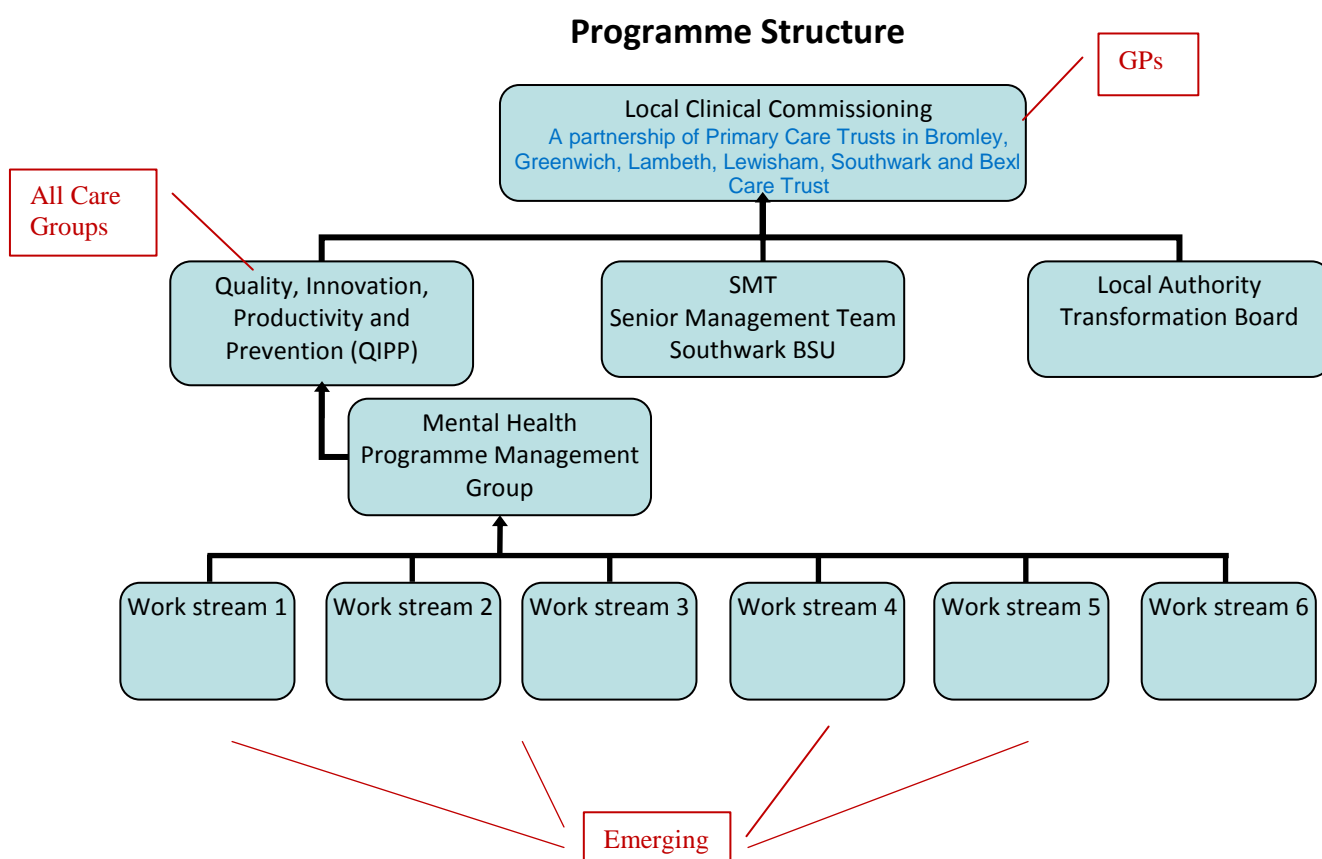


This paper was discussed at the July Mental Health Partnership Board. Board comments are highlighted in red in the same format as this note

Draft Terms of Reference for the Development of Mental Health Programme Management Group

Background

Rationale for change: ensure new group has a raised profile within the new Business Support and is able to influence and deliver the strategic objectives of Southwark Business Support unit.



