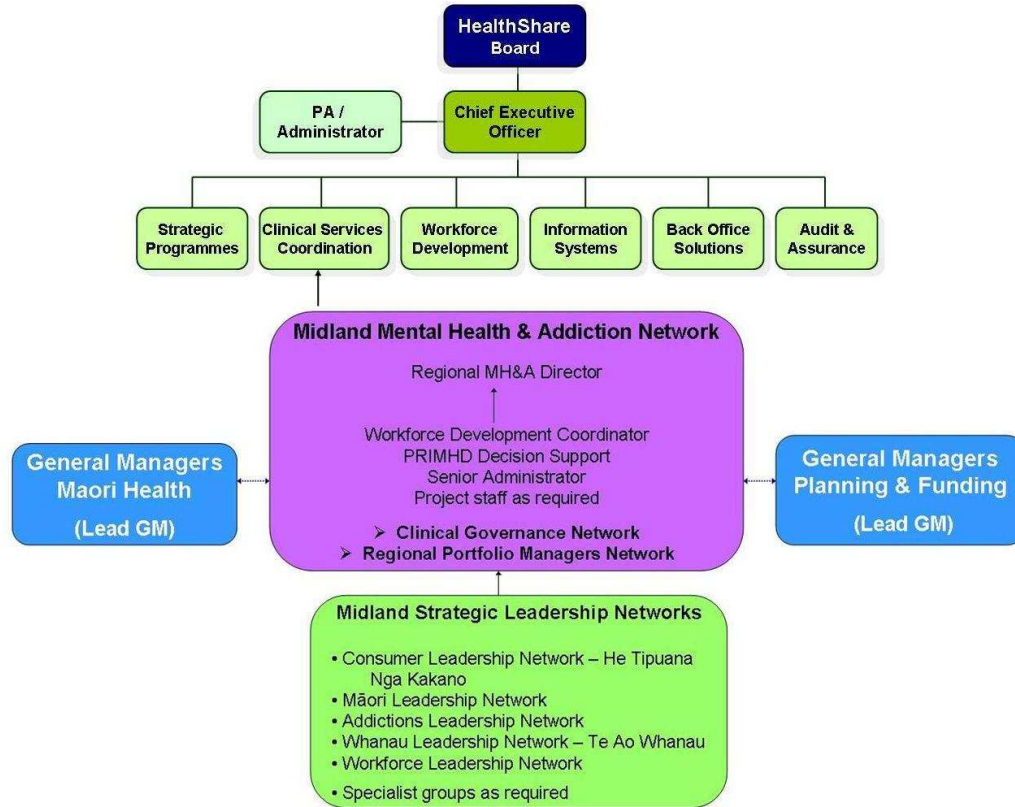


## TERMS OF REFERENCE - Midland Mental Health & Addictions Consumer Leadership Network – HE TIPUANA NGA KAKANO



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

Vision	Living well with supportive systems
	<ol style="list-style-type: none"> <li>1. <b>Quality services</b> <ul style="list-style-type: none"> <li>▫ Services that facilitate a persons ability to take responsibility for themselves and build resilience</li> </ul> </li> <li>2. <b>Sector infrastructure</b> <ul style="list-style-type: none"> <li>▫ Consistent service provision regardless of changes that are occurring</li> </ul> </li> <li>3. <b>Integration and social inclusion</b> <ul style="list-style-type: none"> <li>▫ Navigating peoples choices</li> </ul> </li> <li>4. <b>Workforce capacity and capability</b> <ul style="list-style-type: none"> <li>▫ Creating opportunities to strengthen workforce development</li> </ul> </li> <li>5. <b>Health system integration</b> <ul style="list-style-type: none"> <li>▫ All sectors working together to benefit the people</li> </ul> </li> <li>6. <b>Early detection and intervention focusing on recovery</b></li> </ol>

