
**THE MENTAL HEALTH PARTNERSHIP BOARD FOR THE
CITY OF LEICESTER**

TERMS OF REFERENCE

1. ACCOUNTABILITY

The Mental Health Partnership Board (MHPB) will report to the Joint Commissioning Board and will report to and operate within the framework provided by the Health & Wellbeing Board (HWBB).

1.1 The MHPB is accountable to the Health and Well-being Board (HWBB).

1.2 The HWBB has responsibility for agreeing the establishment and dissolution of the MHPB.

1.3 The MHPB sets its own terms of reference in line with the functions that the HWBB requires it to perform.

1.4 The HWBB gives direction to the work of the MHPB.

1.5 The MHPB on an annual basis will submit a report to the HWBB setting out its achievements for the year and its forward work programme for the year ahead. The HWBB has responsibility for signing off the MHPB's work programme.

1.6 In reviewing the MHPB's work, the HWBB will review how the Board involves wider stakeholders including people with mental health problems and their carer's in its work.

1.7 The Co-chairs of the MHPB will meet twice a year with the Chair of the HWBB to facilitate good communication, agenda setting and risk management. The MHPB can propose items to be included on the forward plan for the HWBB through the Co-chairs of the MHPB.

2. MEMBERSHIP

2.1 Elected members representation

Assistant Mayor with the lead portfolio for Adults & Communities, and 2 further elected members

2.2 Proposed representation across statutory and voluntary sectors:

- Adult Social Care inc. Operational Staff
- Public health inc. Mental Health promotion
- Health bodies:
 - NHS Leicester City Clinical Commissioning Group (CCG)
 - University of Hospitals Leicester
 - Leicestershire Partnership Trust
- Housing Department
- Children and Young people services CAHMS & Big Mouth Forum
- Employment services – Job Centre Plus/Remploy
- Supported Living provider
- Health-Watch
- Voluntary Sector Partnership (VSP)
- Leicestershire Police/Criminal justice system
- User and Carer representatives inc. young carers
- Advocacy reps
- Further Education
- Higher Education - Leicester University and De Montfort University
- Autism / Asperger rep

2.3 Support

People with mental health problems and carers will be full members of the Board. There will be 5 carers and 5 people with mental health problems on the Board. All members will be adequately supported so that both groups can play a full part in all discussions and decisions, and adequately reflect the views of other local people with mental health needs.

2.4 The Board will be co-chaired by the Assistant Mayor with the lead portfolio for Adult Social Care, and a person with mental health problems, nominated by their peers. The carers will also nominate a carer to act as vice chair.

- The co-chair – Person with mental health problems.
- A carer representative – There will be a vice-chair elected by carers.

2.5 The Board will ensure that appropriate mechanisms and supports are available so that both groups can play a full part in all discussions and decisions, and adequately reflect the views of other local people with mental health problems and carers.

- Members will be responsible for representing the views of services users, carers or groups to the board and report back to their groups or organisations.
- Members will also be responsible for letting the Chair know when they are representing their own personal views.

2.6 **Code of Conduct**

To ensure the smooth running of the Board and that we hear the views of everyone, members are asked to observe the ground rules outlined in Appendix 1.

2.7 **Confidentiality**

The Board will keep a record of names and contact details of everyone attending meetings. The names and contact details of service users and carers will not be published in public documents without prior agreement.

2.8 **Conflicts of Interest**

Members should let the Chair or the Partnerships and Governance Officer know if they are involved with anything which might affect the decisions that they make.

3. **REFLECTING DIVERSITY**

3.1 Membership of the Board shall reflect the diversity of Leicester city and it will ensure that the views and needs of people from all communities inform policy & practice.

4. **PARTNERSHIP LINKS**

4.1 The members of the Board shall develop effective links with other agencies, Partners and communities in order to improve the lives and outcome for people with mental health problems.

5. **ROLE OF THE PARTNERSHIP BOARD**

5.1 The Board has been set a series of six objectives by the Government No Health Without Mental Health, to which two more have been added locally. These are:

- i) More people to have good mental health
- ii) More people with mental health problems will recover
- iii) More people with mental health problems will have good physical health
- iv) More people with have a positive experience of care and support
- v) Fewer people will suffer avoidable harm
- vi) Fewer people will experience stigma and discrimination
- vii) More carers will feel supported and valued
- viii) More people will have equality of access to opportunities and services

5.2 The **Charter for Mental Health in Leicester, Leicestershire and Rutland** as seen at Appendix 2, has set a series of local objectives for the mental health needs of the people of Leicester, underpin the national objectives.

