

## **Terms of reference**

# **Experiences and Outcomes for People Experiencing a Mental Health Crisis - Themed Programme: Advisory Group 2013/14**

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## 1. Overview and purpose

- 1.1. These terms of reference describe the arrangements for the Advisory Group set up regarding the Care Quality Commission's (CQC) 'Experiences and outcomes for people experiencing a mental health crisis' Themed Programme 2013/14.
- 1.2. The purpose of the group is to provide expert advice to inform the development and delivery of CQC's review. Members will be expected to:
  - Provide expertise and experience to develop the content and approach for the review
  - Comment and advise on the data analysis for the review
  - Advise on the development of a call for evidence for capturing the experiences of people who are, or have, experienced a mental health crisis
  - Identify and promote opportunities for involving users of services in the design and delivery of the review
  - Comment and advise on 'what good looks like' in mental health crisis care
  - Comment and advise on the approach, methods and content of inspections
  - Advise on the presentation of the findings of the review and the recommendations to be made
  - To consider what actions need to be taken by the wider system, and what the role of group members is in taking these forward
  - Promote the review through their networks.
- 1.3. The outputs from the group will be reported to CQC's Thematic Activity Strategy Board.
- 1.4. The advisory group has no decision making authority regarding CQC's regulatory activity.
- 1.5. CQC will be the sole responsible owner of any reports published as an output of this programme of activity.
- 1.6. CQC will share an embargoed national report in advance of publication so that member organisations may prepare media or other materials in response to the findings.

## 2. Responsibilities and Membership

- 2.1. The group is scheduled to meet every 6-8 weeks in London; in person or by a virtual meeting via teleconference. For representatives of an organisation, nomination of a deputy is requested in the event that members are unable to attend.
- 2.2. The group will receive a verbal briefing on the overall progress of the thematic programme at each meeting, and will be invited to discuss specific elements of the programme that require expert opinion.
- 2.3. The group is chaired by Sue McMillan, Head of Mental Health Policy, or by a nominated deputy.
- 2.4. The terms of reference will be reviewed as required during the course of the review.
- 2.5. The group will be sent an agenda, and any relevant documents, in advance of Advisory Group meetings.
- 2.6. CQC membership of the Advisory Group comprises of the following members, or a nominated deputy:
  - Caroline Hacker            Head of Mental Health Policy Team
  - Kay Sheldon                CQC Board Member
  - Louis Appleby              CQC Board Member
  - Julie Hankin                National Professional Advisor on Mental Health
  - Nicola Vick                 Thematic Project Lead / Regulatory Policy Manager
  - Tim Read                    Regulatory Policy Officer
  - Emily Wright                Regulatory Policy Officer
- 2.7. Invitations to become a member of the Advisory Group were sent to the following external members:
  - Kate Crosby                Expert by Experience
  - Gail Golding                Expert by Experience
  - Julie Alexander            Department of Health
  - Scott Durairaj              NHS England
  - Christopher Witt            Home Office
  - Marc Bush                  Healthwatch England
  - Julie Chalmers             Royal College of Psychiatrists
  - Elizabeth England         Royal College of General Practitioners
  - Alison Cobb                 Mind
  - Paula Lavis                 Children and Young Peoples Mental Health Coalition
  - Richard Pacitti             Mind in Croydon
  - Lucy Palmer                 Psychiatric Liaison Accreditation Network
  - Annie Whelan                Mental Health Providers Forum

- Anthony Deery Northumberland, Tyne & Wear NHS Foundation Trust
- Paul Tarbuck Her Majesty's Inspectorate of Prisons
- Mark Ewan Her Majesty's Inspectorate of Constabulary
- Frankie Westoby Association of Chief Police Officers
- Sue Putman National Ambulance Mental Health Group
- James Bolton Mencap
- Jabeer Butt Race Equality Foundation
- Faye Wilson British Association of Social Workers
- Dominic Williamson Revolving Doors
- Colin Marsh Association of Directors of Adult Social Services

2.8 At the first meeting of the Advisory Group members were asked to comment on potential gaps in the membership of the Group. As a result of this discussion CQC reviewed its membership and update the list of group members accordingly.

2.9 External members invited to the Advisory Group would be expected to attend in person where possible. Alternative arrangements such as teleconference facilities, or the attendance of a nominated deputy, can be arranged as necessary.