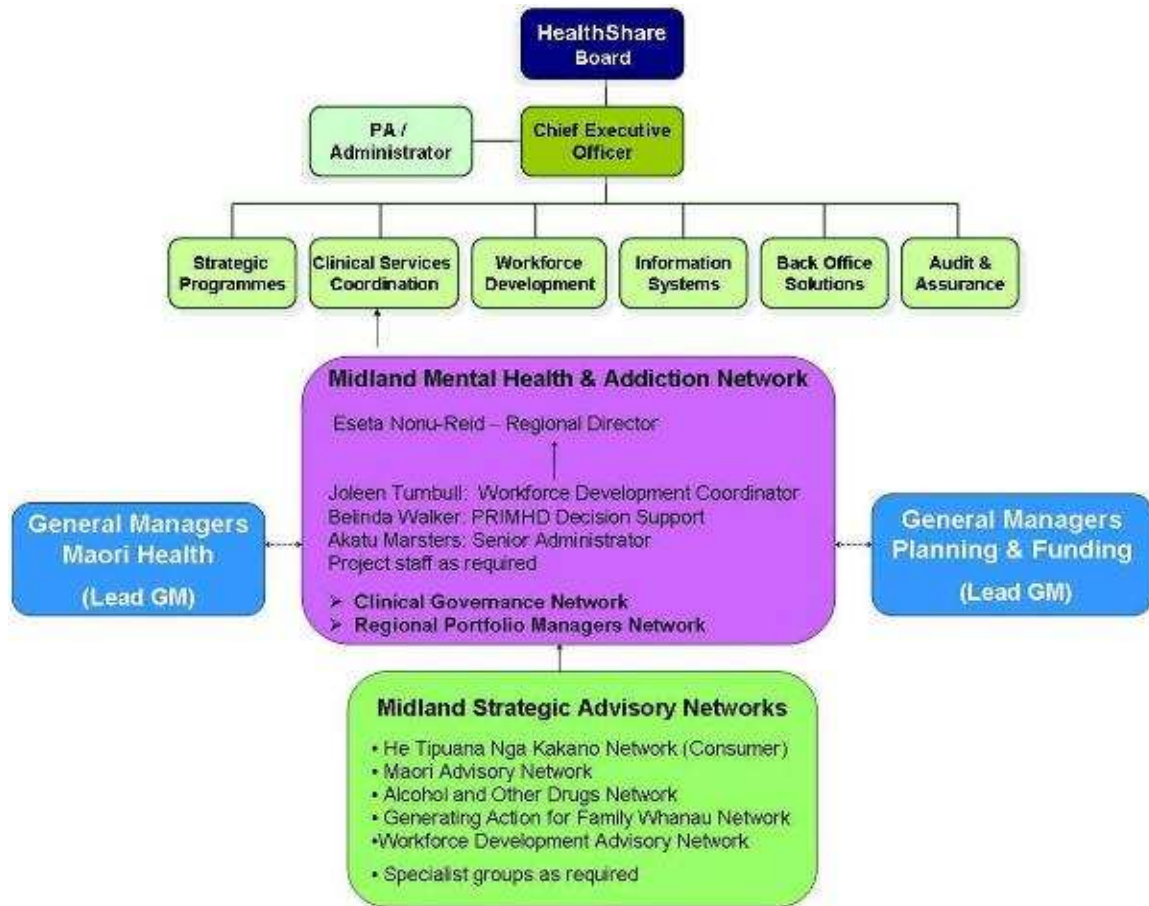


## TERMS OF REFERENCE MIDLAND MH&A Portfolio Managers Group



This Terms of Reference should be read in conjunction with the each DHB's Annual Plan, Midland Mental Health & Addictions Strategic Plan and the Midland Regional Clinical Services Implementation Plan.

<b>Vision</b>	<p><b>Living well with supportive systems</b></p> <ul style="list-style-type: none"> <li>▫ Quality services</li> <li>▫ Sector infrastructure</li> <li>▫ Integration and social inclusion</li> <li>▫ Workforce capacity and capability</li> <li>▫ Health system integration</li> <li>▫ Early detection and intervention focusing on recovery</li> <li>▫ Information Management</li> </ul>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>▫ Regional business related to regional workplan</li> <li>▫ To provide collegial support</li> </ul>
<b>Key</b>	<ul style="list-style-type: none"> <li>▫ Supporting regional mental health and addiction planning</li> </ul>

