

Rutland Mental Health Neighbourhood Group

Terms of Reference DRAFT

Version 4

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PURPOSE

The Rutland Mental Health Neighbourhood Group will bring partners together in Rutland to lead on driving, coordinating and enabling mental health transformation within Rutland.

The Rutland Mental Health Neighbourhood Group will work with the Rutland Health and Wellbeing Board, local authority, local VCS partners and local health organisations to set local priorities and take informed local decisions on implementation.

We want the people in Rutland to live long and healthy lives. By ensuring that support for their mental health needs is met using the data already researched that shows any current need and gaps, as well as working closely with the local population, will be key to seeing this vision realised.

The focus is on integration and better management of the transition between services and providers will be enhanced by closer partnership working on a common delivery footprint.

The group will develop and implement a Place-based mental health strategy and delivery plan. This will identify the needs of Rutland, being locally informed and responsive to local populations rather than a one-size fits all approach across Leicester, Leicestershire and Rutland (LLR).

The group will adopt a Do, Sponsor and Watch approach:

- **Do** – The group will lead on specific things ourselves that we set in our Place-led plan and strategy. Updates will be sent regularly to the group. The group will be responsible for these actions being delivered.
- **Sponsor** – The group may sponsor or oversee a project or work which others undertake that is of interest to the group and are there to offer support where necessary. Updates will be published to the group when required.
- **Watch** - We'll keep an oversight of what other groups are doing, even if no direct involvement is required. Updates will be shared when required.

Mental health cuts across all the seven priorities in the Rutland Joint Health and Wellbeing Strategy: The Rutland Place-based Plan 2022 – 2027. It is key to ensure that these priorities are adhered to when making decisions based on the local needs.

Additional resources, such as the Rutland Health Inequalities & Hidden Need report, Healthwatch Rutland's 'What Matters to You' report and 'The Future Rutland Conversation' will also help to identify health inequalities.

RESPONSIBILITY

The Rutland Mental Health Neighbourhood Group will be responsible to deliver the new Rutland Mental Health Neighbourhood strategy, which will be aligned to the Rutland Health and Wellbeing Board strategy.

- Prevention and mental health and well-being
- Urgent and emergency mental health (sponsor watch)
- Planned community mental health
- Children and young people mental health and well-being
- Getting help in neighbourhoods
- Dementia and pre-dementia support

- Support for carers mental health
- Supporting more access locally
- Develop a lived experience network
- Suicide prevention
- Strategy to be completed by spring 2023

ACCOUNTABILITY

The Rutland Mental Health Neighbourhood Group is a sub-group of the Rutland Health and Wellbeing Board. There are specific actions within the Rutland Joint Health and Wellbeing Strategy that the group will work to when creating the Rutland Mental Health Neighbourhood strategy and Place-led plan. These are:

- **Action 7.1.4** - Creating a local plan to better coordinate care for mental health across neighbourhood service areas.
- **Action 7.1.5** - Increased response for low level mental health issues.
- **Action 7.1.6** - Long-term objectives to deliver an integrated neighbourhood approach to mental health needs in Rutland are met.

This group is part of the LLR Mental Health collaborative governance. Collectively, this brings together three Place-based Mental Health groups from Rutland, Leicester City and Leicestershire alongside the LLR Mental Health Collaborative Group. The collaborative governance feeds directly into the Integrated Care Board. The Place-based groups are not subordinates to the collaborative group but will work together to form the Mental Health Collaborative for the Leicester, Leicestershire and Rutland system.

LLR Mental Health Collaborative Governance



AUTHORITY

The Rutland Mental Health Neighbourhood Group will create and design a plan and report to the Rutland Health and Wellbeing Board on a quarterly basis.

In line with the new LLR collaborative group, the group will be focusing on Rutland specific outcomes and any delegations from the collaborative group will be agreed by the Rutland Health and Wellbeing Board.

MEMBERSHIP

Identified members attending the Rutland Mental Health Neighbourhood Group are:

