



Power of Discharge Sub (POD) Committee

Minutes of the Meeting Held on 19.10.20 via Webex

Present:

Mrs Lucy Reid	Vice Chair (Chair)
Cllr Cheryl Carlisle	Independent Member
Mr Eifion Jones	Independent Member

Mr Frank Brown	Associate Hospital Manager
Mrs Shirley Davies	Associate Hospital Manager
Mrs Helena Thomas	Associate Hospital Manager
Mr Huw Jones	Associate Hospital Manager
Ms Jackie Parry	Associate Hospital Manager
Ms Satya Schofield	Associate Hospital Manager
Mr John Williams	Associate Hospital Manager
Ms Diane Arbabi	Associate Hospital Manager

In Attendance:

Mrs Jody Evans	Secretariat, Corporate Governance Officer
Mrs Liz Jones	Assistant Director, Corporate Office
Mrs Wendy Lappin	Mental Health Act Manager, Mental Health and Learning Disabilities (MHLD)
Mrs Hilary Owen	Head of Governance, MHLD
Mr Mike Smith	Interim Director of Nursing, MHLD
Mr Simon Evans-Evans	Interim Director of Governance, Corporate Office
Mr Iain Wilkie	Interim Director, MHLD

AGENDA ITEM DISCUSSED	ACTION BY
<p>POD20/1 Welcome and apologies</p> <p>POD20/1 The Chair welcomed everyone to the meeting and explained the virtual meeting etiquette standards to those present.</p> <p>POD20/2 The Chair confirmed that apologies had been received from; Teresa Owen- Executive Director, Matthew Joyes-Acting Associate Director of Quality Assurance, Patient Safety and Experience, and Alberto Salmoiraghi-Consultant Psychiatrist/Medical Director, Mental Health & Learning Disabilities.</p> <p>POD20/3 In the absence of Alberto Salmoiraghi the Interim Director of Nursing was to present item POD20.05 on behalf of the Mental Health Division.</p>	
POD20/01 Update on Sub-Committee Membership	

<p>POD20/01.1 The Chair expressed her sincere condolences on the sad passing of Mrs Susan Roberts, Associate Hospital Manager. It was confirmed that Mrs Roberts had not been involved in the POD Sub-Committee nor Mental Health Act Committee directly, but was well respected by the rest of the team. The Head of Governance also expressed condolences and paid tribute to Mrs Roberts, particularly with regards to the significant and active contributions which Mrs Roberts had made in relation to scrutiny panels and the focused dedication she gave in relation to patient care.</p> <p>POD20/1.2 The Sub-Committee welcomed the two newly appointed members to the Sub Committee; Ms Helena Thomas, Associate Hospital Manager and Mr Hugh Jones, Associate Hospital Manager.</p> <p>POD20/1.3 Following the commencement of the Covid pandemic, it was confirmed that there had been 3 Associate Hospital Manager resignations from the Sub-Committee. The Sub-Committee expressed their sincere gratitude and thanks to those members for their long standing dedication and contributions made to date. It was confirmed that expressions of interest would be sought via the Corporate Governance Officer, in order to ensure the correct membership of the sub-committee.</p> <p>POD20/1.4 The Sub-Committee noted the vacant Associate Hospital Manager position on the Mental Health Act Committee. The Corporate Governance Officer agreed to issue a call for expressions of interests, with the deadline confirmed as 13th November 2020.</p>	<p>JE</p> <p>JE</p>
<p>POD20/2 Previous minutes, matters arising and summary action plan</p> <p>POD20/2.1 Confirmed as an accurate record.</p> <p>POD20/2.2 The summary action log was reviewed and updates had been made accordingly.</p>	
<p>POD20/3 Items circulated to members since the previous meeting:</p> <p>POD20/3.1 The Chair explained as a consequence of the ongoing Covid-19 situation; she had taken the decision to stand down the March and June 2020 meetings. It was confirmed that the governance, leadership, and quality and safety matters relating to mental health fell within the remit of the Quality, Safety and Experience (QSE) Committee, and It was confirmed that the QSE Committee had continued to meet throughout the first wave of the pandemic. The Chair confirmed that all key reports on performance had been circulated to members since the previous POD and MHA Committee meetings held back in December 2019. The Chair also expressed her sincere thanks to those staff who had produced the reports and confirmed that all Committee work would continue in light of the predicted 2nd wave of the pandemic.</p> <p>POD20/3.2 It was also stated that the decision to postpone the POD Sub-Committee together with the Mental Health Act Committee; which was due to take place on 18th September 2020 had been due to a number of changes in leadership and report writing request updates.</p>	