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<b>Objectives</b>	<ul style="list-style-type: none"> <li>▫ Supporting regional approaches</li> <li>▫ Supporting service improvement</li> <li>▫ Supporting the achievement of health targets and policy priorities</li> <li>▫ Linking to national and regional groups and networks</li> <li>▫ Leading and or supporting the development of nationally consistent approaches to mental health and addiction</li> <li>▫ Reducing inequalities in mental health and addiction outcomes.</li> </ul>
<b>Functions</b>	<ul style="list-style-type: none"> <li>• To provide planning assistance, guidance and support to DHBs through:             <ul style="list-style-type: none"> <li>▫ Assistance with the development of planning frameworks as tools and resources</li> <li>▫ Assistance with research, analysis and review / evaluation</li> <li>▫ Information sharing</li> <li>▫ Peer support, review and mentoring</li> </ul> </li> <li>• To provide clarity and steer to Planning and Funding GMs and DHB CEs to provide leadership to the sector through:             <ul style="list-style-type: none"> <li>▫ Accurate and timely information</li> <li>▫ Robust recommendations including pathways for action</li> </ul> </li> <li>• To provide regional service direction and development:             <ul style="list-style-type: none"> <li>▫ Support a regional and national approach to workforce development, sector development and service quality improvement</li> <li>▫ Research, analysis and review services</li> <li>▫ Ensure regional specialist resources are developed as identified</li> <li>▫ Develop and utilise transparent process for develop regional services</li> <li>▫ Develop reference groups to support regional processes</li> <li>▫ Ensure input to regional and national processes as required</li> <li>▫ Link with regional and national information</li> <li>▫ Support and advise the regional team on direction</li> </ul> </li> </ul> <p>The Midland Regional Portfolio Managers group will not:</p> <ul style="list-style-type: none"> <li>▫ Make final decisions on regional issues</li> <li>▫ Be responsible for local direction, funding recommendations or decision making</li> </ul>
<b>Values</b>	<ul style="list-style-type: none"> <li>▫ Manaakitanga – everyone feels welcome and respected</li> <li>▫ Commitment to the groups goals</li> <li>▫ Integrity, reliability, respect and honesty</li> <li>▫ Partnership and constructive working relationships amongst members</li> <li>▫ Safety and trust</li> <li>▫ Professionalism</li> </ul>

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	<ul style="list-style-type: none"> <li>▫ Inclusiveness</li> <li>▫ Good robust critique</li> </ul>
<b>Chairperson</b>	<ul style="list-style-type: none"> <li>▫ Face to face meetings – to be rotated</li> <li>▫ Teleconferences – no chair</li> </ul>
<b>Meetings</b>	<p><b>Frequency</b></p> <ul style="list-style-type: none"> <li>▫ Bi-monthly face to face meetings</li> <li>▫ Alternative bi-monthly teleconferences</li> <li>▫ Any other time as deemed necessary by the group</li> <li>▫ Annual schedule to be coordinated by the Midland Directors office</li> </ul> <p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>▫ Administration meetings include production of agenda, minutes and circulation and booking of venue will be through the Midland Regional Administrative Support</li> </ul> <p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>▫ Prepared by the Midland Regional Director at least 5 working days prior to the meeting</li> <li>▫ Agenda will include minutes of GMs P&amp;F meetings as they relate to mental health and addictions</li> <li>▫ Agenda will include latest minutes from Midland Clinical Governance Network</li> <li>▫ Draft minutes will be circulated to the group within 2 weeks after the meeting. Minutes will be finalised at the next meeting.</li> </ul> <p><b>Communications System</b></p> <ul style="list-style-type: none"> <li>▫ Email</li> <li>▫ Response to draft by agreed time frame</li> <li>▫ If response is not possible within the agreed timeframe, an acknowledgement is required</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>▫ General Managers Planning and Funding</li> <li>▫ General Managers Maori Health</li> </ul>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>▫ Midland Mental Health and Addiction Networks and strategic leadership forums</li> </ul>
<b>Process</b>	<p><b>Decision Making</b></p> <ul style="list-style-type: none"> <li>▫ Consensus through general agreement</li> <li>▫ For decision making a quorum at least 4 DHBs must be present and it is agreed that the DHB not represented at a face to face meeting can still feed into critical discussion / decision making processes by: <ul style="list-style-type: none"> <li>• Providing feedback prior to the meeting following circulation of the agenda and post the meeting following the circulation of the draft minutes</li> <li>• Being given the option to teleconference into a specific agenda item if able</li> <li>• The MRN Team will follow up with a DHB not in attendance about any critical issues if deemed by the other members of the group</li> <li>• The option of a separate teleconference that involves all five DHBs</li> </ul> </li> </ul>

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<b>Reporting Requirements</b>	<b>Reports to GMs</b> <ul style="list-style-type: none"><li>▫ A quarterly report of progress and recommendations prepared by the Midland Director. Additional reports will be prepared as necessary.</li><li>▫ Draft report is circulated to members with timeline for response clearly identified. Lack of response by the required cut off date will be taken as a positive response.</li></ul>
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