

## SWALE MENTAL HEALTH ACTION GROUP

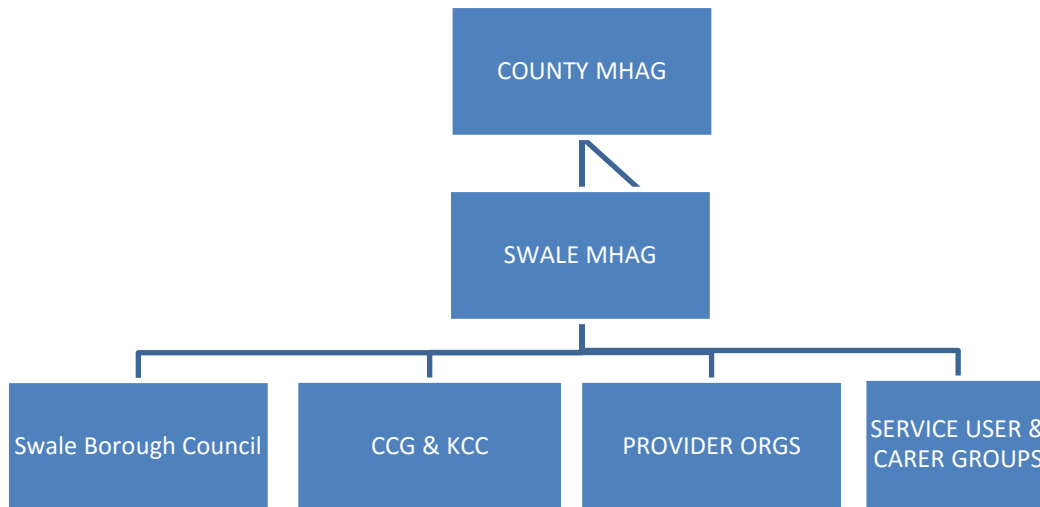
### TERMS OF REFERENCE

1	<p><b>1 INTRODUCTION</b></p> <p>The Swale Mental Health Action Group (MHAG) is a local forum made up of people who represent local service users, carers, commissioners, councillors and service providers who are all tasked to <b>work together</b> to improve the experience of local mental health services.</p>
2	<p><b>2 PURPOSE OF SWALE MHAG</b></p> <p>Representatives will both offer and hear feedback on the quality and availability of local services and together will find solutions to improve the experiences of those who use or will use local services in the future.</p> <p>This network of collaborative relationships will promote inclusion and reduce stigma and give a wider voice to all.</p> <p>In addition information will be used to inform and influence commissioning and provider decisions.</p>
3	<p><b>3 MEMBERSHIP</b></p> <p>Regular attendance of nominated representatives from:</p> <ul style="list-style-type: none"><li>• NHS and Kent County Council commissioners</li><li>• Swale Borough Council</li><li>• Service user groups/forum</li><li>• Carer forum</li><li>• Swale third sector and statutory service providers</li></ul> <p>The meetings are open to anyone to attend and feedback on quality/availability of services.</p>
4	<p><b>4 VALUES AND CODE OF CONDUCT</b></p> <p><b>All representatives attending meetings are mindful of their position on the group and of the influence they have in promoting both the reputation of the organisation/people they represent as well as confidence in local services.</b></p> <p>Members are required to adhere to the following values at all times, as agreed by the MHAG group (Nov 2016)</p> <ul style="list-style-type: none"><li>• To be respectful of one another both personally and organisationally</li><li>• To promote the local mental health pathways and services</li><li>• To work together to find solutions</li><li>• To share information and learn from each other</li><li>• Be constructive and forward thinking</li><li>• To instil hope and confidence</li><li>• To attend meetings regularly and contribute positively</li></ul>

