

Public Mental Health Network Terms of Reference

1. Background

The network was established following the Five Year Forward View for Mental Health (2016) and NHS Long Term Plan (2019) and strengthened during London's COVID-19 recovery. It responds to the need for joined-up leadership and practice in mental health prevention and improvement.

2. Purpose

Public mental health is a cornerstone of London's ambition to be the healthiest global city. Poor mental health drives inequalities, impacts physical health, and strains services. This network enables collaboration, shared learning, and evidence-based action to improve mental wellbeing, prevent mental ill-health, and reduce suicide risk across London.

3. Scope

The scope of the network is as follows:

- **Geography:** London wide.
- **Focus:** Adult public mental health (promotion, prevention, inclusion)
- **Not in scope:** Children & young people and suicide prevention (each a distinct ADPH London network)

4. Membership

Open to practitioners and partners supporting mental wellbeing in London, including Local Authority public health teams, OHID, NHS (ICBs, providers), UKHSA, GLA, Thrive LDN, VCSE partners and academia. Membership should reflect the breadth of London's services, communities and lived experience where possible.

5. Network Leadership

- Dr Jackie Chin, CPH, OHID London – Network Co Chair
- Lucy Furby, CPH, Camden – Network Co Chair
- Rosa Treadwell, Public Health Strategist, ADPH London – Network Secretariat

6. Roles and Responsibilities

Network Chairs:

- Chair meetings, shape agendas, facilitate inclusive discussion, and ensure decisions are clear.
- Review the action log and contribute to the annual report.
- Support and champion the network London-wide.

Network Secretariat:

- Circulate agendas/materials; provide minutes and maintain the action log and distribution list.
- Coordinate surveys and compile the annual report for ADPH London Leadership Team.

Members:

- Attend meetings; contribute items; share resources; use KHub.
- Take forward assigned actions and report progress at subsequent meetings.
- Declare conflicts of interest informally when they arise.
- Promote network activities across local channels; encourage participation.
- Respond to the annual survey with practical examples of best practice and implementation.
- Inform ADPH London promptly if you change roles and connect your successor to maintain continuity.

7. Governance and Accountability

- Decision making: Chairs, ADPH London and members agree decisions in and outside meetings; outcomes and next steps are communicated to all members.
- Records: Action log maintained and reviewed each meeting; succinct minutes circulated.
- Annual report (April) submitted to ADPH London Leadership Team, including network activity, impact highlights, and member case studies.
- Annual survey: Every Dec/Jan to assess usefulness, capture examples and identify improvement priorities.
- Network review: ADPH London considers survey feedback to confirm ongoing viability.
- ADPH London & Partners 1pm meeting: Chairs to present Network annually to London DsPH.

8. Ways of Working

- Meetings: Quarterly (three online, one in person). Online meetings 90 minutes; in person half day.
- Agendas & materials: Circulated in advance to enable focused, high value discussions.
- Guest speakers: Invited based on topic relevance and relationships.
- Communication channel: PMH KHub is the primary space for updates, resources, and discussion. Email is used between secretariat and chairs; members connect/share via KHub between meetings.
- Collaboration approach: Evidence led, improvement focused, inclusive of lived experience and creative where appropriate.

- Time limited task & finish groups to develop products requested by members (e.g. pragmatic guidance, position statements, shared resources).

9. Resources and support

- Funding: London DsPH fund ADPH London secretariat annually, OHID London provide Chair and regional updates.
- Capacity: Secretariat support is proportionate to other ADPH London workstreams running concurrently.
- Technical input: Chairs, members, academics, and experts by experience provide subject matter expertise where consulted.

10. Confidentiality, data protection and safe space

- GDPR: We share information lawfully and proportionately for public health purposes.
- Confidentiality: Discussions are generally not confidential; where sensitive items arise, members must respect confidentiality and follow local policies.

Distribution Lists & Contact Details:

ADPH London will keep contact details for the sole purpose of:

- Sending network emails and updates.
- Inviting members to meetings.
- Enabling access to our online collaboration platform (KHub).

Use of Artificial Intelligence (AI) at ADPH London Meetings:

To protect confidentiality and maintain a safe space for open discussion, AI bots/assistants are not permitted at ADPH London meetings. ADPH London manages its own recording/transcription and will inform attendees at the start. If members require an AI assistant for accessibility, contact the secretariat in advance to agree supportive arrangements.

13. Review and amendments

- Annual review of the Terms of Reference around the time of the network survey, led by the secretariat and agreed by chairs and members.
- Continuous improvement: Format, membership and meeting cadence may be updated to enhance effectiveness and impact.