

CTMUHB Mental Health Act Monitoring Committee

Annual Effectiveness Survey – 2019-2020

Action Plan

Question	Response	Assurance in Place	Further Action Required to strengthen awareness and assurance	Timescales	Leads
Question 2 – Have the TOR been adopted by the Board?	One respondent answered do not know	The revised TOR were on the Committee agenda in August 2020 following the Board having approved a review of all Board Committee TOR at its July 2020 meeting.	A Committee Effectiveness tracker is currently being developed (which will be available at all Board meetings) identifying the review date for key governance activity such as the review of TOR and the Annual Committee Report & Cycle of Business.	31.12.20 – in readiness for the new financial year. COMPLETED.	Corporate Governance Team
Question 3 – Are the TOR reviewed annually to ensure they remain fit for purpose	One respondent answered do not know	This is undertaken either as part of the Annual Reporting and Effectiveness Survey process or either side of this as necessary.	A Committee Cycle of Business will identify such activities and when they will be undertaken.	COMPLETED On Agenda for approval at May 2021 Meeting. Committee due to review its TOR May 2021 which will coincide with the production of the Committee's Annual Report for 2020/21. The Committee Effectiveness Survey will also be scheduled at this point.	Corporate Governance Team
Question 4 – Does the Committee have an annual work plan in place?	One respondent answered do not know	There is a forward work plan in place and this appears on each Board Committee agenda as standard.	No further action required.	Not applicable.	Not applicable
Question 5 – Has the Committee been provided with sufficient membership, authority and resources to perform	One respondent answered do not know	Committee Membership regularly reviewed as part of the TOR Review. Powers and delegated authority outlined in the Terms of Reference.	No further action required. No further action required.	Not applicable Not applicable	Not applicable. Not applicable

its role effectively and objectively?		Rotation of Independent Members across Committees provides for succession planning.	No further action required.	Not applicable	Not applicable
		Governance lead at each meeting.	No further action required.	Not applicable	Not applicable
		Executive lead is the Executive Director of Operations	No further action required.	Not applicable	Not applicable
		There are 4 Independent members designated to this particular Committee, however for a large part of 2019 there were only 3 IMs assigned. Further review of IMs assigned to Board Committees undertaken and implemented in the autumn of 2020	No further action required.	Not applicable	Not applicable
		There was a dip in local authority attendance during 2019 which is being monitored.	Chair suggested at MHAM Committee meeting 4.11.20 that LA representatives may wish to consider nominating a single representative to attend future meetings on behalf of all the LAs with a view to improving attendance levels. LA representatives have been asked to feedback in this regard.	Monitor attendance levels over the next year.	Corporate Governance Team
Question 8 – Is the Committee membership appropriate, in terms of available skills, expertise?	One respondent said no and a further response indicated that the Board had no BAME IMs	Range of organisations represented (WAST, SWP, Local Authorities as well as a range of CTM). Rotation of IMs across Committees provides for succession planning.	The Board has IM vacancies pending and takes into account equality & diversity as part of this process. Inevitably, with new appointments being made changes will be made to Committee membership arrangements.	01.09.2021	Recruitment being progressed in partnership with Welsh Government.

Question 12 - Does the Committee periodically assess its own effectiveness?	One respondent answered do not know.	All Board Committees undertake a Committee Effectiveness Survey and this question was posed as part of that process	No further action required.	Not applicable	Not applicable.
Question 13 - Can members give appropriate feedback on the effectiveness of the Chair and the Secretary?	Two respondents said they did not know.	<p>The Committee Effectiveness Survey is an opportunity to offer such feedback on both the Chair and Secretariat this question will be split for both functions in the next survey.</p> <p>IMs are also able to speak with other IMs about any issues or indeed the Health Board Chair/Board Secretary.</p>	No further action required.	Not applicable	Not applicable.
Question 14 - Has the Committee determined the appropriate level of detail it wishes to receive from reports?	Two respondents said they did not know	<p>The Committee has a responsibility to challenge and scrutinise the information contained in reports before them.</p> <p>There is evidence in the minutes of the Committee seeking additional information for future meetings and this being provided.</p>	No further action required.	Not applicable	Not applicable.
Question 15 - Does the Committee receive the appropriate level of timely and accurate information to allow it to fulfil its role?	One respondent said they did not know.	<p>The introduction of the Consent Agenda during the Spring of 2020 supports the Committee in ensuring focus on the key items that require scrutiny and discussion at the meeting.</p> <p>Furthermore, the seeking of questions in advance has also provided more time for focussed discussion at the meetings whilst publishing the questions and answers for transparency.</p> <p>The availability of timely information is dependent on the information systems used to gather information to populate aspects of performance. This is often supplemented at the time of the meeting (where relevant) by the report author.</p>	No further action required.	Not applicable	Not applicable.

