

## **Collective Voice Tier 4 Services 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. Through our forums wider stakeholders across the system can engage directly with experts from the sector and the knowledge, expertise and experience shared at our forums informs Collective Voice policy narrative and positions.**

#### **1. Purpose**

To bring together representatives from voluntary sector drug and alcohol treatment and recovery services (both community service providers and Tier 4 service providers), to work collaboratively to improve access to and the provision of Tier 4 services, including:

- Promoting effective, successful and geographically consistent provision of Tier 4 services including residential rehabilitation and inpatient detoxification
- Advocating for the importance of and enhancing the visibility of, and rates of referrals to, Tier 4 services amongst providers and stakeholders across the system to ensure referrals
- Identifying shared challenges and priorities; sharing intelligence and good practice
- Where appropriate, agreeing positions and developing materials for collective influencing for the benefit of Tier 4 services and those who need them

The purpose of the group is not to achieve consensus on every identified priority, but instead to coordinate around appropriate and timely opportunities, 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 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. Meetings**

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

### **4. Membership**

The membership consists of relevant Tier 4 Service providers and leads within community service providers from the voluntary drug and alcohol treatment and recovery sector. The engagement of representatives from both Tier 4 service providers and community service providers is essential to achieving the group's purpose.

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

Stakeholders from across the system, including for instance OHID and ESUCG, 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.