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Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board



Meeting Date	7th February 2019	Agenda Item	2a
Report Title	Mental Health Legislative Committee		
Report Author	Claire Mulcahy, Committee Services Officer		
Report Sponsor	Emma Woollett, Vice Chair		
Presented by	Emma Woollett, Vice Chair		
Freedom of Information	Open		
Purpose of the Report	The purpose of the report is to inform the committee of the opinions received as part of the self- assessment.		
Key Issues	The self-assessment is undertaken at the end of each financial year to determine committee members' opinions as its effectiveness during the year.		
Specific Action Required <i>(please ✓ one only)</i>	Information	Discussion	Assurance
	✓		
Recommendations	Members are asked to: <ul style="list-style-type: none"> • Note the report. 		

Mental Health Legislative Committee Self-Assessment

1. INTRODUCTION

The purpose of the report is to inform the committee of the opinions received as part of its self-assessment.

2. BACKGROUND

All board members are asked to complete a self-assessment for each committee of which they are a member to determine its effectiveness and ability to discharge its role. The outcome enables training and development to be considered, in addition to changes to processes and procedures.

A generic survey template devised by corporate governance was circulated via email on the beginning of January 2019 and reminders sent to encourage completion.

Of the seven invited responses for the Mental Health Legislative Committee, seven were received, four independent members, two executive directors and one service director.

3. FINDINGS

In the main, there was general agreement around the responses. Below are some issues that may need further consideration by the committee;

i. Issue 3 – Changes to committee’s workload

The committee was broadly in agreement that changes to the committee’s current and future workload were discussed and approved at board level but one member felt this was partly true and one member felt this was not the case.

ii. Issue 4 - Committee members

Whilst the majority agreed that committee members are independent of the management team, one member did not agree and one member felt this was only partly true. A comment was made with the regards to whether it was appropriate for the committee members to also be hospital managers.

iii. Issue 5 - Training

There was a mixed response concerning whether new members are provided with adequate induction and ongoing training. Three members felt this was partly true and one member felt this was not the case.

- iv. Issue 7– Committee’s effectiveness
Whilst the majority of members agreed that the committee does assess its own effectiveness periodically, one member did not agree.
- v. Issue 12 – Timing of committee meetings
There was a mixed response concerning the timing of committee meetings being discussed with all parties involved. Two members felt this was not the case and one member felt this was partly true.
- vi. Issue 14 - Robustness of Data
While four members of the committee agreed that the robustness of the data provided within reports was reviewed, one member felt this was partly true and two members felt this was not the case and one member commented that a review of the data was needed.
- vii. Issue 15 - Performance
The majority of members felt the committee has reviewed its performance for consistency with the terms of reference and the work programme but one member felt that this was not the case.

4. RECOMMENDATION

The Mental Health Legislative Committee is asked to note the findings of the self-assessment and discuss any ways of improvement.

Governance and Assurance							
Link to corporate objectives <i>(please ✓)</i>	Promoting and enabling healthier communities		Delivering excellent patient outcomes, experience and access	Demonstrating value and sustainability	Securing a fully engaged skilled workforce	Embedding effective governance and partnerships	
						✓	
Link to Health and Care Standards <i>(please ✓)</i>	Staying Healthy	Safe Care	Effective Care	Dignified Care	Timely Care	Individual Care	Staff and Resources
			✓	✓			
Quality, Safety and Patient Experience							
Ensuring the board committee structure is an effective part of the governance arrangements is key to quality, safety and patient experience.							
Financial Implications							
There are no financial implications.							
Legal Implications (including equality and diversity assessment)							
There are no legal implications.							
Staffing Implications							
There are no staffing implications.							
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015 - https://futuregenerations.wales/about-us/future-generations-act/)							
Ensuring the board committee structure is an effective part of the governance arrangements aligns with the health board's long-term future.							
Report History	The self-assessment is an annual process.						
Appendices	Appendix 1 – the self-assessment survey. Appendix 2 – findings from the self-assessment survey						