5.3 The Board aims to:

- To ensure continual improvement of people with mental health problems and family carers, including their Health & Wellbeing and Social Inclusion.
- The Partnership Board for Mental Health is part of a wider range of partnerships which seek to engage people using health and social care services in Leicester with the organisations accountable for the

commissioning and funding of those services. At a regional level it is recognised that Partnership Boards represent one of the key ways for local authorities and the NHS to hear the voice of users and carers. This is particularly important given the changes to the NHS and the role of the local authority in respect of the Health and Well-Being Board.

- The role of the Partnership Board is to ensure that a prioritised, cohesive and co-ordinated approach is achieved to commissioning effective and efficient adult mental health services. The Board should ensure that a process and system for reporting back and disseminating performance management information to NHS Leicester City and the City Council is in place.
- In recommending the level of resources required to implement *No Health Without Mental Health* to the constituent agencies separately or to the appropriate Health Act partnership arrangement, Boards should have regard to Choice & Control, Putting People First and Right to Control:
 - i) the likely increase in demand arising from demographic and other factors;
 - ii) ensuring that people with mental health problems derive fair benefit from other mainstream policy and funding initiatives;
- The Lead Officer role is critical to take forward implementing *No Health Without Mental Health* and priorities and the work programme agreed by the Board
- To promote choice & control for people with mental health problems for all aspects of their lives.
- To work with Health partners to improve access & quality of provision for people with mental health problems and their families.
- To ensure that all services are culturally competent and able to meet the different cultural needs of all communities in the area.

To ensure that all services are able to meet the broader equality issues around sexual orientation, gender and religion

- To oversee & monitor the implementation of the Joint Commissioning Strategy.
- To support organisations to provide good quality services for people with mental health problems & families that they need and want.

5.4 Advocacy and Choice & Control

- To collate information about advocacy services in Leicester in order to inform decisions on funding advocacy.
- To advise local agencies to review their own ways of working to ensure that people with mental health problems are properly involved in organisational decision making

- To foster the development of support services and schemes so that more people with mental health problems benefit from personalised services.

5.5 Child/Adult Transition Issues

- To appoint a '**champion**' for child/adult transition issues who will help the Board to establish links with the priorities, Children and Young People's Strategic Plans, Quality Protects Management Action Plans, the Child Mental Health Forum and Connexions Partnerships in order to:
 - i) Promote effective arrangements for enabling young people with mental health problems to take control of planning for their adult lives.
 - ii) To ensure the delivery of an inclusive communication strategy that improves communication for people with mental health problems.
 - iii) Build on existing health, social services and education programmes to develop recommendations for an integrated approach to supporting children with mental ill health from their early years onwards to gain maximum life chances.
 - iv) Establish effective links with strategic plans for children and young people, to ensure consensus of shared objectives and agreed targets for improving the well-being of children with mental health needs
 - v) Establish links across the Children's' and Adults Commissioning structure.

6 FREQUENCY and FORMAT OF MEETINGS

The Board shall meet quarterly. The format will reflect the responsibility of the Board to ensure it is transparent and independent
Papers will be sent out 2 weeks before the meeting by email, with a hard copy for those who require it.

7 DELEGATION

The Board shall establish working parties to progress its aims and objectives and the work programme as and when required.

Appendix 1: Mental Health Partnership Board Code of Conduct

The Board is agreeing to this code of conduct to make sure that everyone feels safe and can fully participate in the meetings. These conducts will be reviewed annually.

Board members are asked to:

1. Be friendly, polite and courteous
2. If you have a criticism, make it helpful and constructive. Think about and offer a solution
3. Be objective and fair
4. Be open and honest
5. Be respectful of other people's views and opinions, everybody's views are important
6. Listen to other people without interrupting
7. Try to be on time. Let us know if you are unlikely to attend a meeting or will be late or leave early
8. Read the board papers beforehand so you come prepared
9. Be responsible for letting the Chair know when they are representing their own personal views. Only use personal experiences if you are doing so to explain something.
10. Respect people's confidentiality. Do not use any personal information outside the Board meetings.

Charter for Mental Health In Leicester, Leicestershire and Rutland

Every person has the right to Mental Health services that:

1. Work together with respect, dignity and compassion
2. Make a positive difference to each person's recovery and quality of life.
3. Are guided by the individual's views about what they need and what helps them.
4. Treat everyone as a capable citizen who can make choices and take control of their own life.
5. Give people the appropriate information they need to make their own decisions and choices about their recovery
6. Recognise that mental health services are only part of a person's recovery.
7. Communicate with each person in the way that is right for them.
8. Understand that each person has a unique culture, life experiences and values.
9. Recognise, respect and support the role of carers.
10. Support their workers to do their jobs well.
11. Challenge stigma, fear and discrimination both within mental health services and in the wider society.
12. Put mental health on a par with physical health
13. Are culturally competent and can meet the diverse needs of local people.

Revised by LLR group 28/2/14