<p>POD20/4 Associate Hospital Managers Update, to include periodic updates on training and appraisals</p> <p>POD20/4.1 The Mental Health Act Manager provided an update on the activities of the Associate Hospital Managers during the quarter, April to June 2020. The update report included details in relation to hearings, training, recruitment, forums and Key Performance Indicators (as referred to within Appendix 1).</p> <p>POD20/4.2 The Mental Health Act Manager explained that all hearings had taken place remotely due to the Covid 19 pandemic, with the option to use the telephone function within Skype or via the video link. The reduced number of hearings held over the time period due to the ongoing pandemic was noted. It was confirmed that guidance had been issued by Welsh Government regarding Hospital Managers discharge powers (S23) under the Mental Health Act. It was reported that a number of Associate Hospital Managers had stood down from participating in hearings, as only a handful wished to do so remotely. It had been confirmed that managers participating in hearings are having one to one reviews, along with training and support to ensure they can access the Electronic Staff Record (ESR) system. It was also recognised that there were a number of hearings not arranged within the set key performance indicators (KPIs) due to the ongoing pandemic.</p> <p>POD20/4.3 It was confirmed that since April, scrutiny had been suspended, and sessions would be reinstated once it is safe for the Associate Hospital Managers to physically reconvene in the Health Board units.</p> <p>POD20/4.4 It was explained that the third All Wales Associate Hospital Managers day was cancelled and that it had been postponed to a future date in 2021.</p> <p>POD20/4.5 Recruitment data detail had also been clarified to date by the Mental Health Act Manager.</p> <p>POD20/4.6 The Chair then invited questions from Independent Members:</p> <p>POD20/4.6.1 An Independent Member expressed her thanks to all staff involved with hearings throughout the challenging pandemic crisis. The Independent Member raised three queries; in relation to I.T and hearing support, Associate Hospital Managers currently shielding and the suspension of scrutiny of paperwork in mental health units. The Mental Health Act Manager confirmed that support had been provided and any issues had been worked through together. It was explained that the hearing process had been adapted to include a total of four Associate Hospital Managers in attendance virtually, to allow slippage for technical difficulties. The technical challenges at the outset of the pandemic were noted by the Sub-Committee, but overall it was agreed that the system worked well. In relation to the Associate Hospital Managers shielding, it was confirmed that the hearings were not being held in Health Board units, until it becomes safe to do so. It was confirmed that all but the final step of the scrutiny of paperwork had continued during the pandemic. The Head of Governance confirmed that the final step was in a long process, and confirmed that all other required steps in relation to administration, pharmacy, medical and AMP scrutiny had continued to date.</p>	
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<p>POD20/4.7 Concerns were raised by the Chair regarding the use of telephones during hearings. It was confirmed that the telephones were utilised due to lack of broadband width for use of the Skype video system. It was confirmed that the telephone option is therefore there as a backup, and that the virtual video system is utilised predominantly.</p> <p>POD20/4.8 The Chair thanked the team for the ongoing commitment in unprecedented times recognising the flexibility and adaptability of the systems in place. The Sub-Committee noted the report and update.</p>	
<p>POD20/5 Recruitment and Medical Staffing Vacancies in Mental Health and Learning Disabilities (MHL) Division</p> <p>POD20/5.1 The Chair informed the Sub-Committee that the update report had been requested at a previous Mental Health Act Committee meeting to brief the members on detail and to provide assurance in relation to the status update on the consultant workforce in MHL, and on the availability of Approved Clinician doctors. It was raised that the report had not included the relevant detail, as previously sought, however the report brief was welcomed.</p> <p>POD20/5.2 The Interim Director of Nursing presented the paper and informed the members of the recruitment issues on a national scale along with a demographic picture with regards to the filling of vacant posts. Retirements had also been noted along with financial impacts with regards to locum and agency staffing. It was confirmed that ongoing wider work continues with Workforce and Organisation Development colleagues.</p> <p>POD20/5.3 Following the overview of the report the Interim Director of Nursing asked that the Sub-Committee accept the report content as assurance. An Independent Member raised a concern in relation to the impacts on hearings in relation to stability of permanent staffing involvement. A discussion took place, following which the Sub-Committee confirmed that the overall update did not provide an adequate level of assurance. Further discussion took place in relation to psychiatric recruitment along with changes to doctors' contracts and pensions.</p> <p>POD20/5.4 An Associate Hospital Manager also raised a concern with regards to patient experience relating to consistency and turnover of locum and non-permanent staffing. The need for confidence was raised in relation to continuity of care. It was explained that the Division would incorporate this issue into the longer term strategy going forwards.</p> <p>POD20/5.5 The Chair referred to recruitment issues regarding consultant psychiatrists within Child and Adolescent Mental Health Services (CAMHS) and explained that the tier four model was in place, which included nurse led functions. It was noted that the systems in place within Mental Health should conform to the Mental Health Act legislation and that the Division is working with Workforce and Organisational Development colleagues on the longer term strategy.</p> <p>POD20/5.6 An Independent Member expressed concern in relation to the staffing issues raised and also asked for clarification on the financial costings in relation to</p>	

