

MENTAL HEALTH LEADS SUB-COMMITTEE

TERMS OF REFERENCE

1. INTRODUCTION AND PURPOSE

On 4 March 2020, the Minister for Mental Health announced several new governance arrangements for mental health, alcohol and other drug (AOD) services in Western Australia, including the establishment of a Mental Health Executive Committee (the MHEC), to be chaired by the Mental Health Commissioner.

The aim of the MHEC is to strengthen integration and accountability of mental health and AOD services within the public health system. The MHEC will also focus on improving partnerships, in particular with the community sector and strengthen consumer focused care, to ensure that lived experience is central to policy development and service delivery.

The creation of the MHEC followed the release of the *Final Report of the Review of Clinical Governance of Public Mental Health Services in Western Australia*, which was itself a recommendation of the Sustainable Health Review's *Final Report to the Western Australian Government* and the *Review of Safety and Quality in the WA Health System, A Strategy of Continuous Improvement, Interim Report*.

As a key governance mechanism for the mental health and AOD system, the MHEC will be leading the implementation of the Government's intentions and objectives for mental health and AOD services provided by the public health system in Western Australia.

The Terms of Reference for the MHEC identified that the MHEC will establish a Mental Health Leads Sub-Committee (the MH Leads Sub-Committee) to assist in guiding and supporting system-wide improvements and reform, as identified in the *Better Choices, Better Lives, Western Australian Mental Health, Alcohol and Other Drug Services Plan 2015-2025*, the associated *Plan Update 2018*, and the *WA State Priorities, Mental Health, Alcohol and Other Drugs 2020-2024*. Critically, these intentions and objectives include ensuring that mental health and AOD services are efficient, sustainable, recovery-focussed, consumer-led, and integrated.

2. ROLE AND FUNCTIONS

The purpose of the MH Leads Sub-Committee is to assist the MHEC to lead the continuous development of a mental health and AOD system that is efficient, sustainable, evidence based, recovery focussed, co-designed, person centred and integrated, in particular by:

1. Providing advice and guidance and making recommendations to the MHEC regarding mental health, AOD operational, strategic and policy matters impacting reform, and solutions to support the ongoing reform agenda and drive innovation (including but not limited to identifying risks and gaps, advising on the scope, methodology and analysis of evaluations, on evidence-based models of care and best practice; and on policy development);
2. Facilitating and coordinating the operationalisation and implementation of the priorities, strategies and initiatives endorsed by the MHEC across the public health system;
3. Providing advice and recommendations to the MHEC regarding COVID-19 Coronavirus response and recovery planning, particularly in relation to mental health and AOD matters;
4. Providing advice and guidance to the Community Mental Health Alcohol and Other Drugs Council (CMC) on systemwide issues impacting across the mental health and AOD sector.
5. Ensuring that care provided through the system is consumer-focussed by making lived experience central to the development and delivery of mental health and AOD policies and services;
6. Ensuring that clinicians are engaged at all levels in the development and delivery of these improvements to mental health and AOD policies and services;

7. Supporting integrated service delivery arrangements with the community sector and primary health;
8. Guiding and supporting system-wide improvements in service access, treatment, coordination, patient flow and safety and quality;
9. Strengthening the integration of mental health and AOD policies and services, in recognition of the frequent co-occurrence of the related needs;
10. Any other matters impacting on mental health, AOD services for Western Australians, as requested by the MHEC.

3. MEMBERSHIP

Chief Medical Officer, Mental Health, MHC –Chair

Head of Treatment, MHC – Deputy Chair

One senior mental health executive/ service lead from each Health Service Provider (HSP) nominated by the Chief Executive (CE)

One senior clinical mental health lead from each HSP nominated by the CE

Two Department of Health (DoH) representatives nominated by the Director General, DoH

MHEC/CMC Consumer representative

MHEC/CMC Carer representative

Members of the committee must be authorised by their CE or Director General to speak and make decisions on behalf of their organisation.

