



Alcohol, Drugs & BBV Forum

Terms of Reference October 2015

www.aberdeencityadp.org.uk/alcohol-drugs-bbv-forum/

This booklet has been designed to be of particular use to new members or those who may be unfamiliar with the Forum and its activity but also provide terms of reference to established forum participants

The aim is to provide relevant background information that may be needed in order for the Forum to operate as effectively as possible.

This booklet will be kept up to date and further versions will be available at the Forum webpage hosted within the Aberdeen City Alcohol & Drug Partnership website (address below).

Aberdeen City Alcohol, Drugs and BBV Forum

Email: nhsg.cityadbbvf@nhs.net

Website: www.aberdeencityadp.org.uk/alcohol-drugs-bbv-forum/

Forum Roles:

| | |
|------------------------|----------------------------------------------------------------------------------|
| Chair | Luan Grugeon |
| Vice Chair | Carina Strachan |
| Treasurer | Angus McCurrach |
| ADP Support Team | Fraser Hoggan Heather Wilson |
| Planning Group Members | Volunteer based and dependent upon topic or theme under consultation /or planned |

Aberdeen City Alcohol, Drugs & BBV Forum

The Forum is open to anyone with an interest in alcohol, drug and blood borne virus issues in the Aberdeen City area. The Forum does not require any official membership as such, relying on the interest expressed by those who wish to have the opportunity to discuss, share ideas and experience in a way that helps to influence and shape local policy and developments.

The Alcohol, Drugs & BBV Forum is a constituted member of the Aberdeen City Alcohol & Drug Partnership (ADP). The presiding Chair of the Forum attends the ADP Partnership meetings in order to represent the views and interests of the Forum.

Although the Forum is supported by the ADP in terms of resources made available via the ADP Support Team (who assist with the administrative support of the Forum), it functions independently by acting as an 'interface' with the wider communities of Aberdeen and with the public in general with regard to alcohol, drug and BBV issues.

There are no formal constitution arrangements for the Forum, but this document sets down specific aims and objectives to act as terms of reference to ensure continuity, accountability and good practice.

Aims and Objectives

Aims:

- The Forum will support the co-ordination of the views of; service users, service providers and communities within the City of Aberdeen with regards to all aspects of the substance misuse agenda, including the sexual health and blood borne virus framework
- The Forum will also seek to provide opportunities for all with regard to facilitating the sharing of relevant experience, knowledge and learning.
- To represent the work of the Forum to the City Alcohol & Drug Partnership with the express aim of enhancing the development of responses to local issues relating to drugs, alcohol and BBV.

Objectives:

- Provide a range of engagement opportunities to support inclusiveness within the topic area, challenging stigma and promoting equality
- Through this engagement identify relevant local issues and any potential solutions
- Inform and support the work of the ADP by acting in an advisory capacity
- Link with the NHSG Sexual Health & Blood Borne Virus Managed Clinical Network
- Support the 'quality principles' outlining the essential care and support expected within drug, alcohol and BBV services, as well as the recovery philosophy that underpins them

Forum Key Roles

The Chair has an important role to play in ensuring that any actions agreed are followed up and progressed beyond the meeting. However it is essential that everyone involved with the Forum participates fully and thus supports the Chair's role.

A Forum Planning group has been established and is open for anyone to become directly involved in directly supporting the work of the Forum. The Chair may agree with the Forum Planning group to have short term tasks in order to progress particular actions or agenda items. The Forum Planning Group would be expected to inform the Chair of all agreements and outcomes at agreed intervals. This allows the Chair to keep to time scales and ensure progress as appropriate.

It is important to acknowledge the Chair's role extends beyond the forum. The Chair is seen as the official spokesperson of the Forum and as such holds a seat on the ADP. This allows the views of the forum membership to be heard at a strategic and decision making level reflecting the ADP strategy in the actions of the forum.

It is envisaged therefore that the Forum Chair (and Vice-Chair) would be selected from within either the voluntary sector partnership or would be an individual with working /community based / lived experience insight around alcohol, drugs and BBV that could usefully be brought to the role.

The role of the Vice-Chair is to deputise for the Forum Chair as required, and to give additional support where necessary to the Chair.

The Treasurer will be responsible to the Chair and Planning Group for the Forum's financial accounts (namely overseeing the Forum bank account and invoicing etc). The Treasurer will be a named signatory on the bank account along with the Chair and a member of the ADP Support Team. All invoices/payments will be issued only with the express (or prior arranged) agreement of all signatories. It is anticipated that use of funds is fully aligned with supporting the aims and objectives of the Forum as outlined above.

The ADP Support Team members will work to the Chair's direction in terms of the various tasks and workings of the Forum. This will include acting in an advisory capacity for the Forum and providing an active link with the ADP. This role will also include supporting the organisation and promotion of relevant events, meetings and distributing correspondence. This may also involve networking on behalf of the Forum and linking where appropriate with other groups, events and activity. Support Team

members will not directly involve themselves in any of the decision making aspects of the Forum's work and will represent as neutral in respect of any such discussions and subsequent decisions.

There is no 'Secretarial' role within the Forum as the Forum's activities will not centre on hosting meetings as such, but look to host 'events' such as conversation cafe's, themed discussions, or talks which by their nature may be 'structured' but will not therefore necessarily be formal. Information relating to events; such as flyers, reports, evaluations etc will be hosted within the Forum section of the City ADP website:

www.aberdeencityadp.org.uk/alcohol-drugs-bbv-forum/

All key positions within the Forum will be annually reviewed at an appointed AGM. Those present at the meeting will have the opportunity to support the appointments of Chair, Vice-Chair and Treasurer and volunteer involvement in the Planning Group.

Forum Attendance / Participation

In the interests of inclusiveness, the Forum through its meetings, events and activities is *open for anyone to attend and participate.*

That said, in the interests of planning it is recommended that anyone wishing to engage in the Forum should indicate their attendance prior, via the necessary arrangements made in preparation for that activity. To that end, flyers and programmes would be distributed widely with a view to potential participants indicating by email/phone etc their intention to attend. This is primarily to support planning around event location and catering etc.

A Forum Planning Group will support the Chair in terms of helping to organise events etc. Again, membership of this group is open to anyone willing to commit their time and energy in support of the Forum.

Anyone not able to attend an event will be free to send their views and/or supporting information to the Forum Chair or Vice-Chair at any time for its consideration. This could be in terms of expressing a particular view or requesting that the Forum consider a particular theme and/or host a relevant event.

Participation at Forum events should not be seen as being passive. The Forum will look to those in attendance to represent views and concerns honestly and fairly, and will thus take a democratic response both in terms of ordering priorities and representing views to the Alcohol & Drug Partnership.

These Terms of Reference will be reviewed on an ongoing basis and agreed annually via the AGM.

