

## HYWEL DDA HEALTH BOARD – MENTAL HEALTH LEGISLATION ASSURANCE COMMITTEE 2019/20

The following table sets out the Mental Health Legislation Assurance Committee's Business for 2019/20, including standing agenda items (denoted by\*).

Agenda Item /Issue	Lead	Responsible Officer	Sep 2019	Dec 2019	Mar 2020	Jun 2020	Sep 2020	Dec 2020
<b>GOVERNANCE</b>								
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		✓				✓
MHLAC Annual Report detailing work undertaken throughout year	Lead Director	Lead Officer			✓ (draft)	✓ (final)		
Review of Effectiveness	Lead Director	Lead Officer			✓			

Presentation Good Practice/Patient Story*	Lead Director	Lead Officer	Patient Story	Good Practice/ Staff Story	Patient Story	Good Practice/ Staff Story	Patient Story	Good Practice/ Staff Story
<b>PERFORMANCE</b>								
Receive HIW MHA Inspection, Delivery Unit or external scrutiny body reports, management responses & approve associated action plans (for monitoring by MHL Scrutiny Group)	Lead Officer	Heads of Services	✓ (when received)	✓ (when received)	✓ (when received)	✓ (when received)	✓ (when received)	✓ (when received)
<b>ASSURANCE</b>								
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)	✓ (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 & minutes from MHL Scrutiny Group - Consider issues of concern arising from the Sub-Committee and group structure - Receive update reports from Mental Health Programme Group - Assurance on compliance with MH Legislation - Assurance on Approved Clinicians and Sec 12 doctors arrangements - Assurance on development & implementation of policies & procedures - Assurance re training requirements for staff re MH legislation - 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*	MH POD Committee Chair	MH POD Committee Chair	✓	✓	✓	✓	✓	✓

<b>FOR INFORMATION</b>								
Receive and review HIW MHA Annual Report	<b>Lead Officer</b>	<b>MHA Admin Lead</b>				✓		
Mental Health Law Briefings * (when applicable)	<b>MHA Admin Lead</b>	<b>MHA Admin Lead</b>	✓	✓	✓	✓	✓	✓
New legislation/Measure/Policy Implementation Guidance (when applicable)	<b>MHA Admin Lead</b>	<b>MHA Admin Lead</b>	✓	✓	✓	✓	✓	✓
Schedule of Meetings for forthcoming year	<b>Lead Officer</b>	<b>Committee Secretary</b>				✓		
<b>ADMINISTRATION</b>								
Agenda Setting Meeting with Chair, Lead Exec & Lead Officer (at least 6 weeks prior to meeting)	<b>Lead Officer</b>	<b>Committee Secretary</b>	✓	✓	✓	✓	✓	✓
Quality check agenda & papers before dissemination & upload to Web	<b>Lead Exec</b>	<b>Lead Officer</b>	✓	✓	✓	✓	✓	✓
Disseminate agenda & papers seven days prior to meeting	<b>Lead Officer</b>	<b>Committee Secretary</b>	✓	✓	✓	✓	✓	✓
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)	<b>Lead Officer</b>	<b>Committee Secretary</b>	✓	✓	✓	✓	✓	✓
Prepare Update Report to Board (must be signed off by Chair & Lead Exec prior to submission)	<b>Lead Officer</b>	<b>Committee Secretary</b>	✓ (for Dec Board)	✓ (for March Board)	✓ (for June Board)	✓ (for Sept Board)	✓ (for Dec Board)	✓ (for March Board)
Prepare Forward Schedule of Meeting Dates for next financial year & forward dates to Head of Corporate Governance	<b>Lead Officer</b>	<b>Committee Secretary</b>				✓		✓
Prepare Forward Annual Work Plan for next financial year	<b>Lead Officer</b>	<b>Committee Secretary</b>				✓		✓

Chair – Judith Hardisty	MHA Administration Lead – Sarah Roberts
Lead Exec – Joseph Teape	Committee Secretary – Lynn Rees
Lead Officer – Liz Carroll	