

HYWEL DDA HEALTH BOARD – MENTAL HEALTH LEGISLATION ASSURANCE COMMITTEE 2020/21

The following table sets out the Mental Health Legislation Assurance Committee's Business for 2020/21, including standing agenda items (denoted by*).

| Agenda Item /Issue | Lead | Responsible Officer | Mar 2020 Cancelled | Jun 2020 Cancelled | Sep 2020 | Dec 2020 | Mar 2021 |
|---|---------------|---------------------|-----------------------|-----------------------|--------------|----------|----------|
| GOVERNANCE | | | | | | | |
| Apologies* | Chair | All | X | X | ✓ | ✓ | ✓ |
| Declaration of Interests* | Chair | All | X | X | ✓ | ✓ | ✓ |
| Minutes of previous meeting * | Chair | Committee Secretary | X | X | ✓ | ✓ | ✓ |
| Table of Actions * | Chair | Committee Secretary | X | X | ✓ | ✓ | ✓ |
| Review of ToR's/Membership | Lead Director | Lead Officer | | X | ✓ | | |
| Annual Work Plan* | Lead Director | Lead Officer | | X | | ✓ | |
| MHLAC Annual Report detailing work undertaken throughout year | Lead Director | Lead Officer | | X | ✓ (final) | | |
| Review of Effectiveness | Lead Director | Lead Officer | | | | | ✓ |

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|--|-------------------------------|-------------------------------|------------------------|------------------------|------------------------|-------------------------------|------------------------|
| Presentation Good Practice/Patient Story* | Lead Director | Lead Officer | X | X | X | Good Practice/ Staff Story | Patient Story |
| 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 | X (when received) | X (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 | X (when identified) | X (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 | X | X | ✓ | ✓ | ✓ |
| 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 | X | X | X | ✓ | ✓ |
| FOR INFORMATION | | | | | | | |
| Receive and review HIW MHA Annual Report | Lead Officer | MHA Admin Lead | | | X | | |
| Mental Health Law Briefings * (when applicable) | MHA Admin Lead | MHA Admin Lead | X | X | ✓ | ✓ | ✓ |

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|---|-----------------------|----------------------------|---|---|---|-----------------------|----------------------|
| New legislation/Measure/Policy Implementation Guidance (when applicable) | MHA Admin Lead | MHA Admin Lead | X | X | X | ✓ | ✓ |
| 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 | X | X | ✓ | ✓ | ✓ |
| Quality check agenda & papers before dissemination & upload to Web | Lead Exec | Lead Officer | X | X | ✓ | ✓ | ✓ |
| Disseminate agenda & papers seven days prior to meeting | Lead Officer | Committee Secretary | X | X | ✓ | ✓ | ✓ |
| 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 | X | X | ✓ | ✓ | ✓ |
| Prepare Update Report to Board (must be signed off by Chair & Lead Exec prior to submission) | Lead Officer | Committee Secretary | X | X | X | ✓ (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 | | | | ✓ | |

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| Chair – Judith Hardisty | MHA Administration Lead – Ruth Bourke |
| Lead Exec – Andrew Carruthers | Committee Secretary – Elizabeth Cook |
| Lead Officer – Liz Carroll | |