Role

As part of the project structure, it has been proposed to establish a Mental Health programme management group (MHPMG). The MHPMG will strategically inform, oversee, steer and influence Joint MH Commissioning in Southwark. The MHPMG will advise and make recommendations to the Quality, Innovation, Productivity and Prevention Programme (QIPP) on MH Strategy and Mental Health QIPP work stream programmes across Adult Mental Health, Mental for Older Adults, Substance Misuse, Forensic and Primary Care.

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Objectives

The Mental Health Programme Management Group will:

1. Act as a contributor to refresh the local Mental Health strategy and influence how the strategy is developed.
2. Advise and develop key performance indicators for a range of mental health contractors
3. Receive a Financial highlight report to advise on financial under or over performance issues
4. Monitor and oversee the outcomes of providers delivering mental health services in Southwark
5. Provide strategic advice for business case approval at QIPP

- Innovative & Creative
- Gap analysis – innovation in the market place
- Outcome measurements for people in receipt of Personal Health Budgets
- Improve inclusion of MH – influencing non mental health organisation in order to gain wider access for mental health service users
- Prevention, maintenance & wellbeing
- Reduce stigma
- Patient experience
- Oversee work streams

Membership

Membership of MHPMG will be invited from stakeholders who are able to demonstrate that they can actively contribute and steer Mental Health commissioning in Southwark. The group will need to be represented by Health and Social Care providers, Health and Social Care commissioners, Voluntary Sector and Service User organisations. Carers

It is proposed that all groups and organisations re-affirm their representation on an annual basis. The Mental Health Programme Management Group will review its membership as a whole on a 2 year basis.

Membership to be invited from the following borough-wide organisations:

2	SLAM
2	Local Advisors
1	GP Commissioner
1	Local Authority
2	Service User reps
2	Carer Reps
1	Vol Sector rep

The following NHS Southwark officers will also be members:

Gwen Kennedy
Jo Holmes

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Deputies

It is accepted that all members will not be able to attend all meetings. In order to facilitate continuity, organisations can nominate a deputy who can attend meetings in the exceptional circumstances of the named representative being unable to attend.

If a member is unable to attend 4 consecutive meetings, the Chair will undertake to send a letter in order to determine an intention to continue on the group. If no response is received within four weeks it is assumed the membership has lapsed and the Chair will write to the organisation to invite them to nominate a new representative.

Frequency of Meetings

Meetings will take place on a monthly basis and will last for two hours.

Powers

Mental Health Programme Management Group reports and is responsible to the QIPP group and acts in an advisory capacity and, as such, can make recommendations to the Board. The Board may, on occasion, delegate specific tasks to Mental Health Programme Management Group.

Mental Health Programme Management Group will produce reports for the Board on an annual basis and will make available minutes of meetings, and provide additional information through exceptional reporting as required.

Chair

Review

The terms of reference including membership will be reviewed after 6 months initially and thereafter on an annual basis.

Code of Conduct

All members and deputies of Mental Health Programme Management Group will need to abide to the following code of conduct. Members will need to sign a form to demonstrate their acceptance of the code of conduct prior to being accepted as a member of the Mental Health Programme Management Group. If any member does not abide by the following, the chair may ask them to leave the meeting.

Contributing to Effective Meetings

- Have an interest in mental health and mental health issues
- Being a member of a NHS Southwark committee with multi-agency membership, work in a way which respects others, respects different opinions and works towards consensus, respecting the chairs management of the meetings.
- Be willing and able to participate in meetings by reading papers, listening, asking questions and making comments.
- Being able to conduct oneself in a way which does not cause offence or limit in any way the ability of other members to take part in the meeting.

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- Be able to maintain confidentiality when necessary
- Be able to attend meetings as agreed (frequency to be confirmed)

Acting Strategically

- Be able to take into account the needs of local people and patients across the whole of Southwark
- Be able to work within a strategic overview of Southwark, appreciating the whole picture and complex ideas

Acting as a Representative

- Ensure the views of your group are represented and that you feed back to them, keeping them informed of developments thereby maintaining a two-way flow of information and views.

- Regular finance reports
- Quarterly reports from IoP