

Collective Voice drug and alcohol treatment and recovery workforce 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 drug and alcohol treatment and recovery workforce forum brings together representatives from voluntary sector drug and alcohol treatment and recovery services to work collaboratively, share learning and collectively problem solve to support an improved workforce for the delivery of drug and alcohol treatment and recovery services. The forum provides a space for the sector to discuss and feed into the Office for Health Improvement and Disparities (OHID) workforce programme.

This forum does through:

- Identifying shared challenges and priorities around recruitment, retention and development of staff
- Troubleshooting problems encountered within or across organisations in relation to workforce
- Co-ordinating and collaborating on activity, where appropriate, around specific influencing opportunities related to workforce
- Facilitating relationships and dialogue between the field and decision makers
- Networking, peer support and sharing intelligence

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 forum by:

- Organising and hosting the meetings

- 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 take place 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 HR Directors and learning and development leads from voluntary sector drug and alcohol treatment and recovery providers. In addition representations from NHS providers and other relevant stakeholders also attend meetings to facilitate learning and collaboration across the field.

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.

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

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.