Question 18 – Are Committee Members provided with training?	Four out of six respondents said they did not know.	Independent Members can identify development and training needs through their PADR's.	Any perceived IM training deficits to be discussed with Director of Corporate Governance/Health Board Chair as part of 2020/21 appraisal process.	COMPLETED – no notifications arising from IM Appraisal process for 2020/21.	Corporate Governance Team
		The specialist nature of this committee is addressed through annual offers of training via the mental health team.	IM training in the MHA provided annually. 2020/21 offer to be arranged via TEAMs.	31.3.21	Mental Health Act Team representative to provide position update for 2020/21 to Committee at May 2021 meeting.
Question 19 - Has the Committee formally considered how it integrates with other committees and groups?	Two respondents said they did not know.	<p>The Chair and Independent Members have recently established an informal meeting of Committee Chairs.</p> <p>There is evidence of this Committee making referrals to other Committees.</p> <p>The very specialist nature of this Committee means there is little opportunity for overlap with the work of other Board Committees.</p>	No further action required.	Not applicable	Not applicable.
Question 20 - Where they exist, does the Committee receive timely and appropriate feedback from its sub-groups?	Two respondents said they did not know	There are no sub-committees of this Committee however, it does receive standing reports on key operational issues around the administration of the act as well as from colleagues in SWP.	No further action required.	Not applicable	Not applicable.
Question 21 - Does the Committee provide clear direction to its sub-groups?	Three respondents said they did not know.	As above.	No further action required.	Not applicable	Not applicable.

Question 23 - Do all members contribute to and review the committee's Annual Report?	One respondent said no and one said they did not know.	The Annual Committee Report is prepared by the Corporate Governance Team in conjunction with the Chair and is then shared with the Committee for comment at its next meeting prior to being submitted to the Board.	No further action required.	Not applicable	Not applicable.
Question 24 - Does the committee have a mechanism to keep It aware of topical issues?	One respondent noted they did not know	This achieved through Executive Directors/ Operational leads present at the meeting keeping the Committee aware of topical issues and providing update reports as appropriate. Board Development Sessions also held on topical issues.	No further action required.	Not applicable	Not applicable.
Question 25 - Does the committee have a mechanism to keep it aware of any related legal / regulatory guidance	One respondent noted they did not know	As above.	Assistant Director of Corporate Business & Transformation took up post in April 2021 and will be developing a Legislative Assurance Framework to support this issue.	To Be Determined	Update to be provided from Assistant Director of Corporate Business and Transformation for August 2021 meeting.
Question 26 - Does the committee receive timely exception reports about the work of external regulatory and inspection bodies?	One respondent said they did not know.	Where this applies it would be received by the Committee.	No further action required.	Not applicable	Not applicable.
Question 27 - Does the committee receive timely information on performance concerns?	One respondent noted they did not know.	Routine Performance Reports are received by the Committee where concerns / risks are considered.	No further action required.	Not applicable	Not applicable.
Question 28 - Are all these reports clear, concise, readily understood?	One respondent commented that work was going in the right direction.	The Board / Committee Report Template was reviewed during 2020 to improve ease of reporting and guidance is available in relation to report writing.	The Director of Corporate Governance plans to roll-out report training sessions.	01.09.21	Director of Corporate Governance / Assistant Director of Governance & Risk and Head of Corporate Governance & Board Business
Question 29 - Is the Committee able to refer matters outside its own jurisdiction and if yes, is any feedback reviewed on such matters?	One respondent commented that they did not know.	The Committee can refer an item to another Committee for consideration.	No further action required.	Not applicable	Not applicable.

