

The Mental Health and Addiction Workforce Reference Group

Terms of Reference

Updated 15-Feb-2021

<p>Group Purpose</p>	<p><i>The Mental Health and Addiction Workforce Reference Group (WRG) will assist the workforce centres (Werry Workforce Whāraurau and Te Pou) to identify workforce developments and needs by acting as a reliable source of information and intelligence about the provision of mental health and addiction services and supports across the health sector. The group will provide the workforce centres with their expertise, advise, and strategic input in the planning and implementation of the workforce centres' activities.</i></p>
<p>Group Objectives</p>	<p>The WRG shall:</p> <ul style="list-style-type: none"> ▪ Provide a platform for members to identify existing and emerging addiction and mental health workforce issues and sector intelligence to inform the implementation of Te Pou and Werry Workforce Whāraurau's workplans and planning for future workplans. ▪ Enhance and create opportunities for more collaborative and integrated partnerships among NGO's, DHBs, consumers, their family/ whānau and other service providers. ▪ Provide suggestions to Te Pou and Werry Workforce Whāraurau on ways to improve workforce quality, access and sustainability of addiction and mental health services in Aotearoa New Zealand ▪ Support our aims to increase diversity and equity in the mental health and addiction sector.
<p>Member Roles and Responsibilities</p>	<p>Each member shall:</p> <ul style="list-style-type: none"> ▪ Seek and appropriately consider evidence, intelligence, and information from their networks when advising on planning, delivery and evaluation of addiction and mental health workforce activities. ▪ Read and consider information provided by the workforce centres and identify issues or trends from their areas or expertise/ perspectives. ▪ Consider the interests of all cultural groups, rainbow community and those of infants, children, and young people. ▪ Identify what is working well and what requires improvement in their areas of the addiction and mental health system as it related to workforce issues. ▪ Provide feedback about strategies to further engage the community on addiction and mental health workforce planning and activities. ▪ Actively contribute to the meetings and ensure they actively report back to their networks. ▪ Collaborate with other WRG members when needed.

	<ul style="list-style-type: none"> Attend all hui and when not possible, send apologies and assign a proxy.
Membership (selection, term, etc.)	<ul style="list-style-type: none"> Members will submit their expression of interest and will be selected by Te Pou and Werry Workforce Whāraurau based on existing gaps in the membership. Membership will consist of a maximum of 10 members. Membership will be selected based on Kanorau (diversity) principles and any gaps in the knowledge/ expertise of Te Pou and Werry Workforce Whāraurau staff. Members will supply Werry Workforce Whāraurau and Te Pou with a short bio to post on their websites. Members are appointment for a 2-year term after which their membership will be reviewed. There will be opportunity to extend. Members are responsible for naming a proxy who will attend in their absence. WRG members will not be remunerated for their services in relation to the WRG
Orientation for new members	<ul style="list-style-type: none"> Members will receive an orientation which will include going over the TOR, understanding other members' backgrounds/ networks and an overview of Werry Workforce Whāraurau and Te Pou in order to have a broad understanding of where their intelligence/ input can be put to best use
Chair	<ul style="list-style-type: none"> Shared between CE, Te Pou and Director, Werry Workforce Whāraurau.
Meetings	<ul style="list-style-type: none"> Meetings will occur quarterly. Meetings will now occur by Zoom with in-person meetings planned at least once per year – hosted alternately by Te Pou and WWW. Attendance: Where someone has been unable to attend two meetings in a year and/or send a suitable proxy, membership may be reviewed. A quorum shall be constituted by the presence of 50% (+1) of the members of the group. Travel expense for in-person meetings covered as necessary and by prior arrangement.
Agenda	<ul style="list-style-type: none"> Agenda items will be forwarded to the CE Te Pou or the Director of Werry Workforce Whāraurau and be added up until 10 business days prior to the meeting date. Agenda planning group will consist of chairs, a member (who rotates through every 6 months) and 1 project lead each from Te Pou and Werry Workforce Whāraurau. The agenda will be circulated to the group members at least five business days before the meeting date. All group members are responsible for and encouraged to suggest items for the agenda.
Regular Agenda Items	<ul style="list-style-type: none"> The co-chairs will update the group on any key national activities, drivers, opportunities for development and issues. Group members will update the group on any key national activities, drivers, opportunities for development and issues.
Conflict of Interest	<ul style="list-style-type: none"> To be announced at commencement of each meeting (acknowledging many of the attendees represent various organisations). Members will also share any perceived and/or actual key issues and risks.

Minutes	<ul style="list-style-type: none">▪ Minutes and agreed actions will be recorded for each meeting by a project lead (alternated between Te Pou and Werry Workforce Whāraurau) and distributed to the group members within 10 working days of each meeting.▪ Te Pou and Werry Workforce Whāraurau will keep all meeting minutes securely stored for future reference.▪ Members should discuss key themes of minutes with stakeholder networks but not distribute minutes verbatim that require contextual discussion.
Terms and Review	<ul style="list-style-type: none">▪ The Terms of Reference replace the previous terms of reference for the Clinical and Sector Reference Group will be reviewed every 12 months.

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