

Briefing

Establishing a Mental Health, Addiction, and Suicide Prevention Assurance Group

Date due to MO:	19 April 2024	Action required by:	26 April 2024
Security level:	IN CONFIDENCE	Health Report number:	H2024039725
To:	Hon Matt Doocey, Minister for Mental Health		
Consulted:	Health New Zealand: <input type="checkbox"/> Māori Health Authority: <input type="checkbox"/>		

Contact for telephone discussion

Name	Position	Telephone
Robyn Shearer	Deputy Director-General, Clinical Community and Mental Health Te Pou Whakakaha	s 9(2)(a)
Kiri Richards	Associate Deputy Director-General, Clinical Community and Mental Health Te Pou Whakakaha	s 9(2)(a)

Minister's office to complete:

- | | | |
|---|------------------------------------|--|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Decline | <input type="checkbox"/> Noted |
| <input type="checkbox"/> Needs change | <input type="checkbox"/> Seen | <input type="checkbox"/> Overtaken by events |
| <input type="checkbox"/> See Minister's Notes | <input type="checkbox"/> Withdrawn | |

Comment:

Establishing a Mental Health, Addiction, and Suicide Prevention Assurance Group

Security level: IN CONFIDENCE **Date:** 19 April 2024

To: Hon Matt Doocey, Minister for Mental Health

Purpose

1. This briefing seeks your views on the purpose, functions and potential membership of a Ministry of Health | Manatū Hauora (Ministry)-appointed Mental Health, Addiction, and Suicide Prevention Assurance Group (the Group).

Background

2. In March 2024, you indicated your preference for a Ministry-appointed Assurance Group for mental health, addiction and suicide prevention [H2024038083 refers]. You have also identified three members for the Group including Dr Frances Hughes as Chair, Dr Barbara Disley, and Vince Barry.
3. This briefing provides an update on work to establish the Group, including more detail about the Group's intended purpose, scope and potential membership, and outlines next steps.

The Group's purpose, function and membership

Purpose and function

4. As discussed in the March 2024 briefing to you, the Group's purpose would be to provide assurance to the Director-General of Health and you on the implementation of your priorities within and across the mental health, addiction and suicide prevention systems, including:
 - a. increasing access to mental health and addiction services
 - b. growing the mental health and addiction workforce
 - c. strengthening the focus on prevention and early intervention.
5. You would have the ability to engage directly with the Group to seek assurance and advice. The Group would also be able to provide immediate advice and feedback to Ministry and Health New Zealand | Te Whatu Ora officials on implementation approaches and opportunities to accelerate progress.
6. We consider the following functions would clarify and enhance the Group's scope:
 - a. provide assurance on progress against milestones and metrics for delivery against Government expectations in relation to mental health, addiction, and suicide prevention
 - b. provide advice on opportunities for the Ministry and Health New Zealand to deliver on your priorities

c. support effective relationships with other key stakeholders including key mental health and addiction organisations and providers, and people with lived experience.

7. The draft Terms of Reference for the Group are attached to this briefing at **Appendix one** for your consideration and feedback. We welcome any feedback on the terms. These include a proposed meeting schedule and cadence.

s 9(2)(f)(iv)

8.

s 9(2)(f)(iv)

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s 9(2)(a), s 9(2)(f)(iv)

11.

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12. [Redacted]

Costs

13. The Group is estimated to cost just over \$60,000 over the next three years to run. This cost will be absorbed into the Ministry’s baseline.

Equity

14. The Group is a way to ensure implementation of initiatives across the mental health, addiction and suicide prevention systems have an equity focus, including through ensuring membership represents the perspectives of groups who experience inequitable outcomes.

Next steps

- 15. We appreciate your desire to have the Group up and running promptly.
- 16. Pending your comfort with the draft Terms of Reference, and once we have your views on membership of the Group, we can begin conversations with potential members. We have begun to draft letters of appointment for the members you have already identified.
- 17. The following table breaks down the next steps (subject to your approval):

Date	Action	Is anything needed from the Minister/Minister’s Office (MO)?
By 19 April 2024	Pack to Minister for Mental Health with draft Terms of Reference, biographies of potential members, and proposed schedule of meetings.	Endorse or propose amendments to Terms of Reference or other documents. MO to provide options for dates in mid to late May for first meeting.
By 1 May 2024	Conversations with potential members to determine their availability to join the Group and pencilling in first	No, unless particular members are not available to join.

Date	Action	Is anything needed from the Minister/Minister's Office (MO)?
	meeting for May. Update Minister's office.	
By 3 May 2024	Letters from the Ministry to members appointing them to the Group.	No.
Mid-late May 2024	First meeting of the Group.	Minister attends meeting, outlines his vision and priorities for the Group.

