



**Power of Discharge Sub Committee**

**Minutes of the Power of Discharge Sub Committee held on  
Friday 20<sup>th</sup> 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

<b>Agenda Item</b>	<b>Action</b>
<p><b>POD19.27 – Apologies, welcome and remarks</b></p> <p><b>POD19.27.1</b> The Chairman welcomed everyone to the meeting. The Chairman also welcomed Mrs Lucy Reid, BCUHB Vice Chair and advised the members that LR would be the future Chair of the Sub-Committee commencing in March 2020.</p> <p><b>POD19.27.2</b> The Sub-Committee welcomed Mr Eifion Jones, Independent Member.</p> <p><b>POD19.27.3</b> Introductions were made around the table by each subcommittee member, which in turn included a brief biography.</p> <p><b>POD19.27.4</b> 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><b>RESOLVED</b> <b>It was agreed to note the above apologies and remarks.</b></p>	

<p><b>POD19.28 – Declarations of Interest</b></p> <p><b>POD19.28.1</b> - There were no declarations of interest made at the meeting.</p>	
<p><b>POD19.29 – Minutes of Last Meeting &amp; Review of Summary Action Log</b></p> <p><b>POD19.29.1</b> – Minutes of the meeting held on 27<sup>th</sup> September had been agreed as an accurate record.</p> <p><b>POD19.29.2</b> – Actions were recorded therein.</p>	
<p><b>POD19.30 – Membership updates</b></p> <p><b>POD19.30.1</b> Further to the Expressions of Interest received in relation to the vacant Associate Hospital Manager position upon the sub-committee, the members had reviewed and considered the Expressions of Interest received. The current Terms of Reference had also accompanied the item upon the agenda and in addition, the sub-committee discussed the full-required PoD membership. The Sub-Committee also discussed the further vacant position upon the Mental Health Act Committee.</p> <p><b>POD19.30.2</b> Following debate and discussion, it had been agreed to review the attendance of current members, in order to potentially replace and appoint the two expressions of interest received without the need to vote. Therefore, current members with low attendance would be contacted, in order to clarify the ability of future attendance. It was therefore agreed that the Mental Health Act Manager would contact the applicants, in order to relay the potential decisions under consideration. The Corporate Governance Officer agreed to collate recent attendance and agreed to forward the information to the Chair to support the decision to appoint and replace.</p> <p><b>RESOLVED</b>  <b>It was agreed to note and accept the actions therein.</b></p>	<p>WL/JE/LR</p>

