



Power of Discharge Sub Committee

Minutes of the Power of Discharge Sub Committee Held on Friday 20th December 2019 Boardroom, Carlton Court

Lyn Meadows	Independent Member (Chair)
Lucy Reid	Independent Member (Future Chair)
Eifion Jones	Independent Member
Ann Owens	Associate Hospital Manager
Frank Brown	Associate Hospital Manager
Jackie Parry	Associate Hospital Manager
John Williams	Associate Hospital Manager
Satya Schofield	Associate Hospital Manager

In Attendance

Francine Moore	Risk and Governance Lead, Mental Health Services
Wendy Lappin	Mental Health Act Manager
Jody Evans	Corporate Governance Officer, Office of the Board Secretary

Agenda Item	Action
<p>POD19.27 – Apologies, welcome and remarks</p> <p>POD19.27.1 The Chair welcomed everyone to the meeting. The Chair introduced Mrs Lucy Reid, BCUHB Vice Chair and advised the Sub Committee that LR would be the future Chair of the Sub-Committee from March 2020.</p> <p>POD19.27.2 The Chair also introduced Mr Eifion Jones, Independent Member to the Committee.</p> <p>POD19.27.3 Apologies had been received from Gill Harris, Steve Forsyth, Andy Roach, Shirley Ann-Davies, Cheryl Carlisle, Diane Arbabi, Shirley Cox and Delia Fellowes.</p>	
<p>POD19.28 – Declarations of Interest</p> <p>POD19.28.1 - There were no declarations of interest made at the meeting.</p>	

<p>POD19.29 – Minutes of Last Meeting & Review of Summary Action Log</p> <p>POD19.29.1 – Minutes of the meeting held on 27th September were agreed as an accurate record.</p> <p>POD19.29.2 – Action log was reviewed and updated.</p>	
<p>POD19.30 – Membership updates</p> <p>POD19.30.1 Members discussed the Expressions of Interest received in relation to the vacant Associate Hospital Manager position upon the sub-committee.</p> <p>POD19.30.2 There was some discussion about the two expressions received and whether both could be accommodated within the Terms of Reference. It was agreed that the Terms of Reference regarding numbers was clear, however not all members attended regularly. It was agreed that current members with a low attendance record would be contacted to ask whether they wished to remain on the Sub Committee. The Corporate Governance Officer agreed to collate recent attendance and liaise with the Mental Health Act Manager to contact existing members before a decision is taken on the Expressions of Interest.</p> <p>RESOLVED It was agreed that members with low attendance would be contacted before consideration is given to the AHM who had made Expressions of Interest.</p>	<p>WL/JE</p>

<p>POD19.31.1 – Hospital Manager's Update to include periodic updates on training and appraisals</p> <p>POD19.31.2 The Mental Health Act Manager provided an update on the activities of the Associate Hospital Managers during the quarter, June to September 2019. The update report included details in relation to hearings, training, recruitment, forums and Key Performance Indicators (As referred to within Appendix 1).</p> <p>POD19.31.3 A discussion took place in relation to Responsible Clinicians and challenges regarding recruitment and retention. Members were concerned at the turnover of Responsible Clinicians which impact upon the continuity of information presented at hearings. It was agreed that an update regarding the recruitment and retention of psychiatrists would be provided for the meeting in March.</p> <p>POD19.31.4 A discussion took place regarding awareness of rights and it was agreed that the Mental Health Act Manager would provide further analysis of the data. Elements in relation to hearings being arranged and availability of staff within set dates was also discussed.</p> <p>POD19.31.5 The Mental Health Act Manager reported that 26 scrutiny sessions had taken place since the month of February and that 144 files had been scrutinised. She confirmed that an annual audit would be produced in January 2020 and will be included as an appendix for the next meeting.</p> <p>POD19.31.6 Mandatory training had been continuous and at the time of reporting the compliance rate was 40%. A training day provided in August for the Associate Hospital Managers had been well received. Follow up training would take place on the 30th January 2020.</p> <p>POD19.31.7 Recent recruitment activity was discussed with 2 recent appointments being made. New appointments would be announced in the Newsletter once checks had been completed. There was discussion about the induction and appraisal system for Associate Hospital Managers and whether there should be a 4 year tenure period considered to keep decision making current. The consensus was that any concerns about decision making could be addressed through regular appraisals.</p> <p>POD19.31.8 The Associate Hospital Managers Forums had been held within October and was very well attended.</p> <p>RESOLVED: The sub-committee noted the report and update.</p>	<p>WL</p> <p>WL</p> <p>WL</p>
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<p>POD19.32 – Performance Report</p> <p>POD 19/32.1 The Mental Health Act Manager presented the performance report for information and explained that it included compliance with the Mental Health Act requirements and the Mental Health Measures.</p> <p>POD19/32.2 Members asked some questions for clarification on some of the information including the section 136 and 5 (4) data.</p> <p>RESOLVED: The sub-committee noted the report for information only.</p>	
<p>POD19.33 To review and agree the Cycle of Business for the coming year</p> <p>POD19.33.1 The Sub Committee considered the Cycle of Business for the coming year and approved the draft version. It was clarified that the Sub Committee would continue to accept adhoc items within forthcoming agendas.</p> <p>RESOLVED: The Sub Committee approved the Cycle of Business for 2020/2021.</p>	
<p>POD19.34 - Issues of Significance to inform the Chair's Report to the Mental Health Act Committee</p> <p>POD19.34.1 The Chair agreed to raise any issues of concern within the Assurance report to the Board.</p>	LM/LR
<p>POD19.35– Date of Next Meeting</p> <p>POD19.35.1 The date of the next Sub-Committee Meeting is 27th March 2020 – Boardroom, Carlton Court.</p>	