



The Journey Forward  
Mental Health and Addictions Plan  
Capital and Coast District Health Board

## Terms of Reference V3

### MENTAL HEALTH LEADERSHIP GROUP THE JOURNEY FORWARD PROGRAMME OF CHANGE

#### Roles and Responsibilities

The Leadership Group provides a united front and has the responsibility to assist in the effective implementation of The Journey Forward Mental Health and Addiction Service Development Plan 2005-2010. The Leadership Group will help provide the overall direction and management of this programme of change.

The Leadership Group will work in ways that are enabling and empowering of community groups working with Mental health and Addiction concerns. The Leadership Group will provide advice to the Central Region Mental Health and Addictions network.

Specific Responsibilities of the Leadership Group are:

1. To make sure communication to and from the addictions and the mental health sector happens. This includes ensuring the sector receives effective consultation and communication at workstream level through the sign off of formal communication plans.
2. To ensure all workstreams and other necessary initiatives are set up as appropriate, and that they are aligned with the goals of the strategy and with each other.
3. To ensure all service developments seek to reduce health disparities and inequalities for the priority populations. Considerations to include Maori and Pacific People, people living in deprived circumstances or with very low incomes, marginalised populations such as homeless and refugees. Gender needs, disabilities, child, youth, and the aging population must also be carefully considered and reflected.
4. To ensure that all workstream frameworks/models delivered through the programme structure have been developed satisfactorily, and are of a quality standard.
5. To sign off on the completion of the workstreams frameworks/models, and make recommendations to CCDHB governance groups, subject to Funding and Planning approval.
6. To help arbitrate on any conflicts within the workstreams or negotiate a solution to any problems between the workstream stakeholder bodies.
7. To own the risk management process including identification of external risks to the programme's implementation, and monitoring and advising of changes to risk status for appropriate action.
8. To help manage the pace of change, approve all major project plans and authorise any major deviation from agreed plans.
9. To share responsibility for ensuring cultures change, system adjustments happen, and performance expectations are being met inline with signed off frameworks/models, which are subject to the provision of adequate resourcing.
10. To take a lead in the identification of outcome indicators and evaluation processes to monitor and assess implementation progress, and measure how effectively new initiatives within the programme are delivering improved mental health and addiction services.

11. To uphold the guiding principles of TJF, and in particular uphold respect for one another across the sector as an absolute way of communicating, and working together.

### **Accountability**

TJF leadership group will report into the CCDHB governance structure, and ultimately the CCDHB Board.

### **Membership**

The final membership make up has been agreed and will comprise of those listed in **Appendix 2**.

### **Meeting Frequency**

The Leadership Group will meet once a month. Any necessary replacement of members due to other commitments will be formally agreed by the workstream.

### **Communication**

The Leadership Group will receive Workstream Chair progress reports, TJF management progress reports, and KITE update reports.

**Approved:** 22 August 2006  
**Amended:** October 2006