The roles and responsibilities of the Chair, Deputy Chair and other members of the MH Leads Sub-Committee are set out in the MHEC's Charter.

4. WORKING GROUPS

The Sub-Committee will consult with and co-opt people from across the mental health and AOD sector with relevant expertise to join time limited working groups to work on specific issues. The working groups will report back to the subcommittee. Members will be determined by the core membership as part of the initial scoping processes.

5. PROXIES

Proxies will be allowed with prior agreement from the Chair. Requests to provide a proxy should be forwarded in writing to the Chair, at least three days prior to the date of the meeting. All those attending as proxy members need to be provided with sufficient authorisation to speak on behalf of the member they are representing.

6. CONDUCT

Members will be required to comply with their existing DoH code of conduct arrangements.

In particular, members will be required to declare any potential, perceived and actual conflicts of interest. These conflicts, and the way in which they will be addressed, will be maintained in a register.

In the course of the MH Leads Sub-Committee's operations, members may have access to information that constitutes sensitive information. Members must treat this material as strictly confidential and will be required to sign an agreement to this effect.

7. MEETINGS

The MH Leads Sub-Committee meets on a monthly basis. Additional meetings may be convened by the Chair.

The process for developing meeting agendas, submitting papers (including submission templates), and circulation of meeting papers, will be consistent with the MHEC charter.

8. SECRETARIAT

Secretariat support for the MH Leads Sub-Committee will be provided by the Mental Health Commission.

Minutes of meetings and other records are developed and maintained by this secretariat unit, as covered by the MHEC Charter.

9. REPORTING

The Chair will provide a report, summarising the discussions and work of the MH Leads Sub-Committee to each MHEC meeting. In addition to the report, any proposals or recommendations that are operational, strategic or policy matters that impact system reform, worked up by the MH Leads Sub-Committee, will be provided to the MHEC for consideration and endorsement. Through the Chair, additional papers may also be provided to the MHEC out of session.

Each HSP and DoH representative on the MH Leads Sub-Committee will be requested to brief their respective Chief Executive Officer/ Director General through their own internal briefing process regarding discussions and outcomes of the Sub-Committee's meetings and of their HSP/DoH commitments to delivering on the State priorities.

Once MH Leads Sub-Committee meeting minutes are endorsed at the subsequent meeting, members can share the endorsed minutes with their staff and colleagues.

The following diagram depicts the reporting structure between the MH Leads Sub-Committee, MHEC and Minister for Mental Health and how transparency will occur between the two committees.

