



Government of **Western Australia**
Mental Health Commission

Recovery Colleges in Western Australia: Expert Panel

Terms of Reference

March 2018

1. BACKGROUND

In the 2017-18 Budget, the State Government provided the Mental Health Commission (MHC) with \$200,000, to develop a comprehensive evidence informed, model of service and business case including funding, for the development of a unique, comprehensive Recovery College model in Western Australia.

Recovery Colleges complement existing mental health support services by enabling self-directed recovery and mental health, alcohol and other drug (AOD) learning opportunities in a safe and welcoming place. Recovery Colleges aim to support individual recovery through creating an education platform, and a reduction of stigma relating to mental health, AOD problems.

Recovery Colleges are based on the co-designed model of service and education-based approaches with consumers, their families and carers, and those who work with them in health services and non-government organisations.

The Western Australian Mental Health, Alcohol and Other Drug Services Plan 2015-2025 (the Plan) outlines the optimal mix and level of both mental health, and AOD services required to meet the needs of Western Australians. It also aims to address co-occurring mental health, and AOD problems. The Plan has identified the need to develop and expand local recovery services that offer assistance and support to individuals to maintain personal recovery and live well in the community.

2. PURPOSE OF THE RECOVERY COLLEGE EXPERT PANEL

The MHC is providing oversight of the development of an evidence informed, comprehensive model of service for Recovery Colleges that addresses the particular needs of Western Australians who experience mental health and co-occurring AOD issues. The model of service will consider the provision of learning opportunities about recovery and wellbeing for: people with mental health and co-occurring AOD issues, their families and carers; staff of mental health service providers; and staff and volunteers of non-government service providers.

The Recovery College Expert Panel (the Expert Panel) is required to oversee the co-design of the draft model of service. Co-design engages consumers, their families and carers, and health workers in the design and development of services. It involves partnering between all of the people who are affected by decisions and services.

To support the work of the Expert Panel and in order to determine the appropriate model of service that best meets the needs of the Western Australian community, the MHC has engaged with an external consultant to

prepare a literature review. This will cover the design and outcomes of active Recovery Colleges both nationally and internationally, and provide a comprehensive statement of best practice design and models of service suitable for implementation within the Western Australian context.

3. ROLES AND RESPONSIBILITY

The role of the Expert Panel will be informed by the findings of the literature review. The Expert Panel will oversee the co-design of the Recovery College draft model of service for consideration by the MHC.

Once developed, public consultation on the draft model of service will be undertaken, and the MHC will present a formal business case that meets requirements of the budget process. This will enable thorough, informed consideration of funding and implementation by the State Government.

The members are responsible for contributing their best efforts to achieving the objectives of the Expert Panel by:

- Reading meeting materials in advance of the Expert Panel meetings to enable constructive discussion and contribution.
- Taking responsibility for assigned actions that arise from Expert Panel meetings.
- Adhering to the Public Sector Commission's Code of Ethics and MHC's Code of Conduct.

4. MEMBERSHIP

Members of the Expert Panel have been appointed through an open Expression of Interest (EOI) process, which was overseen by the MHC. Appointment to the Expert Panel was assessed on the following criteria:

- Personal and/or professional experience or knowledge of recovery-orientated services and practices as it applies to mental health and AOD issues;
- Demonstrated knowledge and understanding of the aims and objectives of Recovery Colleges and their role in complementing existing mental health and AOD support services;
- Demonstrated experience, knowledge or understanding of the principles of co-design;
- Demonstrated knowledge and understanding of current priorities and issues relating to the Western Australian mental health and AOD sectors;
- No Conflict of Interest (real or perceived), that may influence, or may appear to influence, proper and independent consideration by the Expert Panel; and
- Ability to personally attend regular meetings (two hours each in duration) throughout the period March to September 2018.

The Expert Panel will consist of up to eleven members from a range of backgrounds covering both a mental health and AOD perspective, including:

- clinicians;
- service providers;
- consumers and carers; and
- other experts (for example academics, peak bodies, additional individuals from the above categories).

The exact number and mix of members (including gender balance and a minimum of one Aboriginal person) will be determined based on EOI applications.

In the event that there is not a balanced mix of members, the MHC will appoint other members as appropriate.

A MHC representative will participate in all meetings in an advisory capacity.

A member of the Expert Panel that is associated with an entity that may tender to operate a Recovery College in Western Australia can be a member of the Expert Panel. However, due to conflict of interest, the associated entity is thereby precluded from tendering to operate the service.

Additional Panel Members will be appointed through the MHC on advice from the Expert Panel.

5. GOVERNANCE

Quorum consists of one of the Co-Chairs, two members with a lived experience, and three other Expert Panel members.