Recommendations

We recommend that you:

- a) **note** you have confirmed your preference for a Ministry-appointed Mental Health, Addiction and Suicide Prevention Assurance Group in March 2024 [H2024038083 refers] **Noted**
- b) **confirm** the Group's purpose, functions and operations as outlined in the draft terms of reference or provide feedback to Ministry officials **Yes/No**
- c) **discuss** potential members of the group with Ministry officials **Yes/No**
- d) **agree** to the Ministry of Health proceeding with contacting the members to determine their availability to join the Group, processing appointment letters and scheduling the first meeting **Yes/No**



Robyn Shearer
Deputy-Director General
Clinical, Community and Mental Health |
Te Pou Whakakaha
19 April 2024

Hon Matt Doocoy
Minister for Mental Health
Date:

Minister's Notes

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Terms of Reference for the Mental Health, Addiction, and Suicide Prevention Assurance Group (the Group)

Purpose and function

The purpose of the Group is to provide assurance to the Director-General of Health and the Minister for Mental Health on implementation of the Minister's priorities of:

- increasing access to mental health and addiction services
- growing the mental health and addiction workforce
- strengthening the focus on prevention and early intervention within and across the mental health and addiction system.

The Group will work closely with the leadership of the Ministry of Health | Manatū Hauora (the Ministry) and Health New Zealand | Te Whatu Ora (Health New Zealand) to:

- provide assurance on progress against milestones and metrics for delivery against Government expectations in relation to mental health, addiction, and suicide prevention
- provide advice on opportunities for the Ministry and Health New Zealand to deliver on the Minister's priorities
- support effective relationships with other key stakeholders, including key mental health and addiction organisations and providers, and people with lived experience.

The Group will discuss papers presented by the Ministry and Health New Zealand and provide constructive advice to officials on opportunities and feedback on implementation. The Group is not intended to function in an executive or decision-making capacity or as a monitor.

The Minister for Mental Health will meet with the Group at their inaugural meeting and then as his diary allows quarterly. The Minister may also meet regularly with the Group's Chair.

Membership

Members will be appointed, re-appointed, and/or replaced on the Group by the Director-General after consulting the Minister for Mental Health.

The Chair will be selected and appointed by the Director-General after consulting the Minister for Mental Health.

Members will provide the expertise deemed necessary by the Director-General to carry out the Group's functions, for example:

- clinical and cultural expertise
- reducing inequalities in mental health, addiction and suicide prevention outcomes
- governance
- risk assurance
- health service management
- lived experience.

Senior officials from both the Ministry and Health New Zealand staff will work with the Group, including providing papers/information as required to ensure the Group can undertake its functions.

Duration

The Group's term is from 1 May 2024 to 30 June 2026, subject to review and consideration of further extension by the Director-General in consultation with the Minister for Mental Health.

Conduct of business

Meeting frequency

The Group will meet:

Date	Meeting Type
June 2024	Online
August 2024	In person
October 2024	Online
December 2024	Online
February 2025	In person
May 2025	Online
August 2025	Online
November 2025	Online
February 2026	In person
May 2026	Online

It is expected meetings will be up to three hours long, and then, if the Minister's diary allows, the Group will then meet with the Minister for Mental Health.

The Group or Chair will be available to meet with the Minister for Mental Health during the year, as determined by the Minister.

Culture and values

The Group's culture will be based on the Ministry's values¹ and take an approach of collective responsibility, open enquiry, and constructive challenge.

¹ Manaakitanga - we show care, inclusion respect, support, trust, and kindness to each other

Kaitiakitanga - we preserve and maintain an environment that enables the Ministry and our people to thrive

Whakapono - we have trust and faith in each other to do the right thing

Kōkiri ngātahi - we connect and work together collectively towards a common purpose.

Remuneration

Members of the Group who are non-Public Service Employee members are paid fees for participation in the monthly meetings in accordance with the Cabinet Office Circular CO (22) 2 Fees framework for members appointed to bodies in which the Crown has an interest.²

Per the guidance in Cabinet Office Circular CO (22) 2, the Group is identified to fit the description of “Group 4: all other committees and other bodies.”

Using the scoring criteria, the Group is considered to have an overall score of 21 which sees the daily fee for the Chair range between \$429–\$974 and for Group members between \$319–\$616. The Ministry considers a daily rate of \$865 to be appropriate for the Chair and a daily rate of \$600 to be appropriate for Group members.

Meetings will primarily be held online; however, there will be reimbursement for reasonable travel expenses for meetings should in-person attendance be required.

Members eligible to receive a meeting fee must submit an invoice to the Ministry within seven days of the meeting the invoice relates to. The Ministry will process invoices within a reasonable timeframe on receipt of the invoice.

Quorum

The Director-General or Deputy Director-General and the Chair may agree a quorum for the Group.

Confidentiality

Discussions within meetings remain confidential, and papers and minutes will not be circulated beyond officials from the Ministry, Health New Zealand and the meeting attendees without the agreement of the Chair and the Director-General.

All information received, considered and generated by the Group is subject to the Official Information Act 1982. Responses to any such requests will be collated by the Ministry.

Conflicts of interest

All Group members will be required to declare any actual, possible or perceived conflicts of interest. The Ministry will maintain a register of any such declarations.

Secretariat

The Ministry will provide papers and secretariat services to support the operation of the Group.

² <https://www.dpmc.govt.nz/publications/co-22-2-revised-fees-framework-members-appointed-bodies-which-crown-has-interest#revised-fees-framework-for-members-appointed-to-bodies-in-which-the-crown-has-an-interest>

Amendment of the Terms of Reference

The Director-General or Deputy Director-General may amend the Terms of Reference after consultation with the Minister for Mental Health.

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