

Counties Manukau Mental Health & Addiction

August 2007

Mental Health & Addiction Sector Workforce Steering Group

Terms of Reference

The purpose of the Terms of Reference (TOR) is to provide guidelines for the scope and function of the Mental Health & Addiction Sector Workforce Steering Group.

Purpose

To oversee the implementation of the *Te Ara Whanaketanga: Linking Pathways of Development. Mental Health & Addiction Strategy 2007-2011*.

Functions

The functions of this group are:

- Provide leadership and champion local sector mental health and addiction workforce development
- Monitor the implementation of the local mental health and addictions workforce development strategy
- Ensure coordination and alignment of workforce development initiatives (current and potential) with national, regional and local activities
- Prioritise and recommend projects to be undertaken which add value to workforce development and planning ensuring WFD outcomes are met
- Approve workforce development initiatives to proceed for funding consideration
- Coordinate relationships with key stakeholders
- Provide a forum to discuss local workforce development issues
- Undertake appropriate consultation and communication with the mental health and addiction sector regarding workforce development issues

Key MH & A WFD Strategy Aims

Refer to the *Te Ara Whanaketanga: Linking Pathways of Development. Mental Health & Addiction Strategy 2007-2011* for detail. Key themes are:

- To foster sustainable workforce growth and development across the local district
- To strengthen our current and future ability to meet the needs of the people who use mental health & addiction services
- To enhance the capabilities of people (individuals, teams and organisations) delivering mental health & addictions services

Membership

Core membership of the MH & A Sector Workforce Steering Group includes representation as listed below. The steering group may also co-opt additional members to assist in meeting its terms of reference.

Programme Manager (Mental Health Funding & Planning)
 General Manager (Mental Health)
 Clinical Director (Mental Health)
 Clinical Director of Nursing (Mental Health)
 Local Workforce Development Coordinator (Mental Health)
 Senior Consumer Advisor
 NGO Provider Representatives (2)
 Maori Mental Health Representative
 Pacific Peoples Mental Health Representative
 AOD Sector Representative
 DHB Service Managers (1)
 Professional Leaders (1)
 CMDHB Workforce Development Consultant
 Child & Youth Mental Health Representative

Accountability & Reporting

The MH & A Sector Workforce Steering Group will be accountable to:

- Programme Manager (MHF&P)
- General Manager (Mental Health)

The MH & A Sector Workforce Steering Group will feedback relevant information and decisions to the CMDHB Workforce Development Committee.

Linkages

The following linkages will be developed and maintained:

Group/Committee	Linkage
CMDHB Workforce Development Committee	Members on committee
CMMHAP WFD Steering Group	Members on steering group
Northern Region MH& A WFD Advisory Group	Members on committee

Meetings

Frequency: The group will meet every two months.

Minutes: Minutes will be recorded and circulated. Action points are managed by an intra-meeting process and are reported back on at the beginning of each meeting.

TOR: The first review of the terms of reference will be in February 2008 and then as agreed.

Support

Local Workforce Development Coordinator (Mental Health & Addiction) will provide support for group meetings.