**National Practitioner Forum for User Involvement (Drug and Alcohol)**

**Terms of Reference**

**Aims of Forum**

These will be to:

* Promote and develop good practice and initiatives in user involvement in the addictions field in Scotland
* Provide opportunities for practice-sharing between members
* Provide mutual practice-based support for members
* Provide a collective voice for members on user involvement issues
* Provide opportunities to explore cross-cutting developments across Scotland
* Provide opportunity to discuss and share implementation and impact of national and local policies and practice in user involvement

**Scope of User Involvement**

For the purposes of the Forum, user involvement includes:

1. User consultation and feedback
2. User representation e.g. board members, interview panel members
3. User participation e.g. peer mentors

**Membership**

The primary focus will be on providing mutual support to practitioners around user involvement issues relating to people with addictions. Recognising commonalities of UI practice across service user and staff groups, membership will be open to representatives from other services, where service users with addictions are accessing the service primarily for another purpose, e.g. homelessness or mental health. This may include practitioners, development workers, service managers / supervisors, amongst others. Unpaid staff with a planning role will also be welcome.

Representation at meetings from each organisation is expected as a minimum requirement. There will normally be one representative from each organisation (due to accommodation limitations) although this will be flexible, resources permitting.

Membership will be informal, although members will be encouraged to attend meetings regularly in order to aid consistency and direction of the group. Substitutes may attend in place of absent members.

Members will commit to fulfilling actions as agreed at meetings and stated in minutes.

Members will respect the need for provision of a safe environment in which views can be freely expressed without prejudice.

**Role of Scottish Drugs Forum**

SDF will provide:

* Accommodation for meetings at its Glasgow office for nos. up to 20. Numbers in excess of this would require an alternative venue.
* A chair for meetings from within a pool of nominated SDF staff
* Minuting of meetings
* Administration and communications support (generally via email)
* Other appropriate support as requested and as resources permit

**Meetings**

Frequency of meetings will be quarterly, hosted by SDF. Specific agenda items may also occasionally be progressed by sub-groups outwith the main forum meetings.

Meetings will generally last 2 hours.

Lunch will be provided.

Minutes, taken by SDF, will be circulated by email within 2-3 weeks of meeting.

Decision-making will be made by a majority of those present.

Agenda items may be submitted freely by Forum members. Any core items will be agreed by members.

The Forum may undertake other activities, which may include practice seminars, sub-group work or promotional work. Any resourcing of these will be by negotiation with SDF and will be subject to available resources.

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