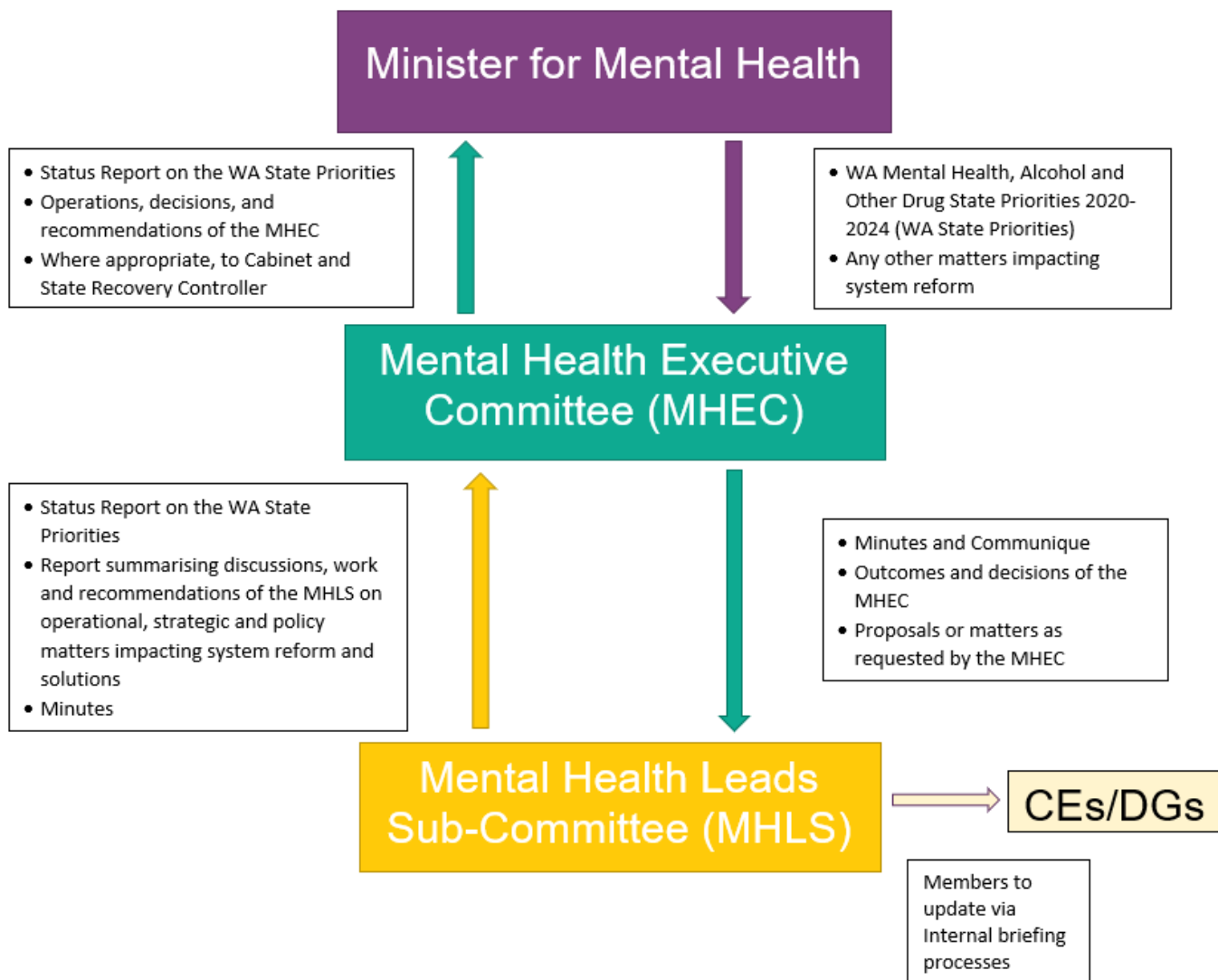


Diagram 1: Reporting Structure between the Minister for Mental Health, Mental Health Executive Committee and Mental Health Leads Sub-Committee

The Sub-Committee will also provide a regular status report to MHEC on the progress of the WA State Priorities Mental Health, Alcohol and Other Drugs 2020-2024 strategies and initiatives they are responsible for leading and implementing. The MHEC secretariat will support this reporting.

10. LIAISON, CONSULTATION AND ENGAGEMENT

The MH Leads Sub-Committee will draw on, and be informed by:

- The WA State Priorities Mental Health, Alcohol and Other Drugs 2020-2024
- Guidance and advice from the MHEC - the communique and minutes issued after each MHEC meeting will be provided to the MH Leads Sub-Committee to facilitate this;
- The Stakeholder Engagement and Partnership Framework;
- Consultation mechanisms directly related to specific initiatives; and
- The CMC working groups/sub committees shared priorities.

11. REVIEW

A review of the effectiveness of the MH Leads Sub-Committee will be conducted within two years of the first meeting of the MH Leads Sub-Committee. The Chair will be responsible for organising the review. The findings of the review and any recommendations arising from it will be provided to the MHEC.

12. RELATED DOCUMENTS

Mental Health Executive Committee Terms of Reference and Charter

Commissioner's Instruction No.7 – *Code of Ethics*

Commissioner's Instruction No.8 – *Codes of Conduct and Integrity Training*

Conduct Guide for Public Sector Boards and Committees

Mental Health Commission, *Consumer, Family, Carer and Community Paid Participation Policy* - <https://www.mhc.wa.gov.au/media/2649/consumer-family-and-community-paid-partnership-policy-april-2019.pdf>