

2. TERMS OF REFERENCE FOR THE MENTAL HEALTH & WELLBEING CARE PROGRAMME BOARD



Perth & Kinross Health & Social Care Partnership

Mental Health & Wellbeing Care Programme Board Terms of Reference

Name	Mental Health & Wellbeing Care Programme Board Terms of Reference
Version status and number	Draft v0.4
Version date	29 th October 2018
Document file name	MHW Board TOR dated 2018_10_29.doc
Next review date	< to be added once document formally adopted >

Version #	Status	Author(s)	Changes
0.1	Draft	Nick Morley	First draft for review based on the OP USR version
0.2	Draft	Nick Morley	Includes initial review comments from Evelyn Devine and Kenny Ogilvy
0.3	Draft	Nick Morley	Updated after further review comments
0.4	Draft	Nick Morley	Further comments from board meeting 16October18

Purpose of the Mental Health & Wellbeing Care Board (Background)

The Health and Social Care Planning and Commissioning Board is responsible for ensuring that there is a coordinated and consistent approach to commissioning services on behalf of partner agencies in Perth and Kinross. It aims to ensure a joined up approach to strategic planning and service delivery in order to maximise best use of public resources and deliver seamless services by working across organisational boundaries.

There are four “sub” Boards sitting within the framework for delivery of the Strategic Planning and Commissioning Board:

- Older People’s & Unscheduled Care Board
- Carers Board
- Mental Health & Wellbeing Board
- Primary Care Board

The Mental Health & Wellbeing Care Board will oversee the development and implementation of the strategic delivery plan for mental health and wellbeing care in line with the objectives of the P&K IJB Strategic Commissioning Plan and within resources available.

2. Chairperson

The Mental Health & Wellbeing Care Board will be chaired by the Perth & Kinross Health & Social Care Partnership (P&K HSCP) Head of Health and the Co-Chair of the Board will be the P&K HSCP Head of Adult Social Care & Social Work.

3. Support

The meetings will be serviced by the P&K HSCP.

4. Membership

The membership of the Board, the Senior Responsible Officer (SRO) / Chair and Co-Chair will be reviewed annually.

The core membership is detailed below but it is expected that additional members will be co-opted as necessary from time to time:

#	Board Position	Name	Job Title
1.	SRO / Chair	Evelyn Devine	Head of Health
2.	Co-chair	Diane Fraser	Head of Adult Social Care & Social Work
3.	Clinical Lead	Dr Keith Mathews	Associate Medical Director
4.	Strategic Lead	Kenny Ogilvy	Service Manager
5.	Nursing Lead	Keith Russell	Associate Nurse Director
6.	Portfolio Lead	Nick Morley	Business Improvement Officer
7.	Finance Lead	Neil Copland	Senior Finance Officer
8.	Commissioning Lead	Eileen McMullen	Planning and Commissioning Manager
9.	ECS Lead	Hazel Robertson	Head of services for children
10.	NHS Tayside	Arlene Wood	Associate Director Inpatient Mental Health
11.	Partner Representative	Jillian Galloway	Head of Prison Health Care / Out of Hours / Forensic Medical Services

Each individual member will fully represent, appropriately feedback into and act in accordance with the delegated authority they hold on behalf of their organisation.

Lead Clinicians, Service Managers and Officers from relevant organisations will undertake the necessary day to day work on behalf of the Board.

Meeting minutes will be circulated to those deemed necessary and in addition to:

HR Lead	Audrey Clark	Human Resources Officer
Communications	Mary Willis	Communications Officer

5. Quorum

Meetings of the Mental Health & Wellbeing Care Board will be quorate when 7 members including at least the Chair or the Co-chair.

6. Frequency of meetings

It is expected that meetings will take place on a monthly basis but with a minimum of 6 times per year. Additional meetings may be required from time to time in order that any urgent matters are dealt with promptly.

7. Roles & Responsibilities

The main responsibilities are specifically for Mental Health & Wellbeing to:

1. Identify areas for commissioning and decommissioning regarding the above strategies with support from the strategy groups
2. Identify key deliverables and priorities for all the strategies listed above
3. Establish appropriate clinical leadership for the implementation of the strategies
4. Develop high level monitoring of operational implementation at locality level ensuring equality of provision as appropriate
5. Coordinate the implementation of the strategies by identifying any cost cutting themes and areas of duplication and taking action as appropriate
6. Ensure the models/pathways of care proposed by the strategy programme groups are financially sustainable
7. Contribute to the Partnership Annual Performance Review setting out and explaining performance against targets on an annual basis
8. Developing a 1 year and 3 year financial plan for Mental Health and Wellbeing
9. Ensure links to wider developments in inpatient services Community Planning Partnerships and Tayside Mental Health Board
10. Authorise and monitor proposals regarding spend of any new Scottish Government monies (with the exception of ADP monies which will be authorised by the ADP Strategy Group).

The Board will be expected to ensure that plans are scrutinised to ensure alignment with the core Principles of the Strategic Commissioning Plan and that outcomes are achieved within the agreed timescales. Where deviation from expected outcomes is identified, the Partnership will require assurance that appropriate remedial action has been taken, and will monitor performance and delivery accordingly and produce regular progress reports for the Strategic Planning and Commissioning Board and the IJB.

The Mental Health & Wellbeing Care Board will also contribute to the Partnerships Engagement Strategy to support the engagement of service users, carers and citizens and identify opportunities to improve user participation in co-producing services.