Question 30 - If considered appropriate, does the Committee escalate matters to the Integrated Governance Committee (IGC)?	One respondent commented this was possible but that they had not seen it and the other said the IGC was currently under review.	The Chair and Independent Members have recently established an informal meeting of Committee Chairs in place of the IGC.	No further action required	Not applicable	Not applicable
Question 31 - If considered appropriate, does the Committee know the process to be followed should it need to escalate matters to the Board?	One respondent said they did not know	Highlight reports received by the Board following each meeting of the Committee. IMs are also able to escalate matters to the attention of the Health Board Chair, the Director of Corporate Governance/Board Secretary and or the CEO as felt necessary.	No further action required.	Not applicable	Not applicable
Question 32 - In relation to the Board Assurance Framework and the Organisation's Risk Register, does the Committee appropriately review the risks assigned to it?	One respondent said the governance framework was under review.	There are currently no specific MHAct related risks assigned to this Committee. The Committee receives standing reports on key areas of risk being managed from the point of view of the act.	No further action required.	Not applicable	Not applicable
Question 33 - Does the committee meet the appropriate number of times to deal with planned matters, development and liaison?	One respondent said they did not know	The Committee met in March 2020 ahead of the UK lockdown and then again in August 2020. Therefore it met some two months out of normal scheduling.	No further action required.	Not applicable	Not applicable
Question 34 - Are arrangements in place to call ad hoc meetings when necessary.	One respondent said they did not know.	It is possible to call such meetings should they be felt appropriate (as set out in the TOR).	No further action required	Not applicable	Not applicable.
Question 35 - Are committee members notified of urgent		Any urgent matters would be reported at the meeting or via a separate meeting as determined by the Committee Chair. The Committee Chair could also be	No further action required	Not applicable	Not applicable

matters when appropriate		contacted between meetings by the Executive Lead should this be felt necessary.			
Question 36 - Does the committee make the organisation aware of issues of staff capacity and skills that impact on the running of the committee	One respondent noted they did not know	<p>The Committee Effectiveness Survey is a mechanism to assess this. The role of the Chair would also assess this issue.</p> <p>Governance lead present at each meeting.</p>	No further action required.	Not applicable	Not applicable.
Question 37 - Are papers circulated in good time and are minutes and agreed actions, received as soon as possible after meetings		<p>KPI exists however, capacity and demand pressures can impact the turnaround time.</p> <p>Minutes are circulated with the forthcoming agenda papers so that those preparing the next set of reports can reference back to the minutes.</p> <p>It may not always be possible to include all the agenda reports at the same time but in such instances reports that are not yet available are marked 'to follow' and this is picked up at the meeting to ensure such instances are kept to a minimum.</p>	No further action required.	Not applicable.	Not applicable
Question 38 - does the Committee ensure that its work is fully conveyed to the Board and wider organisation?	One respondent noted they did not know	<p>Highlight reports are received by the Board.</p> <p>All Board and Board Committee Agenda and Papers shared on public website.</p> <p>There was a brief pause in meetings of this Committee in June and July 2020 due to Covid - resumed from August 2020. (There was a further pause in January/February 2021)</p> <p>All Board Members have access to all Board Committee reports</p>	No further action required	Not applicable	Not applicable

		whether or not they are a member of that Committee.			
Question 39 - Is the work of the committee duplicated elsewhere in the organisation? If yes, please elaborate.	One respondent said yes and three responded they did not know	The TOR and Committee Cycle of Business (once developed) will ensure that the Committee continues to focus in the right areas and is clear on its remit and that of other Committee meetings.	No further action required.	Not applicable	Not applicable.
Question 40 - Do you consider the Committee to be effective in discharging its terms of reference?	One respondent said they did not know	<p>The Committee Effectiveness Survey is a mechanism to assess this.</p> <p>The TOR and Committee Cycle of Business (once developed) is a further way in which the role played by the Committee can be assured.</p>	No further action required	Not applicable	Not applicable.
Question 41 - Do you have any suggestions on how the work of the Committee could be improved or strengthened?	One respondent suggested earlier circulation of the minutes and agreed actions and 'show and tell' presentations on hot topics and also the wider Board.	<p>There is a KPI around the timeliness of meetings, however, capacity and demand pressures can impact the turnaround time. The draft minutes are shared with the nominated lead in Mental Health who co-ordinates the drafting of reports and the Committee Chair for agreement prior the next meeting.</p> <p>The forward work programme is a standing item on the Committee agenda. Suggestions made by the Director of Primary, Community and Mental Health Services were discussed at the November 2020 meeting of the Committee and these were incorporated into the forward work plan.</p>	<p>Monitor timeliness of minute & action log availability.</p> <p>Any further suggestions received to be considered at the next scheduled Committee meeting.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Corporate Governance Team</p> <p>Corporate Governance Team</p>