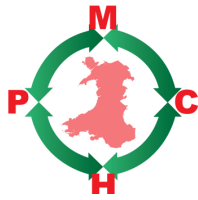


Wales Mental Health in Primary Care  
(WaMH in PC)  
Constitution

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## Wales Mental Health in Primary Care (WaMH in PC)

### Constitution

#### **(1) Background and Origins**

In 2003 the All Wales Primary Care Mental Health Network (AWPCMHN) was launched. In 2004 the network became known as Wales Mental Health in Primary Care Network (WaMH in PC). Its aim is to provide a participative forum for like minded individuals to work collaboratively to:

- Improve the profile of mental health services in Wales;
- Promote primary mental health care; and
- Develop new ways of thinking and networking in a primary care setting.

WaMH in PC is a special interest working group established by RCGP Wales: It uses the broad governance arrangements of the Royal College of General Practitioners (RCGP) particularly in terms of financial management procedures. Chair of WaMH in PC provides activity/financial reports to RCGP Wales governing body (Welsh Council) quarterly.

WaMH in PC was seen as a crucial channel for the effective application of the eight standards identified in the Welsh NSF.

Since inception WaMH in PC has worked alongside the Welsh Assembly Government in seeking to improve quality in mental health care, enabling professionals, users, and their families and carers to work collaboratively to increase the effectiveness of holistic service delivery.

#### **(2) Status and Title**

WaMH in PC is arranged and operated as an RCGP Wales special interest working group.

### **(3) Funding**

Current funding is granted by the Welsh Assembly Government (WAG).

### **(3) Aim**

To work with others to promote

(3.1) The mental health and general well-being of all the people of Wales in accordance with the Gold Standard Programme and its three hallmarks of relationships which are evidenced within the Gold Standard Programme.

### **(4) Purpose**

To promote

Good practice by engaging with individuals and their carers, as they are central to the relationship between service providers and themselves in setting and shaping the services they require. This will be achieved through partnership, empowerment, and personal responsibility.

Person-centred approaches that acknowledge and value individuals as people and give proper recognition to the therapeutic potential of these interactions and relationships.

Recovery through services that have the appropriate values and evidence base.

Research and development that will be directed towards contributing to the evidence base for mental health and well-being.

### **(5) Committee Structure**

WaMH in PC activities are shaped and driven by a '**Core Group**' and a number of Sub Committees that undertake specified activities using powers and authority delegated from the Core Group.

## **(6) Core Group**

### **Membership Arrangement**

Membership is limited to a maximum of 20 voting members, 4 of which must be GPs of good standing of the RCGP, who support the aims and purpose of WaMH in PC and between them provide relevant skills, knowledge, competency and experience relating to the provision of mental health, supported by two non voting staff members who will be the Project Manager and RCGP Wales Manager.

Members are drawn from a range of organisations, services and 'stakeholder' groups to encompass as broad a range of views as possible.

Members can resign at any time by notifying the chair.

Active membership and contribution is a pre requisite and absence from three consecutive core group meetings, without good reason being given to the chair, will lead to loss of core group membership.

Core group has two principal officers – that of Chair and Vice Chair. The Chair and Vice Chair to be appointed by WaMH in PC core group members. The Chair should be a member in good standing of RCGP and appointment of Chair to be ratified by RCGP Welsh Council. The Vice Chair to be nominated from the core group membership.

**(see appendix 1 for copy of Chair's role and appendix 2 for Vice Chair's role)**

Chair's tenure will be for three years with the option of a further three years to be agreed by the core group membership and ratified by RCGP Welsh Council.

**(see appendix 3 for election of Chair process)**

Vice Chair's tenure will be for a period of three years.

**(see appendix 4 for election of Vice Chair process)**

The Chair can invite voting and non voting members to form a Chair's working group in order to facilitate the day to day running of WaMH in PC.

Membership of the core group will be ratified annually. In addition, to ensure core group membership remains 'Fit for Purpose' a skills, knowledge and competency audit of membership will be undertaken annually.

**(see Appendix 5 for copy of 'skills matrix').**

### **Election to Core Group**

Any person wanting to become a new member must apply to the Chair providing relevant information; election onto the Core Group will relate to skills / knowledge / competency audit needs and appointment and will be achieved by a simple majority of the Core Group following discussion.

