

## **Women's Treatment Group**

### 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. The knowledge, expertise and experience shared at our forums informs Collective Voice policy narrative and positions.**

#### **1. Aims and Purpose**

The women's treatment group brings together expert representatives from drug and alcohol treatment and recovery services and specialist women's services to work collaboratively, share learning and collectively problem solve to ensure that women receive effective and appropriate community and residential drug and alcohol services. It does this through:

- identifying opportunities to collaborate to champion the needs of women who use/want to use drug and alcohol treatment and recovery services
- identifying shared challenges and priorities around interventions for women who use/want to use drug and alcohol treatment and recovery services
- promoting system change and the long-term reconfiguration of commissioning and provision of women's drug and alcohol treatment services
- coordinating and collaborating on activity around specific influencing opportunities
- sharing best practice, learning, peer support and troubleshooting problems encountered within or across organisations

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**

The Chair of the Women's Treatment Groups is rotated and currently chaired by Kirsty Day, Director of Recovery, The Nelson Trust. The group is self facilitated with support from Collective Voice to communicate learning and support influencing – see information sharing below.

## **3. Meetings**

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

## **4. Membership**

The membership consists of drug and alcohol treatment and recovery services/community services which are either led by and for women or provide specialist women's services.

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

Other individuals 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 in any external communications, with no quotes or claims attributed to any individual or organisation. Members of the group will not undertake any external communications on behalf of the group without first informing the chair and other members of the group and Collective Voice.