MENTAL HEALTH LEGISLATIVE COMMITTEE

SELF-ASSESSMENT CHECKLIST

	Issue	Yes	No	Partly	Don't know	Comments / Action
1	Does the Committee have terms of reference adopted by the Board, which are reviewed annually to take into account governance developments (including good governance principles) and the remit of other committees within the organisation?					
2	Does the Committee have adequate administrative support and sufficient membership, authority and resources to perform its role effectively and independently?					
3	Are changes to the Committee's current and future workload discussed and approved at Board level?					
4	Are Committee members independent of the management team?					
5	Are new members provided with adequate induction & ongoing training?					
6	Are members confident they have sufficient knowledge of the organisation's business to identify key risk areas and to challenge line management on critical and sensitive matters?					
7	Does the Committee assess its own effectiveness periodically?					
8	Has the Committee established a plan of matters to be dealt with across the year?					
9	Does the Committee meet sufficiently frequently to deal with planned matters, and is enough time allowed for questions and discussions?					

	Issue	Yes	No	Partly	Don't know	Comments / Action
10	Are Committee papers distributed in sufficient time for members to give them due consideration?					
11	Are Committee meetings scheduled prior to important decisions being made?					
12	Is the timing of Committee meetings discussed with all the parties involved?					
13	Has the Committee reviewed whether the reports it receives are timely and have the right format and content to enable it to discharge responsibilities?					
14	Has the Committee reviewed the robustness of the data behind reports and assurances received by itself and the Board?					
15	Has the Committee reviewed its performance in the year for consistency with its: <ul style="list-style-type: none"> • Terms of reference? • Programme for the year? 					
16	The Committee prepares an annual report on its work and performance in the preceding year for consideration by the Board.					
17	Does the Annual Report and Accounts of the organisation include a description of the Committee's establishment and activities?					

Please note below any areas where you feel the Committee does not function effectively or where you feel improvement could be made;



Partneriaeth
Cydwasanaethau
Gwasanaethau Archwilio a Sicrwydd
Shared Services
Partnership
Audit and Assurance Services



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Mental Health Legislative Committee

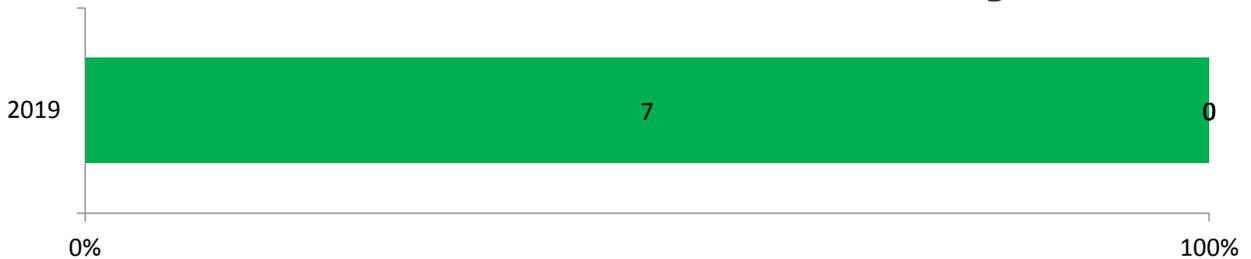
January 2019

7/7 Response Rate

Questionnaire Responses

■ Yes ■ Partly ■ No ■ Don't Know

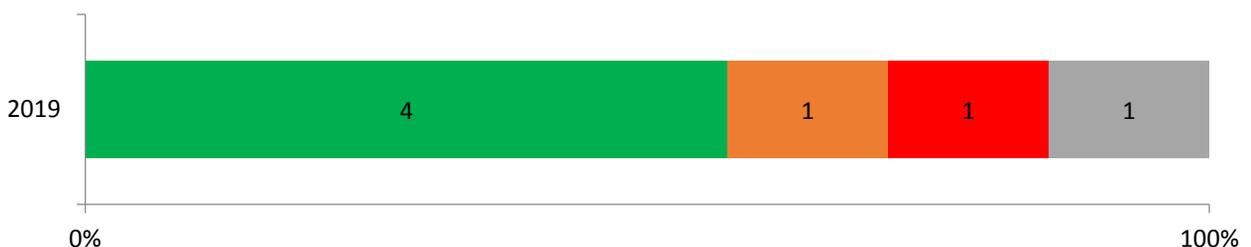
1. Does the Committee have terms of reference adopted by the Board, which are reviewed annually to take into account governance developments (including good governance principles) and the remit of other committees within the organisation?



2. Does the Committee have adequate administrative support and sufficient membership, authority and resources to perform its role effectively and independently?