### **(6.1) Purpose**

Ensure WaMH in PC's declared aims and purposes are pursued actively; are expressed in a business plan; and these activities are managed within the adopted Constitution / Governance Framework.

To seek views from, and to share ideas with RCGP Wales, Welsh Assembly Government and the primary care mental health community to drive forward the development of person – centred, effective, recovery-based services that promote the mental and physical well-being of the people of Wales.

To produce a business plan, summarising the agreements reached on how to pursue the aims and purposes through a variety of timed and costed activities.

### **(6.2) Conduct of Meetings**

#### **General**

A meeting will be quorate (have sufficient members to discuss business and make decisions as necessary and required) if a minimum of 6 voting members are present, including one GP member of good standing.

Decisions will normally be taken at formally organised meetings to which members have been invited, with the date notified at least three weeks beforehand.

All meetings will be minuted, to include details of the date, attendance, summary of discussions, and any agreements and decisions reached.

### **Chair's Working Group**

The Chair's working group is a group formed by the Chair to facilitate the day to day business of WaMH in PC.

Between meetings, the Chair, with the advice of the Chair's working group may need to progress operational matters, which would then go to core group for ratification.

## **(7) Networks / Project Groups**

### **Membership**

All sub groups will be chaired by a member of the core Group.

Involvement of individuals in sub groups is 'open' and will be arranged by the Chair (core group member).

Involvement in this capacity does not represent 'membership of core group'.

### **(7.1) Purpose**

The core group can establish sub groups to undertake activities on its behalf either in the general pursuit of the groups aims and purposes, or, focussed on specific (time limited) pieces of work.

These groups report to core group meetings and provide copies of all notes /minutes for discussion.

The scope of activities to be undertaken will be clearly described by core group in a 'remit' document.

### **At the date of adopting this Constitution the following are in place:**

Practitioners Network.  
**(See appendix 6 for copy of Remit)**

Bursary Scheme

**(See appendix 7 for copy of remit)**

7 subgroups created to produce information sheets and guidance for GPs on topics set out in the current business plan.

Co-ordinating group consisting of Chair, Project Manager, RCGP Manager, 1/2 core group members). Function of this sub group is to promote action on agreed pieces of work in between planned core group meetings. Core group to support the Chair's actions in between planned meetings.

#### **(8) Officer Support**

RCGP Wales as host body will provide administrative support for the core group and its sub groups as required.

#### **(9) Securing External Support**

When the core group does not have the capacity to carry out specified pieces of work then external capacity can be secured. This will be undertaken in a properly recorded way using the commissioning of tasks template.

**(see appendix 8 for a copy of invitation to tender proforma)**

#### **(10) Working with Others**

WaMH in PC seeks to work with others as necessary.

#### **(11) Payment of Expenses**

Core group members may claim travel expenses and limited remuneration if applicable, subject to prior agreement and the submission of a claim form and supporting documentation.

Users and Carers Involvement in activities relating to the business plan / programme of events may claim travel expenses and limited

remuneration in line with the Stronger in Partnership 2 guideline (current version dated October 2008), if applicable, subject to the submission of a claim form and supporting documentation.

## **(12) Declaration of Interests.**

In line with RCGP requirements members of core group will declare any interest they hold that may relate to an issue to be discussed at a meeting of the core group.

A register of members 'general interests' will be held and kept up to date in written form by the Project Manager.

Members will make any 'new' or additional declarations at the start of each meeting.

In situations where a member is to be involved in an activity that has a bearing on 'declared interest', then those members who do not stand to receive the proposed benefit must be satisfied that it is in the interests of WaMH in PC to involve that member rather than someone else, and they must record the reason for their decision in the minutes. In reaching that decision members must balance the advantage of involving that person against the disadvantage of doing so.

## **(13) Information Governance**

In line with RCGP requirements members of core group will uphold the requirements concerning confidential or sensitive information.

**Note: This will be a standing agenda item**

## **(14) Finance – Sourcing, Management / General Procedures and Reporting Arrangements**

### **Sourcing**

WaMH in PC is able to secure other funds to pursue activities and projects in support of its aims and objectives. This may include either grants or funding for undertaking special commissions.

