

Dual Diagnosis Strategy Group

Terms of Reference

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TERMS OF REFERENCE

1. NAME OF GROUP

Dual Diagnosis Strategy Group.

2. PURPOSE AND ROLE

- To provide city wide strategic direction to ensure the development and delivery of excellent practice in working with service users with co-existing substance misuse and mental health problems.
- To develop citywide Dual Diagnosis priorities that draw upon local intelligence and national policy and research – and are supported by a wide range of local stakeholders.
- To ensure the implementation of the priorities through the development of an effective action plan and monitoring process.
- To receive update reports from the Dual Diagnosis Project Manager.

3. MEMBERSHIP

- Service user representation, facilitated by Leeds Involving People
- Leeds Clinical Commissioning Group representation (Mental health commissioner representation)
- Local authority (Substance use commissioner representation)
- Adult Social Care representation
- Leeds and York Partnerships Foundation Trust
- Leeds substance use service provider
- Leeds WY-FI project representation
- Project Manager of Dual Diagnosis Project.

Members will nominate an appropriate person to deputise in their absence.

Additional membership will be considered and included as required.

Wider engagement of service users will be coordinated through the appropriate reference group infrastructures, which will also include provider service user involvement mechanisms.

Responsibility for chairing the group will be with Leeds North CCG.

4. QUORACY

The Dual Diagnosis Strategy Group will be quorate if two thirds membership is in attendance.

5. ACCOUNTABILITY AND REPORTING ARRANGEMENTS

The group will report into the citywide Mental Health Partnership Board structure and to the Local Authority Joint Commissioning Group, where appropriate.

6. FREQUENCY AND FORMAT OF MEETINGS

The Dual Diagnosis Strategy Group will meet quarterly for two hours.

The location of the meetings will rotate between St Anne's Head Office and The Space.

A list of dates and venues will be circulated.

Agendas and papers will be circulated one week in advance of each meeting.

Minutes will be circulated as soon as possible following each meeting to ensure actions agreed during the meeting can be completed.

7. SUPPORT AND RESOURCES

The Dual Diagnosis Strategy Group will be convened by the Project Manager.

Administration support will be provided by St Anne's.

8. DATE OF APPROVAL AND REVIEW

The Terms of Reference were approved on March 26th 2016 will be reviewed after twelve months.