

Terms of Reference

Mental Health Steering Group for the delivery of an All Age Integrated Strategic Action Plan for Mental Health

Background

In the UK around one in every fourth person suffer from poor mental health. Nearly half of all lifetime cases of diagnosable mental illness begin by the age of 14.

The national response to tackling mental health was the publication of two cross government strategies in 2011 'No Health without Mental Health' and 2014 'Closing the Gap'.

These Terms of Reference (ToR) outline the remit of the Mental Health Steering group, consisting of representatives of members of the Health & Wellbeing Board and strategic partners, to oversee the development and delivery of an All Age Integrated Strategic Action Plan for Mental Health for the Borough.

Purpose of the Steering Group

It is the responsibility of the group to develop and implement a coordinated and strategic approach to mental health across the life course. The group will:

- Develop an integrated strategy action plan for mental health, with joint responsibility across all members, to address the priorities of the mental health strategy as outlined in the Stockton-on-Tees Joint Health and Wellbeing Strategy
- Provide the appropriate links to key strategic groups to ensure coordination and delivery of priorities, e.g. Future in Mind, Suicide Prevention etc.
- Provide active direction for the strategy
- Review progress and performance against the integrated strategy action plan
- Respond to in year development and emerging priorities
- Convene Sub groups as and when required to deliver on the development of key actions within the plan
- Provide progress and performance reports to the Health & Wellbeing Board
- Communicate the progress of the group with wider strategic partners and those with lived experience

Membership

Chair & Vice Chair

The group will be chaired by the Clinical Commissioning Group lead for mental health; the position of vice chair will be taken up by a member of the Public Health team. The Vice Chair will act as deputy in lieu of the Chair. The Chair will take the role of leading the Steering group meetings. The Chair and Vice Chair will collate the agenda for the meetings and ensure the timely distribution of the agenda and papers at least one week before the next meeting.

Members

Engagement of the public and provider organisations will be an essential part of the action plan's development; this may be undertaken through the relevant commissioning organisations or via representation through the group. Members of the group will be expected to have an appropriate level of authority, expertise and experience to make decisions and act on these. Members will be expected to liaise with their colleagues and those they represent in order to ensure representation at each meeting. Guests may be invited to share knowledge and experience with the group and will be briefed in advance on the content and the format.

Organisation/Department	Individual	Strategic Link
Hartlepool & Stockton-on-Tees CCG	Dan Maddison, Commissioning Lead	CCG Work streams/Crisis Concordat
Stockton-on-Tees Borough Council Public Health		Suicide Prevention/ FIM/Mental Health Training
Stockton-on-Tees Borough Council Adults & Health	Commissioning Manager, Children,	FIM/ Social Care
Catalyst Stockton-on-Tees		VCSE
(Education Rep TBD)		
(Police Rep TBD)		
(Substance Misuse Rep TBD)		
(Mental Health Rep TBD)		

Membership may alter during the course of the project with the potential for additional co-opted members subject to agreement with the Steering Group. The Chair and Vice Chair will take responsibility for ensuring all the appropriate strategic links are made via membership or via other channels of communication (see appendix 1).

Frequency of meetings

The group will meet bi-monthly in the first instance; meeting dates will be agreed and circulated as promptly as possible. Frequency of meetings may vary with prior agreement by the steering group. Apologies should be directed to the administrator of the group.

Decision Making

Decisions are usually taken by consensus. If required a simple vote will be cast, all members of the group can vote. In even of a tie, the chair should make a deciding vote. The meeting must have representation from 4 separate organisations in order to be quorate.

Governance & Accountability

The steering group has been convened through the health and wellbeing board and will report directly back to the board via the Chair and Vice Chair on a bi-annual basis.

Individual departments and organisations have been formally requested to engage with the process. Representatives of each department/organisation will be responsible for reporting back to the steering group and communicating with their organisation/department.

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Appendix 1: The Mental Health Steering Group reports directly to the Health & Wellbeing Board. The Steering group can set up sub groups when appropriate to deliver on key actions. The relevant strategic links are to be made to ensure coordination and to avoid duplication of efforts.

