



Terms of Reference

Peer Workforce Champions Community of Practice

4th March 2019

Description & Purpose

The Peer Workforce Champions Community of Practice (the CoP) is a collaborative professional learning network for people who are involved in developing the peer workforce within their organisation and/or sector.

The CoP aims to strengthen peer workforce uptake and capabilities through interagency knowledge sharing, support and collaboration.

The focus of the group is on developing the overall peer workforce within participating organisations and sectors, rather than addressing the supervision and development needs of individual peer workers.

*For definitions of the peer workforce and related terms, see **Appendix 1**.*

Activities:

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|--------------------------------|--|
| 1. Knowledge Exchange | Learn, share and discuss peer workforce development information, news, knowledge, resources and formal learning opportunities; |
| 2. Member Support | Encourage and support each other in our roles as peer workforce champions (both new and experienced); |
| 3. Collaborative Action | Identify and progress collaborative solutions to shared peer workforce development needs (e.g. <i>splitting costs, pooling resources for joint projects and initiatives</i>); |

Values:

CoP members will be guided by the following values:

- Valuing peer leadership and peer work;
- Openness
- Valuing opinions and differences
- Inclusivity

- Respectful listening and communication
- Solutions focus
- Supportive
- Ethics and Integrity

Membership:

Membership of the CoP is open to anyone involved in developing the peer workforce within their organisation and/or sector, people can join or cease to be members at any time. Examples of members include:

- Those planning or overseeing workforces (executives, managers, HR)
- Workforce coordinators/line managers
- Sponsors, Policy makers and Funders
- Other stakeholders involved in peer workforce development (e.g. trainers, researchers, peer workforce consultants)

Attendance:

There are no minimum attendance requirements and proxies are not required (but can be nominated to attend on a members' behalf).

Although organisations may wish to delegate CoP attendance to a person in their organisation, there are no formal appointments of organisational members to the CoP.

Agenda and Standing Items:

Members can request addition of Agenda items. The Standing Items to the Agenda are:

CoP Administration

Member Updates

- Information on peer work initiatives and relevant sector changes.

Facilitated Topic Discussion:

- Discussion of a topic in peer workforce management

Collegial Advice and Support:

- Peer workforce management, development and the champion role.

Meeting Schedule

Meetings are to be held bimonthly, 1st Thursday 1pm-3pm at a rotating venue.

Delegations

The CoP may, by vote, delegate its work on sectorial or multi-agency peer workforce development initiatives. Delegation may be to sub-committees, working groups or outside of the Community of Practice (e.g. to formal partnerships).

Voting and Quorum

All members (including those not present at the meeting) will have opportunity to vote on key decisions related to the Community of Practice and the delivery of its objectives. A decision will be made by majority vote of members who participate in the vote.

Communications

CoP members all have membership access to the CoP Loomio page for ongoing collaborative practice. Both Loomio and email methods will be used for CoP meeting announcements and out of session decisions of the CoP.

Agenda and Minutes

Agendas will be formed by advice of the Community of Practice. Agendas and informal minutes will be circulated prior to or on the day of the meeting.

Conflicts of Interest

Members will raise and manage conflicts of interest when these arise in discussion.

Confidentiality

General news, information and key learnings are not confidential. Individual and organizational matters discussed are treated as confidential unless otherwise declared.

Response to Workplace/Worker Issues of Concern

Discussions should always respect confidentiality of parties involved and in a manner that would not lead to a person being identified by others. Champions who wish to seek confidential advice and support on individual peer worker needs or issues are encouraged to connect privately with the CoP convenors.

Chairing

Members can volunteer to chair at the meetings on a shared (rotating) basis. Members can chair for one meeting or several consecutive meetings at a time.

If the Chair is not available on the day they may nominate an alternative member to act as their proxy. Alternatively, a meeting chair will be selected among those attending on the day.

Administration

The Community of Practice will be co-convened (administered) by the WA Peer Supporters Network and it's auspicing body, Consumers of Mental Health WA (CoMHWA).

Review and Evaluation

On an annual basis or as required, members will have the opportunity to:

- Review and amend the Terms of Reference;
- Offer feedback on the value and effectiveness of the CoP, with reference to:
 - Number and diversity of members and their levels of engagement;
 - Increased peer workforce management capabilities;
 - Collaborative activities initiated via the CoP and outcomes achieved;
 - Opportunities for change and continuous improvement.

Dispute Resolution

Members are encouraged to resolve conflicts in a timely manner with as little formality as possible. In the event a dispute cannot be resolved mediation should be sought via the CoP Administrators, where the matter is related to or will significant affect the CoP. For other matters, CoP administrators may be able to assist with dispute resolution, but do not need to be notified.

Appendix A: Glossary

Peer support

Peer support is a relationship of respect, support and reciprocity between people who identify a significant, shared identity and/or experience. It may be paid or unpaid, formal or informal, between individuals or family members/carers, and from a variety of sectors and walks of life. It may be delivered on a one-on-one or group basis.

Peer Supporter

Someone who offers peer support, which may be an informal capacity or as a peer worker.

Peer Worker

Someone formally engaged in a paid or unpaid capacity where their lived experience (peer identity) is essential to the role. Examples include: peer support worker, peer educator, peer coordinator, consumer/ carer consultant, consumer/ carer academic.

Peer Workforce Development

Activities that grow the availability, profile, reputation, sustainability and/or effectiveness of the peer workforce.

WA Peer Supporters' Network

Network led by peer supporters' to promote and advance development of peer supporters and peer support workers in WA. Established in 2014, the Network provides a WA newsletter on peer support, and peer supporter education, collaboration and supervision supports.

<http://www.comhwa.org.au/wapsn>