

Terms of Reference

Traumatic Stress, Alcohol and Drugs N.Ireland Best Practice Forum

These Terms of Reference for the Forum will briefly refer to the purpose and function. The first meeting event will be an opportunity for delegates to develop the role and responsibility.

This will provide a documental basis for discussion and agreement for the making of future decisions and for developing a common understanding among Forum participants.

Traumatic Stress, Alcohol and Drugs N.Ireland Best Practice Forum

1. Name of Group

Traumatic Stress, Alcohol and Drugs N.Ireland Best Practice Forum

2. Purpose and Role

- To work in a multi-agency and group approach for the collaboration and sharing of appropriate information and Best Practice on the `Co-existing conditions of Traumatic Stress, Alcohol and/or Drugs
- To capture service users and carers' expertise and experiences to ensure that they are able to contribute and influence `Co-existence' policy and service development at all levels
- For all practitioners to have an understanding of each member of the Forum's role
- To improve Service User outcomes
- To learn about and share information on useful approaches to working with the complex needs concerning the co-existence of Traumatic Stress, Alcohol and Drugs
- To provide a common vision and guidance to all agencies, organisations and groups in providing these Co-existence services and support
- To develop communication arrangements for the exchange of information and experience as well as the dissemination of best practice
- To channel and develop good practice in alignment with developments in research, policy, commissioning and delivery.

3. Membership

Membership will be on an open basis and a list of services contributing to the Forum will be compiled. Members will promote the Forum through involvement, communication and networking. Anyone wishing to become a member should inform the Forum Chair(s) or Forum Secretary of their

request. Guest speakers or those with specialist knowledge, skills and experience upon agreement from the Forum will be invited as non member guests to attend meetings to give presentations or share their views. Guests do not have a vote on any agenda items that require decisions or on voting for the appointment of office bearers.

4. Timing, Attendance and Resourcing of Meetings

The Forum will meet every two months on prearranged dates and rotate venue in turn to all the HSC Trust areas and this schedule will be circulated as much in advance as possible to each member. Participating Forum members will be encouraged to check out their continuing membership upon being unable to attend by the third meeting in the first half of the Forums first year. If they are unable to attend at least half of the meetings in this time period then, unless stating otherwise of their intention to re-establish more extensive attendance, they will be withdrawn from the emailing list. The resourcing of meetings will be discussed and reviewed on an agreed basis.

5. Accountability and Reporting Arrangements

The members will have input and report back on developments and updates. The role of **Chair** (election to be decided) is to lead the Forum Meetings and to ensure they are kept to task and all voices are heard. The role of Vice or Co-Chair (to be decided) is to support and when necessary deputise for the Chair at meetings. An appointed Secretary (or appointed volunteer) will be responsible for minute taking and circulated within 2 weeks of the meeting.