



Mental Health Steering Group

Terms of Reference



Appendix A

Purpose

The Purpose of the Mental Health Steering Group is to provide leadership, advice and coordination to the actions and plans required to progress and support the Service's aspiration to be a beacon of excellence for mental health in the workplace.

Responsibilities

Through a representation of staff, the Steering Group will provide a forum that enables staff to identify & contribute to issues affecting mental health in the workplace, and to help shape future plans within CFRS. Key areas of responsibility will be:

- To enhance the achievement of effective communication of information relating to mental health within CFRS.
- To act as a reference group for CFRS, providing feedback on policies and other proposals and issues that affect the mental health and wellbeing of staff and their working environment.
- To ensure and advocate the alignment of both the physical and mental wellbeing of all CFRS staff.
- To act as a task group for CFRS, undertaking research and developing projects and proposals to progress and support mental health in the workplace.
- To approve the programme of work associated with Mental Health and oversee the delivery of the action plan to agreed timescales.

Membership

The Mental Health Steering Group will be chaired by the Director of Transformation with support from the Mental Health Advisor. There will also be a dedicated Fire Authority Member Champion for Mental Health who will oversee the activities of the Steering Group and hold them to account for delivering agreed actions.

Proposed members of the group will be employees of CFRS and Forum Members should represent all geographical areas of the Service and a range of roles and job types. The group should also have representation from the TRiM practitioners group and Mental Health First Aider cohort. An invitation will also be extended to the representative bodies and members of CFRS community groups.

Accountability and Governance

- The Mental Health Steering Group will meet on a quarterly basis.
- Meetings will be arranged by the Democratic Services team, who will issue agendas and supporting papers at least five working days in advance of meetings. The Democratic Service team will also be responsible for taking minutes of the meetings.
- The Mental Health Steering Group will be accountable to the Fire Authority's Performance and Overview Committee and will be required to report progress on a bi-annual basis by means of written report and/or presentation.
- The Mental Health Steering Group, through some of its members will work closely with the Service's Health and Safety Committee and the Health and Safety and Wellbeing Sub Committee. This will be to provide advice and updates to promote cohesive planning and joint working.

Administration & Logistics

- Individuals will be invited onto the Steering Group by invitation based on their role within the service.
- One member from each representative body will be invited to join the Steering Group. Facility time will be afforded in accordance with the Trade Union Protocol.
- Staff who attend meetings on rota/non-working days will be paid for their attendance based on their normal hourly rate.