<p>agency workers. It was confirmed that all costs relating to agency staffing had been included in budgetary planning for the Division.</p> <p>POD20/5.7 It was stated that work was ongoing with the Workforce and Organisational Development function in order to strengthen recruitment. It was also noted that a meeting had taken place within the Division to discuss concerns in relation to the availability of section 12{2} doctors across North Wales. It was noted that there was acceptance that there wasn't a simple solution, but the Division was keen to work collaboratively to address the problem going forwards.</p> <p>POD20/5.8 The Sub-Committee noted the report update.</p>	
<p>6. FOR INFORMATION</p>	
<p>POD20/6 Mental Health Act Committee Performance Report</p> <p>POD/6.1 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. The report also included data in relation to the S136 Divisional Report for Audit and the S136 CAMHS Report.</p> <p>POD/6.2 Members asked a range of questions relating to the information including the monitoring of exceptions data. The Mental Health Act manager confirmed that there had been five lapsed sections reported. It was also confirmed that the report did not include benchmarking data for the purposes of comparison of the Health Board against other similar organisations in Wales. This was due to no Wales benchmarking reports being issued during the reporting period as a result of the pandemic. It was confirmed that the number of Section 136 rectifiable errors had again reduced in the last quarter covered by the report.</p> <p>POD/6.3 Concerns were raised in relation to CAMHS and transitions through to Adult Mental Health. It was confirmed that regular meetings in relation to transfers to adult services were taking place. An Associate Hospital Manager expressed concerns regarding section 5.2 - inappropriate transfer between wards. It was confirmed that the incident had been reported via the Datix system and dealt with accordingly. It was noted that the incident was investigated and lessons were learnt in relation to supervision. An issue with regards to an age appropriate bed was also commented upon by an Independent Member regarding the length of time taken to transfer the patient. The Mental Health Act Manager agreed to provide feedback to the Independent Member accordingly. Meanwhile for assurance it was confirmed that nursing huddles always escalate issues on a rapid basis.</p> <p>POD/6.4 The Chair referred to a walk around visit to the Heddfan Unit and expressed concern with regards to the availability of Section 136 suites. The concern was noted and it was confirmed by the Head of Governance that there are three suites across North Wales (within acute hospitals). Clarification was given regarding the admission of under 18's and vacancies of beds and on the strict management controls in place.</p> <p>POD/6.5 Significant improvements were also noted by the Head of Governance regarding the involvement of the Criminal Justice Liaison Team and data via the Policy</p>	<p>WL</p>

<p>regarding Section 136 admissions. It was noted that a further update would be provided at the Mental Health Act Committee meeting to follow.</p> <p>POD/6.6 The Sub-Committee noted the report for information.</p>	
<p>POD20/7 Any other business</p> <p>Nothing further to note.</p>	
<p>POD20/8 Date of next meeting</p> <p>To be confirmed – December 2020.</p>	