Terms of reference

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