8. Dealing with Sensitive Matters and Possible Conflicts of Interest

The Mental Health & Wellbeing Care Board may at times have to consider confidential information on matters related to commissioning, procurement or performance. Members are individually required to declare known conflict of interests prior to commencement of meetings. The Partnership will determine whether or not any declaration necessitates exclusion from discussion on specific issues.

9. Authority

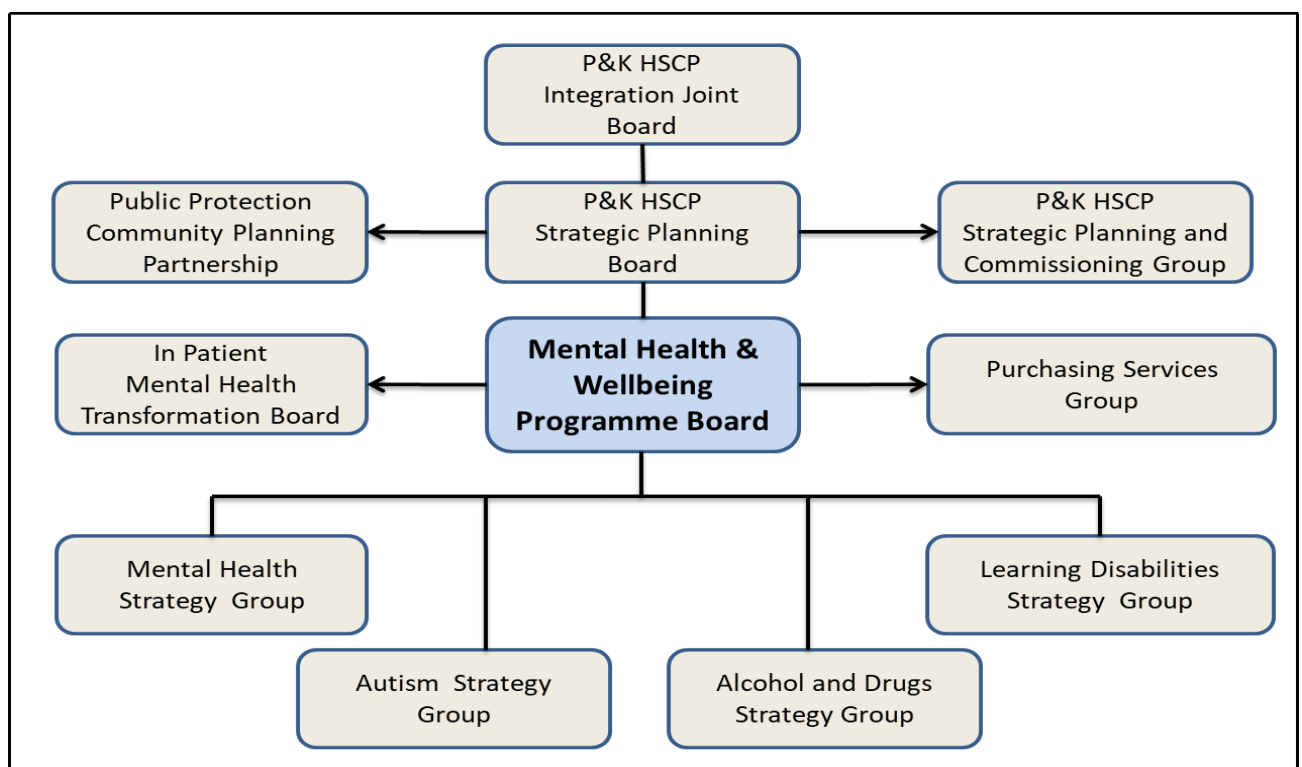
The Senior Leadership Team of the Mental Health & Wellbeing Care Board has devolved executive accountability to define the strategic direction older people in Perth & Kinross. (Authority to be agreed)

The Mental Health & Wellbeing Care Board is authorised by the P&K HSCP IJB to prioritise issues and take decisions within the scope of its remit.

The Mental Health & Wellbeing Care Board may establish sub groups, short life working groups and commission individuals to carry out work on its behalf, as it deems necessary.

10. Reporting Arrangement

The reporting hierarchy for the Mental Health and Wellbeing Care Programme is detailed in the diagram below:



11. Review

It will be necessary to evaluate the effectiveness of the Mental Health & Wellbeing Board and adapt arrangements as necessary.

Terms of Reference will be reviewed annually and may also be altered at other intervals in accordance with the implementation of health and social care national policy reforms and subsequent guidance.

Proposed changes will be submitted to the Strategic Planning and Commissioning Board.

12. Portfolio of Work

It is expected that the Mental Health & Wellbeing Programme of Care will include the following streams of activity although the Mental Health & Wellbeing Board may direct that additional tasks be added when necessary.

Number	Work Stream Title
MHW01	Review of Complex Care
MHW02	Implementation of agreed Action 15 initiatives
MHW03	Review of Internal Supported Living
MHW04	Reduction in Learning Difficulties Employment Support Team
MHW05	Review of Learning Difficulties Permanent Placements
MHW06	Review of Mental Health Permanent Placements
MHW07	Review of Community Drug and Alcohol Services
MHW08	Review of Care Packages
MHW09	Highland House reallocation
MHW10	Review of learning Difficulties Block Contracts
MHW11	Review of Mental health Block Contracts
MHW12	Third sector SLA Review
MHW13	Review of COSLA Income Thresholds