3. Are changes to the Committee's current and future workload discussed and approved at Board level?



Questionnaire Responses

■ Yes ■ Partly ■ No ■ Don't Know

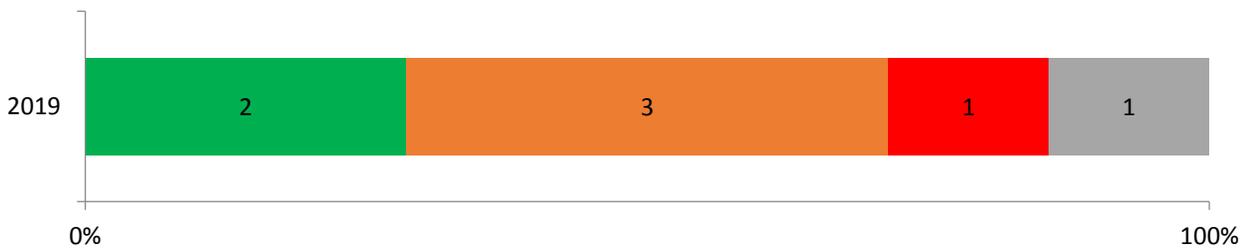
4. Are Committee members independent of the management team?



Comments

"Issue re hospital managers MHLIC"

5. Are new members provided with adequate induction & ongoing training?



6. Are members confident they have sufficient knowledge of the organisation's business to identify key risk areas and to challenge line management on critical and sensitive matters?



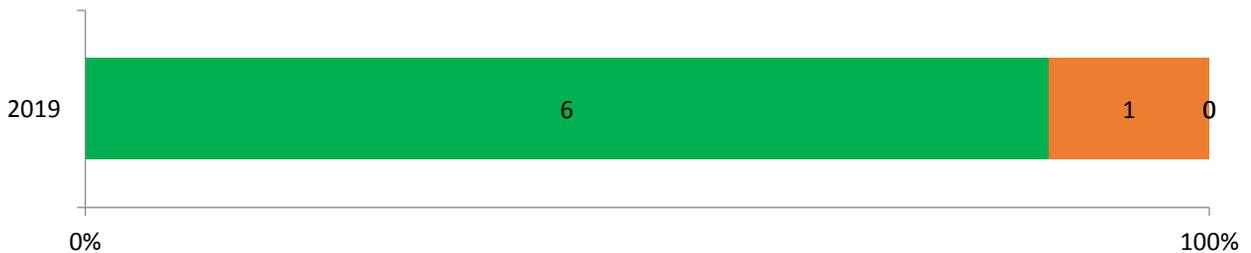
Questionnaire Responses

■ Yes ■ Partly ■ No ■ Don't Know

7. Does the Committee assess its own effectiveness periodically?



8. Has the Committee established a plan of matters to be dealt with across the year?



9. Does the Committee meet sufficiently frequently to deal with planned matters, and is enough time allowed for questions and discussions?



