

MENTAL HEALTH STRATEGIC PLANNING GROUP

TERMS OF REFERENCE

1. PURPOSE

1.1 The APG will ensure the efficient and effective joint planning of mental health and social care services for the Vale of Glamorgan , thereby contributing to the continued implementation and monitoring of

- **the Health Social Care & Wellbeing Strategy**
- **the Adult Mental Health NSF**
- **the Older Person's NSF**
- **the strategic development of mental health services**
- **and other pertinent strategies, legislation and guidance – eg. Health Service and Financial Framework (SaFF) targets**

2. OBJECTIVES

2.1 JOINT WORKING:

2.1.1 To facilitate effective joint working by engaging with relevant stakeholders in the statutory, voluntary and private sectors and service users and carers across Cardiff.

2.2 IMPLEMENTING THE HEALTH SOCIAL CARE AND WELL-BEING STRATEGY:

2.2.1 To develop an action plan or implementation plan based on the objectives listed in section 1.1.

2.2.2 To develop, support, direct and monitor Joint Operational Groups and other sub-groups, to implement objectives or specific projects where appropriate.

2.2.3 To foster links with the key Strategic Partnerships and their relevant sub groups to increase awareness of cross-cutting issues; in this instance:

- **Community Safety**
 - Community Safety Partnership
 - Domestic Abuse Forum
 - Multi Agency Public Protection Boards
 - Substance Abuse Action Team

- **Life Long Learning**
- **Children & Young People**
 - CAHMS Strategic Joint Planning Group
 - Children & Young People Framework
 - Children's Partnership
 - Young Peoples Partnership
- **Housing**
- **Health Social Care & Wellbeing Strategy**
 - Communities First Partnership Board
 - Health Alliance
 - Supporting People Operational Group
 - Learning Disabilities Strategic Planning Group

2.2.4 To contribute to the development of other APGs action plans or implementation plans where there are known cross-cutting issues; in this instance:

See 2.2.3 above

2.3 STRATEGIC DEVELOPMENT & COMMISSIONING:

- 2.3.1** To make links between the objectives contained in the relevant strategies which apply to Cardiff service area
- 2.3.2** The APG will provide the SCG with evidence of changing need in the Vale service area.
- 2.3.3** To determine how well current services meet the needs of mental health service users and to advise the SCG accordingly.
- 2.3.4** To make evidence-based recommendations for short, medium and long-term sustained improvement and service development to the SCG.
- 2.3.5** To coordinate the submission of joint bids for funding of relevant services, including the Flexibilities Special Grant.
- 2.3.6** To inform the SCG on progress made on the objectives contained in the APG action plan or implementation plan.
- 2.3.7** To inform the SCG on any challenges or delays in progressing particular objectives or projects.
- 2.3.8** To receive instructions from the SCG.

2.3.9 To provide progress reports as requested by the SCG and contribute towards the development of Annual Report of the Health, Social Care and Well-Being Strategy.

2.3 PUBLIC CONSULTATION AND SERVICE USER INVOLVEMENT:

2.3.1 To ensure that appropriate consultation is undertaken with relevant Stakeholders; in this instance

- Cardiff & Vale Service User Forum
- Cardiff & Vale Mental Health Stakeholder Network
- Cardiff & Vale Carers Forum
- Cardiff Community Health Council
- Older Peoples Strategy Forum
- BME Mental Health Group

2.3.2 To develop/support a service user forum or other mechanism, which enables the APG to consult effectively with service users.

3. MEMBERSHIP

Director of Integrated Commissioning, Cardiff Local Health Board
Mental Health Service Manager, Cardiff Local Health Board
Mental Health Service Manager, Cardiff Council
Team Manager Older People's Services, Cardiff Council
General Manager Mental Health Services, Cardiff & Vale NHS Trust
Service Development Manager, Cardiff & Vale NHS Trust
Director of Psychology, Cardiff & Vale NHS Trust
Manager Practice Development Unit, Cardiff & Vale NHS Trust
Consultant Psychiatrist, Cardiff & Vale NHS Trust
Principal Health Promotions Specialist, Local Public Health Team
Director, Community Health Council
Director, Mental Health Development Project
Older People & Carer Involvement Officer, Mental Health Development Project
User Involvement Officer (Adults), Mental Health Development Project
Chair, BME Mental Health Group
Project Officer, Health Partnership Team
Manager, Supporting People Team
Carers Advocacy Worker, Hafal
Director, 4 Winds
Director, AWETU
Project Worker, Alzheimers Society
Carer Representative
Service User Representative

4. METHOD OF OPERATION

4.1 The APG shall elect a Chair.

- 4.2 The Chair will represent the APG at SCG meetings.
- 4.3 Meetings shall be on bi-monthly aligned with Vale MH APG meetings.
- 4.4 Only in exceptional circumstances, shall a member of the group, nominate a deputy to attend in their place. Where such an exception occurs, the member shall brief the nominated deputy adequately, and delegate decision making powers where possible.
- 4.5 Agenda items can be put forward by any member of the APG, by e-mailing the Chair 5 working days prior to the next meeting.
- 4.6 Papers for presentation shall be submitted by e-mail to the Chair 5 working days prior to the next meeting.
- 4.7 Feedback from Joint Operational Group for Older People and Joint Operational Group for Adults of Working Age should be a standing agenda item at each meeting.
- 4.8 Feedback from Cardiff & Vale Service User Forum should be a standing agenda item at each meeting.
- 4.9 Expert input shall be co-opted where necessary.

5. REPORTING ARRANGEMENTS

- 5.1 Each member of the APG shall take responsibility for briefing appropriate individuals and groups within their own organisations, departments or service areas.
- 5.2 The named APG Chair shall attend SCG meetings and feed back to the group.
- 5.3 SCG feedback shall be a standing item on the agenda of the APG.

6. REVIEW OF TERMS OF REFERENCE

- 6.1 The APG Terms of Reference shall be reviewed when necessary
