

## Mind and Body Programme Expert Advisory Group

### Terms of Reference

#### Purpose and Aims

The Mind and Body Programme aims to develop an ambitious and exciting programme with all our local partners, with the aim of making joined up physical and mental healthcare a reality. This will not be purely about clinical delivery, but also the wider system required to create sustainable change, including:

- supporting our staff to refresh and learn new skills
- providing the tools for clinicians to better identify
- support and monitor the complex needs of patients and service users
- working with academia, public health and commissioners on population health intelligence.

We will focus on those with co-occurring physical and mental health conditions – both people with long term severe mental illness who have secondary physical health conditions, and people with at least one long term condition and mental illness.

At the centre of our vision is the patient, along with their carer, and family. We want their experience of healthcare, as well as their health and wellbeing, to significantly improve through our actions. Patient and public engagement goes beyond communicating information to the populations we serve. It will be a continuous process of working together with patients, service users, carers and other stakeholders to design, develop and deliver high quality integrated care, in a way that best meets their needs. Our core aim for engagement is to ensure that local people with lived experience of both mental and physical health issues, are involved in our work to improve care for those with ‘mind and body’ health issues and, as appropriate, are actively engaged in co-designing care at a level they feel comfortable with.

The Expert Advisory Group will be established as a working group of the Mind and Body Programme Board. The group’s core focus will be to ensure that the views of patients, carers and families are taken into consideration when shaping and guiding the Mind and Body Programme vision, service development and implementation strategies.

#### Objectives

The group will:

- Share their experiences and views as patients, service users, carers and family members on mental and physical health services and joined up care.
- Advise on and be involved in the co-design and implementation of Mind and Body initiatives, funding bids and research.
- Identify areas of priority for the Mind and Body Programme and discuss what is working and what isn’t.

## **Ethos and Confidentiality**

We believe that the best way to achieve the aims of Expert Advisory Group is for people to work alongside each other with mutual respect. Together we will ensure the group is a supportive and positive environment where:

- People can be open and honest
- Differences are accepted
- No one persons' views are considered more important than others
- We use language that everyone understands

Documents circulated to the group and the notes from the meetings can be shared externally unless specifically stated as confidential or in draft form. Members are required to respect confidentiality of specific topics discussed at the meeting as requested by other members of the group, Mind and Body Programme staff or guest speakers.

## **Structure and Membership**

This is an independent advisory group which will input into the Mind and Body Operational Group and Programme Board. The Expert Advisory Group will consist of 10 to 15 service users, carers and families, from a diverse range of backgrounds and age groups to ensure that the group is as representative of our local communities as possible. The Mind and Body Programme Support Officer, Eliza Hinchliffe, will support the group and help facilitate the discussion. People are encouraged to discuss any issues with being part of the group with Eliza and are able to withdraw their membership in the group at any point.

## **Frequency and Location**

The group will meet every three months for a maximum of two hours at the King's Health Partners Offices, Guy's Hospital. Other locations will be advised as necessary and if any other meetings are required this will be communicated in advance. Refreshments and travel expenses will be provided.

## **Record Keeping**

- Prior to meetings an agenda will be developed and circulated to the group
- During the meetings the Programme Support Officer will note the main themes from the discussion and any action points. These will be written as a set of concise notes and circulated to the group within two weeks following the meeting.
- There may occasionally be reports or paperwork that relate to things that will be discussed at the meeting, these will be circulated to the group prior to or after the meetings.

## **Review**

There will be an ongoing feedback loop between the Mind and Body Programme and the Expert Advisory Group to ensure the feedback has helped shaped programme delivery. The role of the Expert Advisory Group will be formally reviewed every 12 months by seeking feedback from members of the group and others involved in the group. We will routinely publish a report on Mind and Body Programme patient and public engagement.

***Please note the Terms of Reference will be reviewed and decided on by the Expert Advisory Group at the first meeting.***