



Fforwm Iechyd
Meddwl a Lles Cymru
Wales Mental Health
and Wellbeing Forum

Interim Terms of Reference and Code of Practice

The Forum voted 4th march 2020 to implement the use of these TOR's with immediate effect on condition the point highlighted below was amended from 5 hours to 2 hours, these are to be used as an interim measure until new Terms of Reference are written by a working group and agreed by the Forum.

1. Introduction

Together for Mental Health – A Strategy for Mental Health and Wellbeing in Wales and its supporting Delivery Plan were published in October 2012. Partnership Boards at a national and local level are overseeing delivery and a National Service User and Carer Forum (the Forum) has been established to ensure that service users and carers are at the heart of this process.

2. Role of the National Service User and Carer Forum

The National Forum brings together the service user and carer members on the seven Local Partnership Boards across Wales, the service user and carer members on the National Partnership Board and ten service users and carers appointed nationally. Now entering its second year, the Forum is becoming an increasingly powerful voice for service users and carers and is starting to influence the shape of mental health policy and services, sharing information and experiences across Wales and spreading good practice.

3. Membership

The membership of the Forum will consist of: all service user and carer members of the Local Mental Health Partnership Boards, the service user and carer members of the National Partnership Board (NPB) and their deputies and 10 further members selected nationally. All members of the Forum will have experience either as a service user or former user or caring responsibility for service user or former user, this experience must have been within the last 5 years.

4. Frequency and duration of meetings and the venue for meetings

The Forum will meet three times a year, these meetings will occur between meetings of the NPB and will be timed to allow reference to minutes of the most recent NPB meeting and to

be able to prepare for the subsequent NPB meeting. The venues for the meetings will rotate between all Local Health Board areas of Wales in turn.

5. Facilitation and administration

The Forum will be facilitated by the Mental Health Foundation on behalf of the Wales Alliance for Mental Health.

The Mental Health Foundation will be responsible for:

- taking and writing up notes and action points;
- sending out information and reminders/papers for meetings;
- petty cash and hospitality

Expenses and Funding

- The Forum is funded by Welsh Government, the Forum is funded by public money and as such expenditure needs to be openly accounted for. Expenses will be paid at standard Welsh Government rates.
- No member of the Forum should be out of pocket as a result of their membership of the Forum.
- Expenses for Forum activities will be reimbursed on the day.
- Anyone whose journey takes in excess of 2 hours is entitled to one night overnight accommodation. Accommodation must be requested and approved in advance.
- Rail tickets can be booked in advance for people.
- Food

6. Structure of meetings

The Forum meetings will be whole day meetings and will include whole Forum meetings and small group work. Expert speakers may be invited by the Forum to make presentations or engage in consultations.

7. Group agreement

All discussions that take place within the Forum will be conducted according to the following group agreement:

- **Confidentiality** –
 - Don't share personal information discussed within the group without permission – only share what you feel comfortable sharing
- **Communication**
 - Actively listen to each other
 - Let everyone speak
 - Try not to speak over the top of people
 - Try not to monopolise the discussion - Stay focused

- Everyone should be able to express how they feel without judgement
- Humour – as long as it doesn't offend others
- Respect other viewpoints
- Nobody should feel under pressure to speak – some people may just want to listen and observe
- Support and gently encourage other people to speak or give them other mechanisms to contribute, for example: opportunities to write it down on a sticky note
- Bounce and share ideas with each other
- No use of acronyms or abbreviations without explanation
- Bring other people's views as well as our own
- Flag up when only talking about our own experiences. Stories are important but balance is needed
- Talk from perspective of service users and carers – on issues where evidence is not based on direct testimonies
- Be clear that we don't have a democratic mandate and limited recourses to collect views
- **Respect**
 - Challenge the view not the person
 - Respect individual boundaries
 - Promote a relaxed feeling in the group
 - Allow individuality & value diversity
- **Conduct**
 - Take time out if you need it - allow people to leave the group
 - If Someone does leave – be mindful that they may need support
 - Challenge discriminatory or oppressive behaviour
 - Devise a means of challenging disruptive behaviour
 - Resolve disagreements within the group
 - Mobiles off or silent
 - Timekeeping – try to be punctual
 - Forum Members are expected to attend a minimum of one meeting per year

8. Regular review

These terms of reference should be reviewed annually.