### **(14.1) Management / General Procedures**

The Chair of RCGP Wales will act as the formal budget holder.



The RCGP Wales Manager will act as budget manager.

The Project Manager will administer the budget.

All financial transactions will be undertaken within the standing financial guidelines of RCGP Wales.

#### **(14.2) Reporting**

Financial reports provided on an annual basis to RCGP Wales and Welsh Assembly Government.

The Chair of WaMH in PC will submit a written activity report for each RCGP Welsh Council Meeting.

All Core Group members will receive via email a financial report at the end of every month.

Financial report provided at every core group meeting.

#### **(15) Communication Arrangements**

The Core Group will strive to make its work and activities 'open and transparent' to all who have an interest, and for this to be available in accessible forms.

The Core Group will encourage comment on its activities.

#### **(16) WaMH in PC website [www.wamhipc.org.uk](http://www.wamhipc.org.uk)**

This will be regularly updated and maintained to ensure speedy, reliable access.

#### **(17) Welsh Declaration for Mental Health and Well-being**

Core Group will continuously publicise the declaration and aim to secure both pledges and comments from individuals and corporate groups.

## **(18) Frequency of Review of Constitution**

Constitution should be reviewed on an annual basis and ratified by RCGP Welsh Council if any changes have been deemed necessary.

## **Appendix**

### **Appendix 1**

#### **Chair's Role**

##### **Purpose:**

To provide strategic leadership for WaMH in PC by directing the work of the core group members and providing an interface between WaMH in PC and RCGP Wales Welsh Council.

Particularly to lead on developing the WaMH in PC position on mental health issues that affect general practitioners in Wales and to ensure that the message is communicated effectively.

##### **Tasks:**

Chair the quarterly core group meetings ensuring that actions are clearly checked, highlighted and allocated for action. Undertake to feed back items for the agendas, as appropriate. To represent the views of WaMH in PC.

Attend the meetings of RCGP Wales Welsh Council using this opportunity to interface the work of WaMH in PC with that being developed by the College in Wales.

Work closely with the RCGP Wales Manager and Project Manager in directing the work of WaMH in PC ensuring common understanding and direction of travel.

Develop and maintain relationships with external bodies.

Interface with the Welsh Assembly Government and primary care organisations in Wales.

Be accountable for the budget on behalf of WaMH in PC.

Take forward agreed actions within the remit and ensure that RCGP Wales Welsh Council is aware of the outcomes within the agreed timescales.

## **Appendix 2**

### **Vice Chair's Role**

#### **Purpose**

To support the Chair in providing strategic leadership for WaMH in PC by directing the work of the core group members and providing an interface, when required, between WaMH in PC and RCGP Wales Welsh Council.

Support the development of WaMH in PC's position on mental health issues that affect general practitioners in Wales and to ensure that the message is communicated effectively.

#### **Tasks**

Prioritise (either personally or in conjunction with the Chair depending on level of importance) requests for written comment and ensure that an appropriate response is transmitted.

Prioritise requests for representation and ensure that an appropriate individual is briefed to attend and that feedback on issues relevant for WaMH in PC is obtained where appropriate.

Deputise for the Chair, as required.

Contribute to the process of ensuring the appropriate development of the WaMH in PC website as a key communication tool in seeking members' opinions and ideas in relation to policy areas.

Take forward agreed actions within your remit.

Keep the Chair informed of any difficulties or opportunities encountered as part of the role.

Liaise with the Manager of RCGP Wales and Project Manager in supporting the direction of the work of WaMH in PC ensuring common understanding and direction of travel.

Provide operational support and guidance on work areas to Project Manager.

Provide support to new members of WaMH in PC by acting as a named contact throughout their first year of memberships and encourage their active participation at, and between, core group meetings as required.

Develop and maintain relationships with external bodies.

### **Appendix 3**

#### **▪ Election of Chair**

##### **Purpose**

To formally elect a new Chair of WaMH in PC for a term of three years following completion of the outgoing Chair's term of office which will be endorsed by RCGP Welsh Council following agreement by core group members.