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	<ul style="list-style-type: none"> <li>▫ Any door is the right door</li> </ul> <p><b>7. Information Management</b></p> <ul style="list-style-type: none"> <li>▫ Effective use of data to improve outcomes</li> </ul>
<b>Purpose</b>	<p>The principle purpose of He Tipuana Nga Kakano is to provide strategic leadership and a mandated voice at a regional level:</p> <ul style="list-style-type: none"> <li>• Mental Health and Addictions expertise</li> <li>• Steering regional mental health and addiction service development in cooperation with other agencies</li> <li>• Benchmarking performance</li> <li>• To foster strategic relationships that add value</li> </ul>
<b>Key Objectives</b>	<ul style="list-style-type: none"> <li>• Supporting regional mental health and addiction planning</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> <li>• Bring and take back information to local Consumer Advisory Groups and facilitate discussion to enhance regional thinking</li> </ul>
<b>Functions</b>	<p>Support and participate in regional activity, including implementation of the 2012/13 mental health and addiction actions/initiatives on behalf of the Midland DHBs, and to provide expert advice to the Midlands Regional Director through the development of initiatives leading over time to:</p> <ul style="list-style-type: none"> <li>• Improved outcomes through optimal treatment of mental health and addictions issues – resulting in recovery focussed, effective and efficient services for people accessing services</li> <li>• Reduced disparity in outcomes for mental health and addictions services between population groups and DHB areas across the Midland region.</li> <li>• Efficient and effect use of human, financial and other resource.</li> </ul> <p>He Tipuana Nga Kakano will also:</p> <ul style="list-style-type: none"> <li>• Participate in key regional decisions and ensure they are endorsed in a timely manner</li> <li>• Agree strategic priorities to guide operationalisation across the region</li> <li>• Review and monitor regional activity effectiveness</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ensure partnerships when working with clinicians, managers and families/whanau across services</li> <li>• Identify risks/gaps, assess and proposed solutions</li> <li>• Participate in the completion of a Strategic Workplan with all stakeholders</li> </ul>
<b>Values</b>	<p>Any activities and advice undertaken by the He Tipuana Nga Kakano will be guided by:</p> <ul style="list-style-type: none"> <li>• People who receive services are our focus. Influencing services to meet the diverse needs of people are our priority.</li> </ul>
<b>Chairperson</b>	<p>He Tipuana Nga Kakano will elect a Chairperson from the network group. Elections will take place every two years.</p> <p>The nature of the work involved will require a high level of competency and expertise in relation to mental health and addiction services.</p> <p>Only one Chairperson will be elected</p> <p><b>Election process</b></p> <p>To be by secret ballot following a brief presentation from each nominee about their individual skills relevant to the role for:</p> <ul style="list-style-type: none"> <li>▪ Chair position</li> <li>▪ Representation on external forums (where there are three or more nominees)</li> <li>▪ Representation at regional and national conferences (as per the Midland Prioritisation process)</li> <li>▪ Positions on panels and working groups (where there are three or more nominees).</li> </ul>
<b>Membership</b>	<p>Members of the He Tipuana Nga Kakano have been selected via a robust Expression of Interest (EOI) process that was open to all of the Midland DHBs. See Appendix 1.</p> <p>Membership aims to ensure a mix of skill base and knowledge with representatives being actively involved in the delivery of mental health and addiction services, across the Mental Health and Addiction sector and across community, hospital and specialist services.</p> <ul style="list-style-type: none"> <li>• Adult services representative(s)</li> <li>• Maori Health representative(s)</li> <li>• Alcohol and Drug representative(s)</li> <li>• Information representative(s)</li> <li>• CAMHS representative (s)</li> <li>• Primary Mental Health representative (s)</li> <li>• Planning and Funding representative</li> </ul>

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	<p>Other experts can be co-opted to the group for short, specified periods to assist the work of the Network.</p> <p>The Midland Regional Network Team</p>
<b>Accountability</b>	<p>He Tipuana Nga Kakano and its members are accountable to the CEO of Health Share through the Midland Regional Director.</p>
<b>Relationships</b>	<p>He Tipuana Nga Kakano will take its broad direction from the Midland Regional Director and will be supported in its work by the local consumer advisory groups.</p> <p>The Chief Executive and the management of the Midland DHBs may attend and speak at meetings when arranged prior.</p> <p>Members are to have effective relationships with the community including providers and multi-disciplinary groups to utilise their collective expertise within the work of the group.</p> <p>Members will ensure effective engagement with appropriate clinical and non-clinical leadership groups that may be used to inform Midland Clinical Governance group.</p> <p>Members will be open to receiving submissions from individuals and organisations at the discretion of the chair.</p> <p>There will be no media or other statements pertaining to He Tipuana Nga Kakano.</p> <p><b>Code of Conduct</b></p> <ul style="list-style-type: none"> <li>▪ All members of the He Tipuana Nga Kakano will conduct themselves in a professional manner.</li> <li>▪ Only members elected by He Tipuana Nga Kakano can represent the group at a local, regional or national level.</li> <li>▪ Any breaches of the Code of Conduct will be discussed by the group.</li> </ul>
<b>Scope</b>	<p>He Tipuana Nga Kakano has a broad requirement to consider all issues of relevance in relation to the delivery of mental health and addiction services, this includes:</p> <ul style="list-style-type: none"> <li>• Investigation, information gathering and feedback from: <ul style="list-style-type: none"> <li>○ A range of work completed nationally such as national strategy documents, prioritisation processes, and legislation</li> <li>○ Group members' knowledge and experience</li> <li>○ Community issues or concerns</li> <li>○ Any other relevant information available to assist with providing advice to the Midland Regional Director</li> </ul> </li> <li>• Providing sector leadership through the identification of service delivery issues and the facilitation of solutions, such as service co-ordination, support for collaboration, workforce development, and</li> </ul>

