



TERMS OF REFERENCE: The London Association of Mental Health Nursing Practice (LAMP)

1. **Name**

The name of the association shall be:

The London Association of Mental Health Nursing Practice.

2. **Aim**

To provide a forum for those involved in pre-registration education of mental health nurses; to give mutual support to each other and collaborate on projects for mutual benefit to our respective organisations, Mentors and Student Nurse Populations.

3. **Objectives**

The Association will fulfil the aim by:

Promoting the association in our respective Trusts.

Nominating participants to join the association.

Attending project meetings.

Publicise and promote the work of the Association in person and through on-line resources.

Publicise The Association through the Nursing press.

Provide hyperlinks to the association on websites they are have access to. Ask their respective organisations to allow this.

Participants will advocate in their respective organisations for existing work and artefacts to be shared through the association's education resource.

Participants will undertake aspects of the agreed association project work.

4. **Membership**

Membership is currently available to staff within the NHS who work in London Trusts and University staff who support pre – registration training courses in mental health nursing.

The host organisation shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the group.

5. **Registration and termination of membership.**

Any member of the association may resign his/her participation by giving three months' notice to the administrator of the association via email to lamp@city.ac.uk

The host organisation via the association administrator(s) may terminate or suspend the participation of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association.

6. **Management**

- (a) The London Association of Mental Health nursing Practice (LAMP) shall be administered by a host Trust who will appoint a minimum of one project lead and one administrator.
- (b) The Host Trust will rotate each year in November. The incoming host Trust will arrange the annual association event.

(c) The members of the Management Committee shall be:

The project lead.

The Deputy Project lead and / or The Administrator.

} this could be combined into one role.

The administrator for the on-line resource.

and such other officers the host Trust shall deem necessary.

(d) The education resource will reside at City University.

(e) The host Trust will manage the education resource.

(f) The host trust will arrange an SLA (if required) with City University where the education resource is in situ.

(g) The host Trust can arrange for the education resource to reside elsewhere.

(g) The host trust is responsible for audit returns to HENCEL and the production and publication of reports.

7 Meetings

(a) The number of meetings will be determined by the host Trust.

(b) The host trust will organise an annual conference.

(c) The host trust will have the power to set up sub-groups and working parties as deemed necessary who shall be accountable to the host Trust.

8 Finance

(a) The incoming host Trust will have the responsibility of bidding for finance to the HEE / LETBE.

(b) The host Trust will ensure that the group stays within the budget awarded.

- (C) The host Trust will provide a report to the HEE/ LETBE on expenditure and the work of the association for that year.

9 Meetings

- (a) The committee shall meet at least four (4) times each year.
- (b) The quorum for a meeting shall be two people from the host Trust.
- (c) All meetings must be minuted and available on the LAMP education resource.
- (d) All association participants shall be given at least seven (7) days' notice of a meeting unless it is deemed an emergency meeting.
- (e) The project lead of the association shall normally chair these meetings. In the project leads absence the deputy project lead / administrator will act as chair.
- (f) Agenda items for meetings shall be forwarded to the association administrator via the association email address:
lamp@city.ac.uk
- (g) Agenda items must be emailed to the administrator at least seven (7) days in advance of meetings via the association email address;
lamp@city.ac.uk
- (f) Apologies for non-attendance should be sent to the LAMP administrator via the association email address: lamp@city.ac.uk

10. Alteration to the terms of reference

- (a) Proposals for amendments to these terms of reference, or dissolution must be delivered to the Director of Nursing of the host Trust in writing, by the association project lead or, association administrator, giving at least four weeks (28 days) clear notice. Who will advise the appointed administrator on a course of action.

11. Dissolution

The association may be wound up, if a host Trust is unable to hand over to another Trust and is unable to continue as host. In this event, two months' notice will be given to participants. The education resource will be closed at the end of the notice period. The dedicated email address lamp@city.ac.uk will be closed at the end of the notice period.

The association may be wound up if further funding cannot be secured to continue the work of the association.

12. Adoption of the Terms of Reference.

East London NHS Foundation Trust

City University

South London and Maudsley NHS Foundation Trust

Camden and Islington NHS Foundation Trust

North East London NHS Foundation Trust

Oxleas NHS Foundation Trust

South West London and St Georges Mental Health NHS Trust

West London Mental Health NHS Trust

Central and North West London NHS Foundation Trust

University of West London

Middlesex University

Greenwich University

Bucks New University

London Southbank University

Kings College London

Terms of reference agreed: Date

Project Lead

Deputy Project Lead

Host Trust