



For better
mental health

Terms of Reference for Community Development Workers Mental Health (CDWMH) Steering Committee

Mandate

The Government's Delivering Race Equality (DRE) in Mental Health agenda has led to the recruitment drive for 500 Community Development Workers (CDW) to be appointed across England and Wales. The Richmond PCT has since commissioned Richmond Borough Mind to appoint two CDWs to work with the Borough's BME communities and help reduce inequalities in mental healthcare, engage with, develop and empower those communities with information about available services, work with mental health service providers to ensure their services are accessible and appropriate to meet the needs of BME communities residing in LBRuT.

The CDWMH Steering Committee

LBRuT is the fourth least ethnically and racially diverse Borough in London. As a result of this it is likely that there would be cultural challenges faced by the CDWs in promoting and delivering change. The Steering Committee will be required provide support, guidance and advice to the CDWs, who would normally be working under the line management of the RB Mind Director.

Overall Aim of the CDWMH Steering Committee

To contribute towards the implementation of the DRE Action Plan for LBRuT, in particular by eliminating inequalities for BME communities in accessing culturally appropriate mental health services. The action and outcome targets to achieve this aim will fall into 5 main categories:

1. Information
2. Access
3. Experience
4. Community outcomes
5. Monitoring, evaluation and dissemination

Objectives

- To help define and develop a strategic framework for community development and community engagement work within LBRuT's BME communities and to support the CDWs
- To support CDWs in developing and sharing good practice models that improve service delivery for BME individuals, families and their communities in LBRuT
- To create a central vision and direction in delivering culturally competent MH services to BME individuals, families and communities in LBRuT
- To act as an information and support network to the CDWs

- To develop priorities for the work of the CDWs
- To support the CDWs to influence change within organisations and agencies that enable improved access and reduce inequalities
- To support the CDWs to create a monitoring and evaluation framework for community development work
- To share ideas on learning and development opportunities around MH awareness and other issues relevant to BME communities
- To provide support and advice to RB Mind in the continual improvement of its service uptake, quality outcomes, and monitoring and evaluation processes
- To monitor these objectives on a quarterly basis, with an overall review at the end of March 2009

Membership

- The CDWMH Steering Committee will be composed of up to 9 members
- Membership will be reviewed annually
- Participation in the Steering Committee is voluntary, except for the CDWs and RB Mind Director
- The Steering Committee will consist of representatives that include:
 - Users and carers from the BME communities represented in the Borough
 - Statutory agencies in LBRuT
 - Voluntary Organisations in LBRuT
 - Professionals with relevant interest and commitment in the work of the CDW
- Appointments will be for the duration of the CDW work. While it is not expected that rotation will be required, circumstances may arise when a member of the Steering Committee may need to be replaced
- Initial appointments will be made for a minimum of 5 members, after which suitable nominations will be considered and appointments made by the Steering Committee
- All members will be required to commit to RB Mind's Code of Conduct and Confidentiality policies and work in line with Data Protection guidelines

Meetings

- Steering Committee meetings will take place at XX and, where and when appropriate, at different accessible venues in Richmond
- Meetings will be chaired by the Community Development Workers (in rotation)
- The meetings will take place every 4 weeks (until July 2008) and 6-weekly thereafter

Administrative Arrangements

- To ensure that the relevant strategic agencies are informed about the Steering Committee's work
- Convene and service the quarterly meetings. Take minutes and distribute them to all Steering Committee members
- Draft the meeting agendas for the Chair to approve
- Circulate papers of the meeting to members at least one week before the meeting date
- Circulate papers tabled at the meeting to any absentees
- Produce and share quarterly data reports as relevant to the work and progress of the CDWs
- Maintain records and files of the Steering Committee and make them available for examination by relevant agencies and members of the community
- The CDW budget will reimburse basic travel expenses for members attending the meetings for travel within the Borough. It will also cover expenses for light refreshments, unless offered by agencies and organisations hosting the meetings

Review

These Terms of Reference will be reviewed by the Steering Committee and RB Mind in October 2008