

## TERMS OF REFERENCE

### PAN-DORSET STRATEGIC

#### STRATEGIC MENTAL HEALTH LEGISLATION MULTI-AGENCY GROUP (Incorporating Criminal Justice MH&LD Strategic Group)

<b>1.</b>	<b>Purpose</b>
	<p>The group is a strategic group of agencies within Dorset who are required by the Mental Health Act 1983, as amended and the Mental Health Act Code of Practice 2015 to be involved in joint policy production and review of the use of Mental Health Legislation. This group will also act as a forum to discuss issues relating to offenders with mental health needs and / or a learning disability.</p> <p>The group will undertake the following duties:</p> <ul style="list-style-type: none"><li>a. to develop and agree multi-agency policies, strategies and services.</li><li>b. to agree how developments in Mental Health Legislation, policy and guidance shall be implemented and disseminated by both individual agencies and also, where appropriate as part of a co-ordinated multi-agency approach.</li><li>c. to receive reports following visits by the Care Quality Commission and identify any areas of learning for relevant agencies to take forward</li><li>d. to monitor aspects of Mental Health Legislation and related activity information, using shared performance data to identify relevant issues and gaps in service provision, addressing them where possible.</li><li>e. to review Criminal Justice, Mental Health &amp; Learning Disability services (3 times a year)</li><li>f. to ensure monitoring of policy compliance and ongoing reviews of practice</li><li>g. to discuss, create and resolve actions for multi-agency matters on issues raised by any agency.</li><li>h. to implement and/or review service developments including discussions about joint funding where appropriate.</li><li>i. Contributing to other work streams relating to national or local policy that has implications linked to Mental Health Legislation.</li><li>j. To provide assurance regarding the local operational interfaces between relevant agencies, and disseminate information and good practice across Dorset.</li><li>k. To identify joint training issues and, where possible, facilitate joint training initiatives.</li><li>l. The group shall, at least once a year, review its own performance against the Terms of Reference (points a to j above) to ensure it is operating at maximum effectiveness.</li></ul>
<b>2.</b>	<b>Structure of the Meetings</b>

	<p>The meetings will be separated into three parts:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Part 1</td> <td>Policy and Practice</td> </tr> <tr> <td>Part 2</td> <td>CQC MHA Visit Reports</td> </tr> <tr> <td>Part 3</td> <td>Activity and Performance</td> </tr> </table>	Part 1	Policy and Practice	Part 2	CQC MHA Visit Reports	Part 3	Activity and Performance
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<b>2.</b>	<b>Duties</b>						
	<p>The group is responsible for the following aspects of Risk Management:</p> <ol style="list-style-type: none"> <li>a. to produce multi-agency policies related to mental health legislation</li> <li>b. to develop and agree actions to issues raised from Mental Health Legislation including outcomes of, for example route cause analysis of issues arising / incidents where multi-agency working has been involved.</li> <li>c. to discuss and resolve issues brought to attention of the group, which impacts on multi-agency working</li> <li>d. to discuss and agree service developments</li> </ol>						
<b>3.</b>	<b>Membership including nominated deputies (where appropriate)</b>						
	<p>The group will comprise of at least one senior manager/director from the following partnership agencies who can make strategic decisions on behalf of their agency:</p> <ul style="list-style-type: none"> <li>• Borough of Poole Local Authority</li> <li>• Bournemouth Borough Council</li> <li>• Dorset Clinical Commissioning Group (CCG)</li> <li>• Dorset County Council</li> <li>• Dorset HealthCare University NHS Foundation Trust</li> <li>• Dorset Out of Hours Social Services</li> <li>• Dorset Police</li> <li>• Poole NHS Foundation Trust</li> <li>• Royal Bournemouth &amp; Christchurch Hospitals NHS Foundation Trust</li> <li>• Dorset County Hospital NHS Foundation Trust</li> <li>• South Western Ambulance Service</li> </ul> <p>The following partnership agencies will attend three times a year to discuss issues relating to the criminal justice system:</p> <ul style="list-style-type: none"> <li>• Office of the Police and Crime Commissioner</li> <li>• Crown Prosecution Service</li> <li>• HM Courts Service</li> <li>• National Probation Service</li> <li>• Community Rehabilitation Company (CRC)</li> <li>• NHS England Health and Justice</li> <li>• Public Health</li> </ul> <p>Minute taking and agenda production will be provided by the Deputy Mental Health Legislation</p>						

	<p>Manager from Dorset HealthCare University NHS Foundation Trust.</p> <p>Chair will be provided by Dorset HealthCare University NHS Foundation Trust</p> <p>Representatives will be expected to attend meetings, where this is not possible a delegate must be nominated to attend in their place. This delegate must also be able to make strategic decisions on behalf of their agency.</p>
<b>4.</b>	<b>Quorum</b>
	Attendance from representatives of at least 6 agencies for every meeting
<b>5.</b>	<b>Frequency of Meetings</b>
	Meetings will take place bi-monthly. Dates will be circulated out by agency responsible for agenda production.
<b>6.</b>	<b>Reporting arrangements into this group</b>
	Reports will be fed back by the relevant attendee to any relevant group or committee within their own agency. Issues and information relating to offenders with mental health needs and / or a learning disability will be reported to the Dorset Criminal Justice Board.
<b>7.</b>	<b>Reporting arrangements into Trust Boards</b>
	Although there is no formal requirement for this Group to feed into Trust Boards, each agency reserves the right to submit copies of the minutes to their Trust Board if deemed appropriate.
<b>8.</b>	<b>Monitoring Compliance and Review Date</b>
	<p>The group shall, at least once a year, review its own performance to ensure it is operating at maximum effectiveness</p> <p>The Terms of Reference will be reviewed after the first year of the group's activities and a three yearly basis thereafter or sooner if required.</p> <p>Reviewed: 6 April 2016</p> <p>Next Review Date: 6 April 2017</p>