	Name	Organisation	Function/Role	Contact Email Address
1.	Alex Magliulo	Rutland County Council	RISE Mental Health Care Manager	amagliulo@rutland.gov.uk
2.	Alison Corah	Uppingham Surgery	Mental Health Lead GP	alison.corah11@nhs.net
3.	Alison Marjoram	P3 - People Potential Possibilities	Head of Development	alison.marjoram@p3charity.org
4.	Bernadette Caffrey	Rutland County Council	Head of Early Help, SEND and Inclusion	bcaffrey@rutland.gov.uk
5.	Charlie Summers	NHS Leicester, Leicestershire & Rutland Integrated Care Board	Integration and Transformation Manager	charlotte.summers7@nhs.net
6.	Debi O'Donovan	Leicestershire Partnership Trust	Service Manager	debi.odonovan1@nhs.net
7.	Duncan Furey	Citizens Advice Rutland	Chief Executive Officer	duncan.furey@citizensadvicrutland.org.uk
8.	Emmajane Perkins	Rutland County Council	Head of Service Community Care Services	eperkins@rutland.gov.uk
9.	Glynn Attiwell	Rutland County Council	Active Rutland Hub Coordinator	gattiwell@rutland.gov.uk
10.	Janet Dowling	Rutland County Council	Family Hub Programme Manager	jdowling@rutland.gov.uk
11.	Johanne Barrass	P3 - People Potential Possibilities	Operations Manager	johanne.barrass@p3charity.org
12.	Justin Hammond	NHS Leicester, Leicestershire & Rutland Integrated Care Board	Head of All Age Mental Health, Learning Disability, Autism and Dementia Services	justin.hammond@nhs.net
13.	Kirsteen McVeigh	The Carers Centre	Chief Executive Officer	kirsteen@thecarerscentre.org.uk
14.	Mark Young	Rutland County Council	Senior Mental Health Neighbourhood Lead	myoung@rutland.gov.uk
15.	Mia Brophy	Longhurst Group	Sheltered Housing Team Leader	mia.brophy@longhurst-group.org.uk
16.	Mikhail Foster	Leicestershire County Council	Strategic Lead for Mental Health	mikhail.foster@leics.gov.uk
17.	Mitchell Harper	Public Health	Strategic Lead - Rutland	mitchell.harper@leics.gov.uk
18.	Nicky Beasley	P3 - People Potential Possibilities	Rutland Service Manager	nicky.beasley@p3charity.org
19.	Nicola Turnbull	Rutland Health PCN	PCN Manager	nicola.turnbull5@nhs.net
20.	Osas Adetutu	Vita Health Group	Partnership Liaison Officer	osas.adetutu@vhg.co.uk
21.	Pippa Gorman	Pepper's – A Safe Place	Development Manager	info@peppersasafeplace.co.uk
22.	Rob Melling	Leicestershire Partnership Trust	Mental Health Improvement and Transformation Lead	rob.melling@nhs.net
23.	Ruth Martin	Longhurst Group	Scheme Assistant	ruth.martin@longhurst-group.org.uk
24.	Stephanie Logue	Rutland County Council	Health and Wellbeing Officer	slogue@rutland.gov.uk
25.	Susan-Louise Hope	Public Health	Strategic Lead – Rutland Commissioning	susan-louise.hope@leics.gov.uk
26.	Tracey Allan Jones	Healthwatch Rutland	Healthwatch Manager	tracey.allanjones@healthwatchrutland.co.uk
27.	Tracy Webb	Rutland County Council	Service Manager - Prevention and Safeguarding	twebb@rutland.gov.uk
28.	Troy Young	Age UK - Leicester Shire & Rutland	Assistant Director	troy.young@ageukleics.org.uk

Lived experience

As well as the members listed, the Rutland Mental Health Neighbourhood Group are keen to invite people with relevant lived experience to join the meetings. We aim to regularly meet and engage with people with lived experience who will help to inform and co-produce the direction of the group.

ATTENDANCE

Members of the Rutland Mental Health Neighbourhood Group are expected to prioritise attendance at each meeting. If a member is unable to attend, they should inform the Chair and seek to nominate a deputy to attend on their behalf.

QUORACY

For meeting to be quorate, there will need to be a minimum of at least one representative in attendance from the following:

- One must be from Rutland County Council
- One must be from Public Health
- One must be from health services
- One person from the community

CHAIRING

The Rutland Mental Health Neighbourhood Group will be chaired by a member from Rutland County Council.

FREQUENCY AND FORMAT

The Rutland Mental Health Neighbourhood Group will normally meet monthly. Meetings will be held via Microsoft Teams.

Members of the group should inform the Chair if they have any accessible information requirements.

CONFLICTS OF INTEREST

Members of the group are required to disclose if there are any actual or potential conflicts of interest relating to any matter to be considered at each meeting. Anything raised will be recorded in the minutes and where necessary at the discretion of the Chair, an individual may be asked to withdraw from that part of the agenda.

DECISION-MAKING AND VOTING

The Rutland Mental Health Neighbourhood Group will seek to reach conclusions by consensus, which will be evidence-based or underpinned by the most relevant information we have at that point in time. As the group is a sub-group of the Rutland Health and Wellbeing Board, we will report any decisions made back to the HWB where it is appropriate to do so.

BEHAVIOURS AND CONDUCT

The Rutland Mental Health Neighbourhood Group has agreed to a set of expected behaviours and conduct. This is to make sure that everyone feels safe and can fully participate in the meetings. These conducts will be reviewed annually. The group members are asked to:

1. Be friendly, polite and courteous.
2. Make criticisms and challenge in a helpful and constructive way. Think about and offer solutions.
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. Be on time. Let others know if you are unlikely to attend a meeting or will be late or leave early.
8. Read the 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 neighbourhood group meetings.
11. Declare interests ahead of relevant agenda items.

CONFIDENTIALITY

All discussions held with the Rutland Mental Health Neighbourhood Group will be considered confidential. Members of the group should normally preserve the confidentiality of what is discussed at meetings. The approval of the chair should be sought prior to any disclosure.

ADMINISTRATIVE SUPPORT

Meeting will be administered by the Senior Mental Health Neighbourhood Lead, employed by Rutland County Council. The responsibility of this role will lead on taking of meeting notes and recording actions, as well as reporting back information from the group to the Rutland Health and Wellbeing Board and LLR Mental Health Collaborative Governance.

The agenda and subsequent minutes from the meetings will also be maintained by this role.

REPORTING ARRANGEMENTS

The Rutland Mental Health Neighbourhood Group will report back to the Rutland Health and Wellbeing Board at their quarterly meetings, as well as reporting back to this collaborative neighbourhood group and the wider LLR Mental Health Collaborative Governance.

REVIEW OF THE TERMS OF REFERENCE AND THE EFFECTIVENESS OF THE GROUP

An initial review of the Terms of Reference will occur after six months to check the current scope, conduct, composition and effectiveness of Rutland Mental Health Neighbourhood Group. After this, the review will take place annually unless circumstances require a review more frequently.

Appendix 1 - Charter for Mental Health

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.