<p><b>POD19.31.1 – Hospital Manager's Update to include periodic updates on training and appraisals</b></p> <p><b>POD19.31.2</b> The Mental Health Act Manager provided the update on the activities of the Associate Hospital Managers during the last quarter within the Division, (June to September 2019). The update report included in depth detail, which included information in relation to Hearings, Scrutiny Training, Recruitment, Forums and Key Performance Indicators. (As referred to within Appendix 1).</p> <p><b>POD19.31.3</b> Hearings, It was reported that there were a total of 37 hearings in the last quarter, which resulted with 2 discharges. The breakdown of the hearing activity had also been presented to the sub-committee within the detailed report. Three cancelations had also been noted along with withdrawal information and justification needs.</p> <p><b>POD19.31.4</b> A discussion took place in relation to RCs and recruitment and retention, it was agreed that an update regarding RCs and retention of staff in relation to psychiatric medics/locums would be provided for the next meeting. Limitations of Agenda for Change barriers were also discussed.</p> <p><b>POD19.31.5</b> Barrings, In relation to barrings, a discussion took place regarding awareness of rights and it had been agreed that the Mental Health Act Manager would provide further detail in relation to the analysis of the data, (with regards to the breakdown of relationships as these arise throughout the quarterly periods). Elements in relation to hearings being arranged and availability of staff being available within set dates was also discussed.</p> <p><b>POD19.31.6</b> Renewal and hearing dates against the Key Performance Indicators were also presented and the rates had been noted.</p> <p><b>POD19.31.7</b> Scrutiny, It was stated that 26 Scrutiny sessions had taken place since the month of February and that 144 files had been scrutinised. The Mental Health Act Manager confirmed that an annual audit would be produced within the month of January 2020 to be included as an appendix for the next meeting.</p> <p><b>POD19.31.8</b> Training - Mandatory training had been continuous, at the time of writing the report the compliance rate was at 40%. It had also been recognised that the recent Hospital Managers training day took place back in August had been well received. It was noted that the follow up training date would take place on the 30th January 2020, and that speakers had been arranged to cover training aspects. It was confirmed that the agenda for the day would follow. It had been noted that 5 AHMs attended All Wales Training and that feedback and documentation had been cascaded. Revalidation had also been reported upon.</p>	<p>WL to gain listing.</p> <p>WL</p> <p>WL</p>
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<p><b>POD19.31.9 Recruitment –</b> Recruitment had also been reported upon within the report detailing that as at September 2019, there had been 26 in total of which 25 were actively involved with hearings. It was further recognised that there was a 10 male/15 female ratio, of which 7 were welsh speakers. It was noted that there had been 2 recent appointments following interviews, which had been held back in November. To further report, it was explained that further detail in relation to the successful candidate’s backgrounds would be published within the forthcoming Newsletter following recruitment checks. Review dates regarding induction structure and training schedules were also discussed. Review meetings were also noted therein. The tenor of Associate Hospital Managers was discussed and whether this should be limited to a 4 year appointment followed by a 4 year renew for a total of 8 years. WL is to explore what the other Health Boards within Wales use as a timescale for their appointments.</p> <p><b>POD19.31.10 Forums -</b> It had been noted that the continual AHM Forum meetings had been held within October and was very well attended.</p> <p><b>RESOLVED:</b>  <b>The sub-committee noted the report and update.</b></p>	<p>WL</p>
<p><b>POD19.32 – Performance Report</b></p> <p><b>POD 19/32.1</b> The Mental Health Act Manager provided an overview of the report in relation to the Mental Health Act and Mental Health Measures Activity within the Division. It was clarified that the report also provided assurance of the compliance against key sections of the legislative requirements of the Mental Health Act 1983, as amended 2007. The report also included the Appendix which detailed exceptions reported under the Mental Health Measure. The Mental Health Act Manager informed the sub-committee that the report had been presented for information only and confirmed the report was be debated in more detail at the Mental Health Act Committee.</p> <p><b>POD19/32.2</b> Following the introduction of the report, members had highlighted areas for particular clarification. Following debate, it had been noted that Chair (LR) would in future consider triangulating the reports within future meetings. A discussion also took place in relation to 5 (4) data and clarification had been given. Legalities concerning assessments had been raised and discussion took place. To further note, discharges had also been discussed in relation to consistency of figures and section 136 information had been incorporated within the statistics. Attendance at future meetings had again been raised.</p> <p><b>RESOLVED:</b>  <b>The sub-committee noted the report for information only.</b></p>	<p>LR</p>

<p><b>POD19.33 To review and agree the Cycle of Business for the coming year</b></p> <p><b>POD19.33.1</b> 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><b>RESOLVED:</b>  <b>The sub-committee approved the cycle of business for 2020/2021.</b></p>	
<p><b>POD19.34 - Issues of Significance to inform the Chair's Report to the Mental Health Act Committee</b></p> <p><b>POD19.34.1</b> The Chair agreed to raise any issues of concern within her Assurance report to the Board, in relation to recruitment and retention (RC's particularly).</p> <p><b>RESOLVED</b>  <b>Chair to inform the Mental Health Act Committee Report.</b></p>	LM/LR
<p><b>POD19.35– Date of Next Meeting</b></p> <p><b>POD19.35.1</b> The date of the next Sub-Committee Meeting is 27<sup>th</sup> March 2020 – Boardroom, Carlton Court.</p>	