MHC representative(s) must be present at all meetings to actively participate in discussions and provide advice to the Expert Panel.

The Co-Chairs of the Expert Panel will report (via the nominated MHC representative) to the MHC Recovery College Internal Steering Committee (the Committee). The Committee has responsibility for the overall development and implementation of the Recovery College service and is reportable to the Minister for Mental Health (via the Mental Health Commissioner).

The final model of service is subject to the approval of the Minister for Mental Health, via the MHC Corporate Executive.

Proxies are not permitted to attend meetings of the Expert Panel.

5.1 Co-Chairperson's Role

In order to oversee the development of the model of service, the role of the two Co-Chairs is to chair the Expert Panel meetings in line with the agenda, facilitate discussion among the Expert Panel members, and to ensure that the Expert Panel's recommendations (informed by the literature review) are appropriately reflected.

The Co-Chairs are responsible for providing progress reports to the nominated MHC representative. Expert Panel members shall not make public statements or respond directly to media requests in their capacity as a member of the Expert Panel. The Co-Chairs are the only members of the Expert Panel that, under the guidance of the MHC, are to have contact with the media.

All media requests regarding the Expert Panel or the project must be referred to the MHCs Assistant Director Strategic Communications on 6553 0600 or communications@mhc.wa.gov.au.

5.2 Project Support Roles

The project support roles to be undertaken include (but are not limited to):

- Sourcing additional information to support Expert Panel discussion as required.
- Drafting the required documentation related to the model of service in consultation with the Co-Chairs.

5.3 Executive Support Roles

The executive support roles to be undertaken include (but are not limited to):

- Developing and circulating the meeting schedule;
- Preparation and dissemination of the meeting agenda;
- Minute taking that captures discussion, key decisions and action items;
- Timely preparation and dissemination of minutes to Expert Panel members; and
- Supporting administration of remuneration of Expert Panel members in accordance with the MHC Consumer, Family, Carer and Community Paid Partnership Policy.

6. OPERATIONAL MANAGEMENT

6.1 Meeting Schedule

The Expert Panel will meet regularly (i.e. no less than monthly and no more than fortnightly) for a period of two hours throughout March to September 2018 (approximately). Additional meetings will be negotiated if required.

6.2 Decision making

Decisions of the Expert Panel will be based on a consensus, with dissenting or minority views recorded in the minutes.

6.3 Location

Meetings of the Expert Panel will be held at the MHC located at 1 Nash Street, Perth.

6.4 Agenda

The executive support will be responsible for preparing and providing Expert Panel members with the agenda at least five days prior to the meeting taking place.

6.5 Minutes

The executive support will be responsible for recording and distributing minutes of the meetings within at least two business days of the meeting taking place.

6.6 Proxy

Proxies are not permitted to attend meetings of the Expert Panel.

6.7 Confidentiality

Discussions relating to the meetings of the Expert Panel and correspondence are considered to be confidential. However, it is acknowledged that occasions may arise where broader discussion regarding a topic is required beyond the Expert Panel. Members should be mindful about sharing information that may reflect negatively on individuals, other groups, organisations and the MHC.

Expert Panel members may be exposed to information that relates to confidential Cabinet deliberations. Members must keep in confidence such material.

Expert Panel Members are to refrain from talking to media on matters relating to Recovery College issues, unless requested in accordance with approved material for external communication.

6.8 Participation Payment

In line with [MHC Consumer, Family, Carer and Community Paid Participation Policy](#), a participation payment will be offered for Expert Panel members, unless stated in the [Premier's Circular 2017/08 State Government Boards and Committees](#).

7. CONFLICT OF INTEREST

Conflict of Interest (real or perceived) is defined as any instance where a member (or the organisation they represent) has a direct interest (including financial) which influences, or may appear to influence, proper consideration by the Expert Panel on a matter or proposed matter. Conflicts of interest must be declared and recorded at each meeting.

The Expert Panel acknowledges that appointment (to the Expert Panel) does not allow members or the organisation(s) with which they are associated, to tender for any future work that may directly result from this engagement.

8. SUBSTANTIVE EQUALITY

The Expert Panel shall act in accordance with the State Government's Policy Framework for Substantive Equality (2004), in recognition that the equal or same application of policy, processes and actions to people of Aboriginal and/or culturally and linguistically diverse (CaLD) backgrounds may result in unequal outcomes.

Where participation by community members, particularly Aboriginal people and people from CaLD backgrounds, systems and supports to assist in their full participation must be outlined.

9. ADOPTION AND AMENDMENT OF TERMS OF REFERENCE

Version Number	Date	Endorsed by
1.0	24 November 2017	Commissioner, MHC.
2.0	16 March 2018	Assistant Commissioner, MHC
3.0	28 March 2018	Recovery College Expert Panel