

# TE ROOPU TUPU TAHI

## TERMS OF REFERENCE

### 1.0 BACKGROUND

Te Roopu Tupu Tahi was established in 2000 as a network for mental health provider and consumer organisations in the Nelson Marlborough district. Two years later it was formally recognised as the mental health advisory forum for the Nelson Marlborough District Health Board, and reports regularly to the Board's Community and Public Health Advisory Committee.

While initially focussing on specialist and community mental health service development, Te Roopu Tupu Tahi recently widened its scope to include a more comprehensive populations of need approach that caters for healthy populations, at risk populations, early onset of conditions without complications, multiple conditions and end stage conditions.

The work of Te Roopu Tupu Tahi is guided by national and regional strategic objectives for mental health. A summary of these can be found in the Te Roopu Tupu Tahi Mental Health Action Plan.

### 2.0 PURPOSE

Te Roopu Tupu Tahi, as a reference and advisory group, has two primary aims:

- To foster collaboration among mental health service providers in the Nelson Marlborough district for the benefit of consumers/tangata whaiora and their families/whanau.
- To provide advice and expertise on mental health issues to the Nelson Marlborough District Health Board as a consultative body for the development of the Mental Health Strategic Plan.

### 3.0 NAME

The name Te Roopu Tupu Tahi signifies the Top of the South (*Te Tau Ihu o Te Waka a Maui*) coming together as one.

## 4.0 MEMBERSHIP

Membership is open to all mental health providers, consumer/tangata whaiora organisations, family/whanau organisations, primary mental health sector, Primary Health Organisations, public health sector, Kaupapa Maori mental health providers, and Planning and Funding staff.

## 5.0 TASKS

Te Roopu Tupu Tahī tasks are as follows:

Task	Achieved by ...
<p>Establish a strong mental health network for the Nelson Marlborough district that takes a collaborative approach to support the improvement of mental health services to tangata whaiora and their families.</p>	<ul style="list-style-type: none"> <li>• Te Roopu Tupu Tahī six weekly meetings. Standing agenda item, celebrations/information sharing around service development and delivery.</li> <li>• The distribution of relevant mental health information through Te Roopu Tupu Tahī email list.</li> <li>• The establishment of Te Roopu Tupu Tahī working groups to address specific emergent issues.</li> </ul>
<p>Provide advice and expertise on mental health issues to governance and management of NMDHB and other agencies.</p>	<ul style="list-style-type: none"> <li>• Supporting the development and regular review (every four years) of NMDHB Mental Health Populations of Need.</li> <li>• Providing advice on mental health goals aligned to NMDHB Strategic Plan.</li> <li>• Providing advice on mental health projects aligned to NMDHB District Annual Plan.</li> <li>• Providing advice and expertise provided on specific emergent issues identified by Planning and Funding.</li> <li>• Providing advice on the development of the South Island Regional Mental Health Plan.</li> <li>• Assisting with the prioritisation of future mental health service development.</li> <li>• Assisting with identification of mental health service gaps.</li> <li>• Providing representatives to subsidiary mental health working parties, advisory groups, steering groups as required.</li> </ul>

Provide opportunities for improving workforce capability and capacity within the mental health sector.	<ul style="list-style-type: none"> <li>• Providing a forum where the Nelson/Tasman NGO Workforce Group and the Marlborough NGO Workforce Group can work towards the implementation of the NGO Mental Health Workforce Strategy.</li> <li>• Providing regular educational sessions on topics relevant to the sector.</li> </ul>
Conduct a review among members of the achievements and effectiveness of Te Roopu Tupu Tahī once per year	Review completed on an annual basis and supplied to CPHAC.

## 6.0 PROCESS

The process is as follows:

1. Te Roopu Tupu Tahī hui held six weekly, with two being held in Nelson and one in Blenheim. Te Roopu Tupu Tahī recognise that there are other localities where meeting attendance should be considered at least on an annual basis. These decisions will be made in conjunction with Te Roopu Tupu Tahī and the host locality.
2. Agenda and reports to be sent out for each meeting at least one week prior to the meeting.
3. Minutes to be taken and recorded by a dedicated person, then circulated to all members (identified on a mailing list).
4. Permanent chair and secretarial service to be provided by the DHB.

## 7.0 LINES OF ADVICE & COMMUNICATION