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	knowledge sharing.
<b>Process</b>	<p><b>Minutes and Agenda</b></p> <ul style="list-style-type: none"> <li>• Draft minutes will be circulated 4 weeks after the meeting and the final draft will be posted on the Midland website</li> <li>• The final agenda will be circulated two weeks prior to scheduled meeting</li> <li>• Administration Support will be provided by the Midland Region Network Administrator</li> </ul> <p><b>Papers for Meetings</b></p> <ul style="list-style-type: none"> <li>• Briefing/background papers will be prepared and circulated prior to the meeting for all agenda items</li> <li>• If a decision is required a recommendation will be clearly stated at the end of the paper</li> </ul> <p><b>Meeting Schedule</b></p> <ul style="list-style-type: none"> <li>▪ He Tipuana Nga Kakano will meet quarterly. It is expect there will be a minimum of 4 face to face meetings scheduled over a calendar year.</li> <li>▪ He Tipuana Nga Kakano may decide that it is necessary to meet via teleconference or videoconference more often as required, at times, to undertake its work.</li> <li>▪ He Tipuana Nga Kakano may from time to time hold workshops and planning sessions involving group members and/or other interested parties. They may also, from time to time, advise of the need to form focus groups, working parties, project teams or similar groups to progress the work of the Group. These ad hoc groups will have clear expectations and timeframes to work within.</li> </ul> <p><b>Delegation</b></p> <ul style="list-style-type: none"> <li>▪ Attendance may be delegated as an exception during absences with an expectation that the existing member will brief and prepare the delegate.</li> <li>▪ The expectation is that members will be committed to attend all meetings. Should a member not attend 3 consecutive meetings without tendering their apologies or providing written feedback/responses in advance of the meeting, their membership will be reviewed by the group.</li> <li>▪ If the Chairperson has tendered apologies to a meeting, a interim chair will be elected from the floor on the day.</li> </ul>
<b>Reporting Requirements</b>	<p>He Tipuana Nga Kakano will provide a written report to Clinical Governance quarterly or as issues arise.</p> <p>The CEO may also require specific reports from the group to inform the monthly meetings (via the Regional Director).</p>

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### Appendix 1



<b>To:</b>	Midland Region Mental Health and Addictions Network
<b>From:</b>	Eseta Nonu-Reid, Regional Director MH&A Service Development
<b>Date:</b>	30 March 2012
<b>Subject:</b>	<b>Expression of Interest for the Regional Mental Health and Addiction - He Tipuana Nga Kakano Network</b>

For approval	<input type="checkbox"/>	For action	<input checked="" type="checkbox"/>	For information	<input type="checkbox"/>
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#### Purpose:

To seek Expressions of Interest (EOI) to participate as a member of the Midland Regional Mental Health and Addiction He Tipuana Nga Kakano Network.

#### Background:

He Tipuana Nga Kakano “Growing the Seeds” was established in 2001 as the Midland Regional Consumer Advisory Group meeting quarterly and has been functioning as an informational and coordinated forum providing feedback and sharing information on regional strategies.

However, with clear messages from Government showing a drive toward regionalisation in the health environment and reduction in back-room services, it is now timely to progress the Midland Mental Health & Addiction Strategic Advisory Networks into a managed network. This better aligns to Government direction and will provide high level strategic advice to the Regional Director and the newly formed Midland Clinical Governance Group.

It is an expectation that members of this group are committed to attending the quarterly face to face meetings, ensure that they are well prepared and consult with their stakeholders groups where possible prior to the meeting. Accommodation and disbursement will be provided for Taranaki and Tairāwhiti representatives. Travel and meeting time should be supported by the individual organisations.

Further to the discussions held at the He Tipuana Nga Kakano Meeting in February 2012, we are now looking to progress to the next phase which calls for an Expression of Interest (EOI) process to develop membership for the He Tipuana Nga Kakano network for the Midland Region.

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Members will be selected and appointed based on specific skill sets, experience and perspectives – not solely on positions, roles or previous membership criteria. Such perspectives include:

- Personal experience of mental health and/or addiction
- Maori
- Local, regional and/or national networks/focus

Members will be selected based on evidence of the criteria being met and it is envisaged that the group will be no larger than 10 – 12 members.

We are now inviting nominations for this network and would be pleased if you could complete the attached EOI if you are interested in putting yourself or another person forward to be considered.

**If your application is successful please note that your photo and information submitted in the EOI will be published on the Midland Mental Health and Addiction website.**

### Evaluation Criteria

- The criteria that will be used to select members of the He Tipuana Nga Kakano Network are:
  1. Personal experience of mental health and/or addiction that allows you to provide a service user perspective
  2. Strong leadership skills with established networks into key stakeholder groups or representative nominations from the key stakeholder groups reflecting:
    - A regional focus
    - Service development or improvement
    - Strategic leadership skills
    - Evidence of leading, influencing and communicating change
    - Responsible decision making
    - Clear understanding of the role and functions of managed networks
  3. Strong communication skills with established relationships with key stakeholder groups / networks where information can be fed to and from the network
  4. A good understanding of national and regional drivers
  5. Working with Maori expertise
  6. Proven track record for delivering results.
- Please use the attached template when responding to the EOI. **Applications close on 27<sup>th</sup> April 2012.** Email applications will be accepted, please send to [akatu.marsters@lakesdhs.govt.nz](mailto:akatu.marsters@lakesdhs.govt.nz).
- Notification of the outcomes from the EOI will be communicated by the **11<sup>th</sup> May 2012**