend one review each year minimum (but can do more should they wish to do so).</p> <p>Members reported insufficient discharge planning evidenced within several reviews and wished this to be escalated further. For example, social circumstance issues that were found to be delaying patient discharges. Ruth advised members that the requirement to hold a pre-discharge planning meeting is referred to within the Code of Practice and should take place ahead of any Hospital Managers or Mental Health Review Tribunal review.</p>	IT

IMHA report (1st April 2025 – 30th June 2025)	
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HMPODSC (25) 3.1	<p>Natasha Fox was unable to attend therefore the PODSC Chair summarised the report that had been submitted. Natasha asked for any queries relating to the report to be submitted directly.</p> <p>Discussions took place in relation the title “Hospital Managers” and Julie James advised members to introduce themselves at hearings as “I am a lay member, not employed of the Health Board” in order to demonstrate impartiality and independence.</p> <p>Delyth Raynsford suggested that IMHA’s could refer to panel members as Lay Members when discussing the appeal process with patients.</p>	
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For Information		
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Minutes Mental Health Legislation Committee 11th March 2025 & 05th June 2025		
HMPODSC (25) 4.1	<p>Provided for information.</p> <p>Julie James noted an error within the report on page 2 where Lay Members are referred to as Lead Members. To be provided to MHLC Secretariat for information.</p>	LH

Any Other Business		
HMPODSC (25) 5.0	No Other business	

PART II TRAINING		
HMPODSC (25) 6.0	<p>Training</p> <p>Further training requirements Pharmacy Department will deliver a training session at the next meeting.</p> <p>Sue Richards asked for some refresher training on detention criteria specifically “nature and degree”.</p>	LH

Date and Time of Next Meeting		
HMPODSC (25) 7.0	2nd December 2025 at 10.30am via Teams	