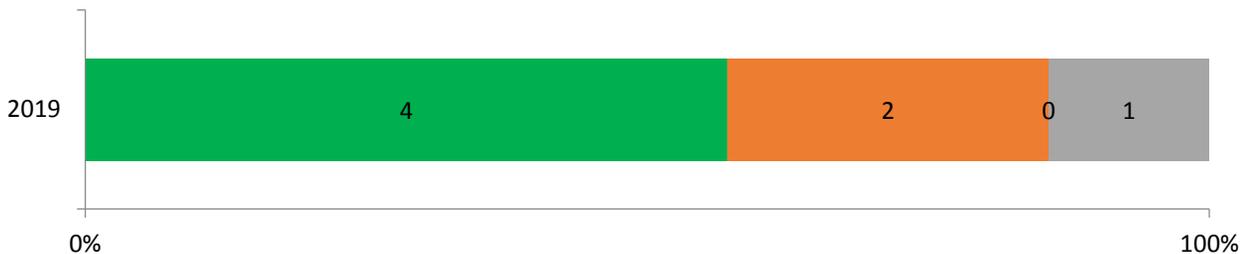
Questionnaire Responses

■ Yes ■ Partly ■ No ■ Don't Know

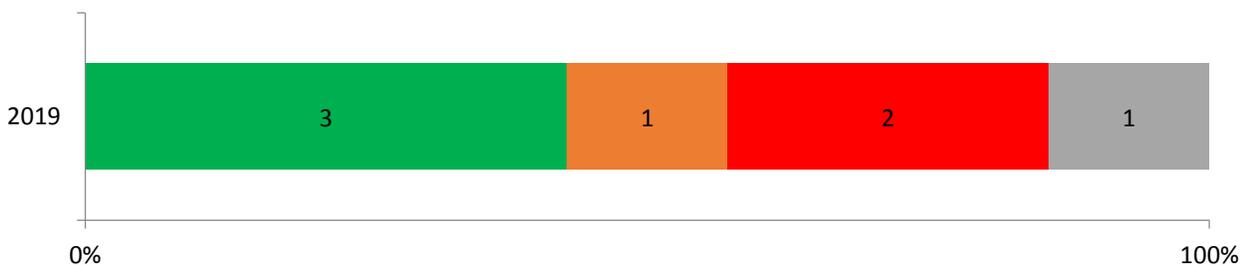
10. Are Committee papers distributed in sufficient time for members to give them due consideration?



11. Are Committee meetings scheduled prior to important decisions being made?



12. Is the timing of Committee meetings discussed with all the parties involved?



Questionnaire Responses

■ Yes ■ Partly ■ No ■ Don't Know

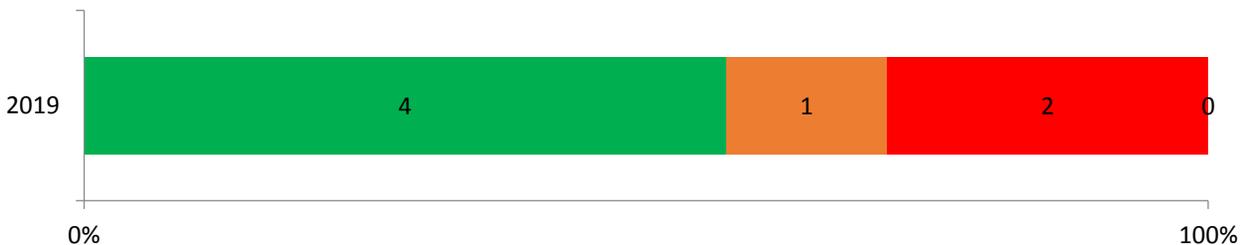
13. Has the Committee reviewed whether the reports it receives are timely and have the right format and content to enable it to discharge responsibilities?



Comments

"Work in progress"

14. Has the Committee reviewed the robustness of the data behind reports and assurances received by itself and the Board?



Comments

"[This is] needed"

15. Has the Committee reviewed its performance in the year for consistency with its:

- Terms of reference?
- Programme for the year?



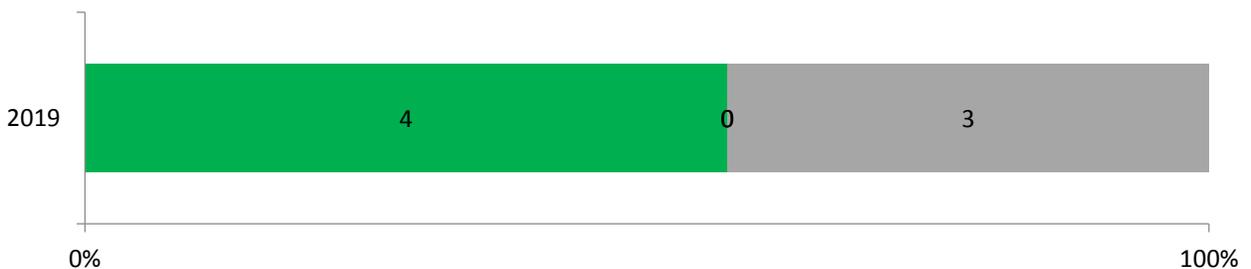
Questionnaire Responses

■ Yes ■ Partly ■ No ■ Don't Know

16. The Committee prepares an annual report on its work and performance in the preceding year for consideration by the Board.



17. Does the Annual Report and Accounts of the organisation include a description of the Committee's establishment and activities?



Comments

"Unsure"

Please note below any areas where you feel the Committee does not function effectively or where you feel improvement could be made:

"More Focus on induction for Roles and Responsibilities as Board members and our roles within Committees."