##### **Process**

Invite notes of interest from WaMH in PC's RCGP core group members
Names of two supporters from core group membership to accompany each nomination
If more than one candidate, run online election using Bristol Online Surveys. Each member of core group is entitled to a vote.
If only one candidate write to RCGP Wales Executive Committee members to seek their endorsement.
RCGP Welsh Council advised of any nominations received and will be asked to endorse the appointment.
Appoint Chair Elect (shadow Chair)
Chair Elect to attend RCGP Welsh Council Meeting
To become Chair of WaMH in PC

## Appendix 4

### Election of Vice Chair

To formally elect a new Vice Chair of WaMH in PC for a term of three years following completion of the outgoing Vice Chair's term of office which will be endorsed by RCGP Welsh Council following agreement by core group members.

#### Process

Invite notes of interest from WaMH in PC's RCGP core group members
Names of two supporters from core group membership to accompany each nomination
If more than one candidate, run online election using Bristol Online Surveys. Each member of core group is entitled to a vote.
If only one candidate write to RCGP Wales Executive Committee members to seek their endorsement.
RCGP Welsh Council advised of any nominations received and will be asked to endorse the appointment.
Appoint Vice Chair

**Appendix 5 Wales Mental Health in Primary Care Network (WaMH in PC)  
Skills Matrix**

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	<b>Requirements</b>			
	<b>Access to Networks – seeking views, disseminating information and decisions</b>	<b>Contemporary Experience and Views</b>	<b>Understanding Needs</b>	<b>Service and Business Planning</b>
Skills Sector				
<b><u>Practitioners</u></b> doctors, nurses, social care etc)				
<b><u>Voluntary Sector</u></b> access to users and carers				
<b><u>Private Sector</u></b> Pharmaceutical industry, representatives from commerce / industry (employers)				
<b><u>Policy</u></b>				

<b><u>Influencers</u></b> National Bodies, GPC, BMA, NHS Confederation				
<b><u>Policy Makers</u></b> Welsh Assembly Government,				
<b><u>Academic</u></b> NLIAH, Primhe, Sainsbury Centre				
<b><u>Statutory Sector</u></b> LHB's, Trusts, Local Authority				
<b>Additional Notes:</b>				

**Please return to:**

**Lesley Hills, Project Manager, RCGP Wales, Regus House, Falcon Drive, Cardiff Bay, Cardiff Cf10 4RU. Email [lhills@rcgp.org.uk](mailto:lhills@rcgp.org.uk). Telephone No: 02920 504516**

## **Appendix 6**

### Practitioners Network Remit

Wales Mental Health in Primary Care (WaMH in PC) established the Practitioners Network to provide an opportunity for people who work with patients to share experiences, information and practical responses to service provision requirements.

Information is available on guidelines and operational matters and this is shared through bi annual meetings / conferences where topical issues, good practices (current and emerging) and concerns are included within the agenda.

Steve Douglas, Chair of the Practitioners Network, is a core group member which provides the core group with a two way mechanism to discuss feedback from the meeting(s), group ideas, plans, training needs and events.

## **Appendix 7**

### Bursary Scheme

The bursary scheme was established in 2003 by the WaMH in PC core group in pursuit of its theme of 'enhancing the vision for the provision of Primary Care Mental Health across Wales'

The bursary scheme process is ratified by the core group.



## Appendix 8

### WaMH in PC Invitation to tender

#### Part 1: details of the work or activities involved

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##### DESCRIPTION

- Project Title and reference number

- Specification of the work to be carried out

- Timescale

- Outcomes required and measures of success (including 'milestones')

