

Influencing and campaigns forum

Terms of reference

Last updated October 2023

Collective Voice Forums provide spaces in which voluntary sector drug and alcohol treatment and recovery organisations can access learning and collaboration opportunities so that innovation can be shared, and challenges resolved collectively.

1. Purpose

The Influencing and Campaigns Forum brings together representatives from voluntary sector drug and alcohol treatment and recovery organisations to share influencing, campaigning, and communications priorities to support a stronger and more unified sector voice. This includes:

- Identifying shared influencing and campaigning priorities
- Co-ordinating, where appropriate, on specific influencing and campaigning opportunities
- Networking and sharing intelligence, including Collective Voice sharing intelligence gathered via other forums to support coherent messaging across the sector
- Facilitating relationships and dialogue between the field and decision makers

The purpose of the group is not to achieve consensus on every identified priority, but instead to coordinate messages where appropriate, with an emphasis on collaboration.

2. Secretariat

Collective Voice staff will provide the secretariat for the group by:

- Organising and hosting the meetings and convening the membership
- Taking a brief note of the meeting
- Tracking any actions arising, and implementing where necessary
- Facilitating external communication to share learning with wider stakeholders

3. Membership



The membership consists of relevant policy, campaigns and communication leads from voluntary sector drug and alcohol treatment and recovery organisations.

Applications to join the group can be made by submitting an [Expression of Interest](#).

Other individuals from across the system may be invited to meetings to present specific pieces of work or discuss particular topics. The group's consent and guidance will be sought before issuing invitations to outside guests.

4. Meetings

The group meets every 6 weeks. Additional meetings may be scheduled in fulfilment of certain project or policy work as agreed by forum members.

5. Working principles

- Members are responsible for developing the direction of the forum within the scope of the terms of reference
- Every member will have an equal voice within the forum
- Members may delegate to an appropriate colleague when they are unable to attend a meeting
- The forum and all its members will consider the intersection of the issues it discusses with other Collective Voice forums and groups and with issues relating to equality, inclusion and diversity.

6. Information sharing

Collective Voice will utilise the groups discussions to inform our influencing and policy work by sharing key learning with members of the Influencing forum, in our ongoing engagement with decision makers and in policy documents such as briefings and consultation responses. We will also consider with the group how the learning from it can be shared to a wider audience across the sector. This will include utilising our communications platforms including social media, blogs, webinars and events. The topics of discussion will naturally cover some issues of sensitivity. As such, the Chatham House rule will be observed, with no quotes or claims attributed to any individual or organisation.