	<ul style="list-style-type: none"> <li>• To be contactable if member of the group has a query</li> </ul>
<p><b>5</b></p>	<p><b>5.1 ROLES AND RESPONSIBILITIES</b></p> <p>The Swale MHAG reports up to the County wide MHAG and in turn to the organisations/groups members attending are nominated to represent. As such they are responsible for attending meetings regularly, keeping the group updated and informed, maintaining helpful relationships in order to find solutions and promoting a positive image of the MHAG and local services it aims to support.</p> <p><b>Commissioner and Local Council Representatives</b>          To represent Clinical Commissioning Group (CCG), local authority or local council and update group on related commissioning and local council developments          To feedback to own organisation through formal and informal routes          To work with others as required</p> <p><b>Provider Representatives</b>          To represent organisation and update group on service developments          To contribute to meeting          To complete tasks as required          To provide area of expertise          To feedback to organisation through formal and informal routes          To work with commissioners or other organisations represented as required</p> <p><b>Service User and Carer Representatives</b>          To represent the views of Swale forum members and area of expertise as agreed          To feedback to Swale forum          To contribute to meeting          To work with commissioners or providers represented as required</p>
	<p><b>5.2 CHAIR AND CO CHAIR</b></p> <p>The chair will:</p> <ul style="list-style-type: none"> <li>• be elected from the Swale MHAG and rotate for agreed periods</li> <li>• bring pre meeting items to the MHAG meeting on behalf of service users</li> <li>• call upon members to update on their areas</li> <li>• lead the meeting and keep to time</li> <li>• encourage interaction from the wider group</li> <li>• where necessary summarise points if discussion is prolonged</li> <li>• will have a co-chair for support</li> <li>• ensure members have the opportunity to review papers before the meeting starts.</li> </ul>

	<p><b>5. ADMINISTRATION OF MEETING</b></p> <p>West Kent MIND will administer the meeting and notes, actions and/or reports presented at the meetings The agenda and any supporting documentation for each meeting will be circulated one week prior to the scheduled meeting as per the agreed circulation list</p> <p>All distributed agendas and minutes of meetings will be deemed to be draft until agreed at the subsequent meeting.</p> <p>All minutes to be uploaded to the Live it Well website when they have been reviewed and agreed by all parties.</p> <p>Minutes are to be recorded in a non-personal way to protect confidentiality and promote a positive image of the Swale MHAG and mental health services.</p> <p>Actions to be agreed at each meeting and include by whom and date due. Actions that have finished or cannot be resolved in the meeting will be closed.</p> <p>Organisation contact details to be included with members names</p> <p><b>Standard agenda items are:</b></p> <ol style="list-style-type: none"><li>1. Brief reminder of values and code of conduct</li><li>2. Introductions and apologies received</li><li>3. Notes of previous meeting and actions</li><li>4. Commissioner/ Local Council/Provider updates</li><li>5. Service user update (from pre meeting via chair)</li><li>6. Feedback from task and finish group as necessary</li><li>7. County MHAG feedback (to and from)</li><li>8. Success and Learning (twice yearly agenda item starting May 2017)</li><li>9. Swale MHAG annual workshop (Dec 2017)</li><li>10. Date of next meeting</li></ol> <p>Terms of reference to be shared with organisation leads and their nominated representatives</p>
<p><b>6</b></p>	<p><b>TASK AND FINISH GROUPS</b></p> <p>The Swale MHAG may wish to undertake certain tasks and nominate representatives to complete.</p> <ul style="list-style-type: none"><li>• Lead person identified to lead the task</li><li>• Task is explicit and is relevant</li><li>• Task is understood</li><li>• Timescale to complete is agreed</li><li>• Reporting format is agreed</li><li>• Support is agreed if necessary</li></ul>

**7 REPORTING PROCESS** diagram showing information flows from individual organisations and groups into and out of MHAG and up to County MHAG



**8 REVIEW of Terms of Reference**

The terms of reference may be changed from time to time. The MHAG members are responsible for agreeing any changes and the Chair will be responsible for updating and distributing the revised document.

These terms of reference will be reviewed in November 2017 or earlier if required

**Names of the Organisation leader who will ensure their representatives uphold the Terms of Reference and to who the chair can approach when necessary (please note this is not the attendee list)**

Name	Organisation	Email	Contact number
	Porchlight Live Well Kent		
	Kent & Medway Partnership Trust (KMPT)		
	Swale User Representative Forum (SURF)		
	Thinkaction		
	Insight Healthcare		
	Sussex Partnership Foundation Trust		
	Swale Borough Council		
	Kent County Council (KCC)		
	Riverside Care and Support		
	AmicusHorizon		
	West Kent Mind		
	Swale CCG		
	Together Swale Your Way		
	Carers' Support		
	Sanctuary Supported Living		