Resources available from WaMH in PC to support the project

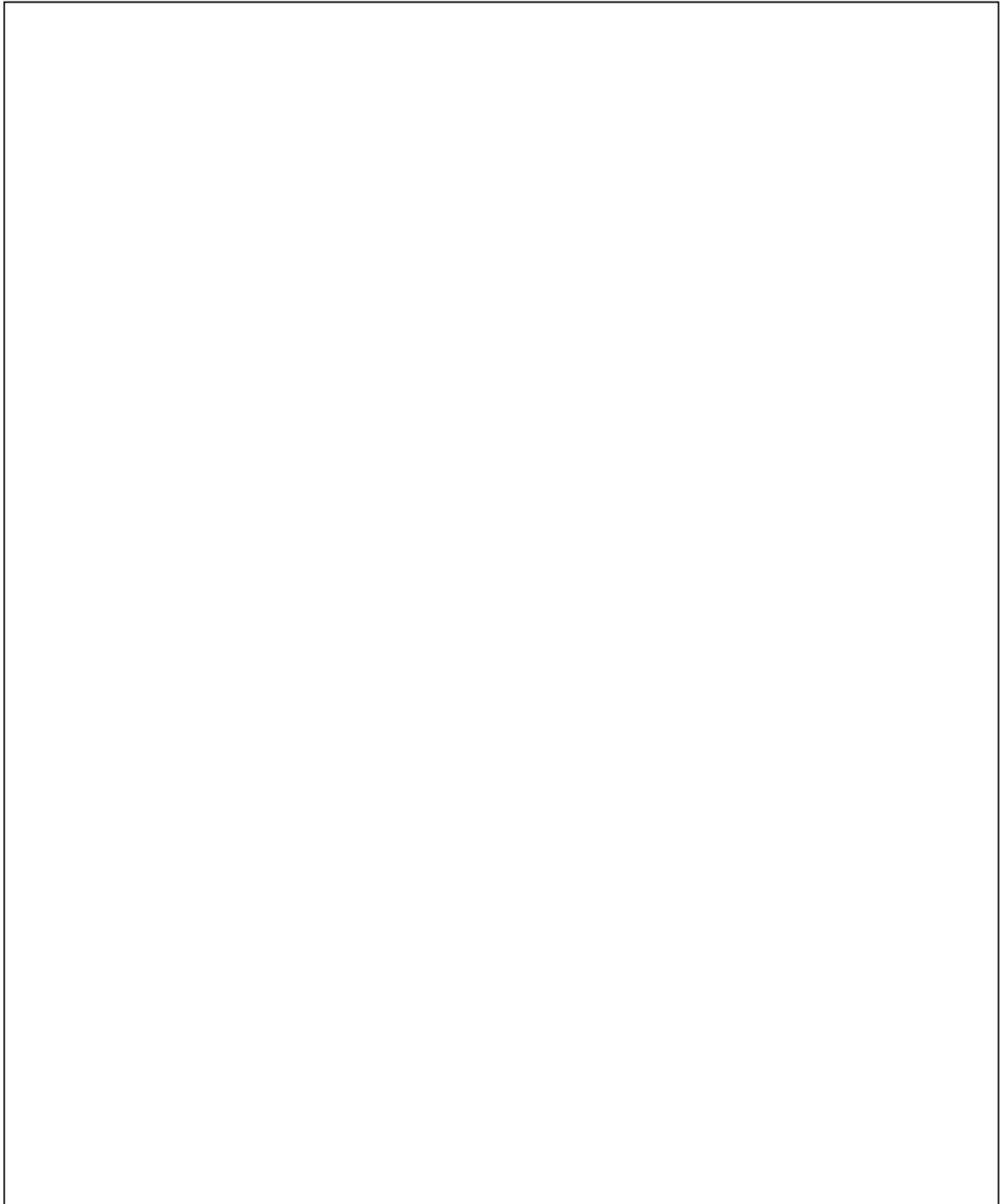
Other information

## Part 2 – submission by contractor / supplier

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- Delivery Plan (Narrative and Template)

Provide key items below and attach 'action timeframe / critical path analysis', plus other (referenced) documents if required.

A large, empty rectangular box with a thin black border, occupying the lower two-thirds of the page. It is intended for the contractor or supplier to provide key items, an action timeframe, a critical path analysis, and other referenced documents as required.

- Any other remarks

- Costs – Fees
  - Total
  - Provide attachments of detailed costs
  - Expenses
  - Total

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

WaMH in PC  
Invitation to tender

Part 3 – Assessment and approvals:

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Project title and reference number

--

Deadline for submission of tender / formal submission

--

Names / details of those invited to tender / provide a submission

Name	Submission date	Other requirements (XYZ)	Cost

Assessment criteria (set prior to deadline)

Criteria	Success / outcome measure	Other associated items

Assessment remarks

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Details of Assessment Panel members

Date Part 3 completed
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