

Collective Voice Service User Involvement 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 Service User Involvement Forum brings together representatives from voluntary sector drug and alcohol treatment and recovery charities to work collaboratively, share learning and collectively problem solve in order to support improved lived experience voice within the sector. This includes:

- Identifying shared challenges and priorities around the involvement of people with lived experience in voluntary sector organisations delivering treatment and recovery services.
- Working to promote the visibility and embeddedness of lived and living experience across:
 - Service design and delivery.
 - Evidence-building and policy influencing.
- Sharing ongoing work and developments within provider organisations and providing a space for peer input amongst SUI leads, including cross-organisational intelligence sharing on resolving common challenges.
- Where appropriate facilitating relationships and dialogue between the field and decision makers.
- Networking and peer support.

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. Discussions within the group and the knowledge and evidence shared will be used to inform Collective Voice's policy positions and narrative.

2. Secretariat

Collective Voice staff will provide the secretariat for the forum 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. Meetings

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

4. Membership

The membership consists of relevant leads from the drug and alcohol treatment and recovery voluntary sector.

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.

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.