

The English Substance Use Commissioners Group (ESUCG) Terms of Reference

PURPOSE: To provide a strategic and supportive forum to bring together those with commissioning responsibility for substance use services, for improved population and individual level outcomes relating to the use of alcohol and other drugs in England.

1. OBJECTIVES

- To support the development of good practice and commissioning approaches for the delivery of effective outcomes from substance use services, within a multiple commissioner landscape in England.
- To support a sector-led improvement approach by commissioners: to share information, challenges, ideas, models of good practice and to support problem-solving in order to protect and improve health of local communities, families and individuals, reduce health inequalities and improve the quality and cost effectiveness of commissioned services.
- To develop a new set of commissioning standards for substance use services that drive quality and outcomes for local populations.
- To share intelligence on population needs and emerging issues in relation to alcohol and other drug use, drawing on national and regional data.
- To influence and offer guidance on current and new legislation and alcohol and drug policy and strategy at a local, regional and national level.
- To support a whole system approach and work with partners across the system including the government, local authorities, NHS England, Public Health England and other relevant organisations such as the Local Government Association and the Association of Directors of Public Health.
- To enable national representation of substance use commissioners.
- To develop strong working relationships with other organisations and groups in the substance use sector, including lived experience representatives, service provider groups and statutory agencies.

2. DELIVERABLES

The English Substance Use Commissioners Group will deliver the following:

- An online, secure forum (Knowledge Hub) for members to communicate, share materials and learning.
- Three national meetings a year for those with responsibility for commissioning services within local authorities plus three Executive Board meetings as a minimum.
- An annual priority survey to capture members' views on the Group's workplan and strategic direction, and to inform the development of its workstreams.

3. OPERATION

The English Substance Use Commissioners Group will:

- Operate an opt-in membership approach.
- Work to agreed terms of reference and a work plan which will be reviewed annually by its members.
- Run a split agenda: a dedicated commissioner forum and a space to engage the wider sector.
- Be organised by an Executive Board elected by the members every three years.
- Be administrated by a secretariat function.

4. MEMBERSHIP

The English Substance Use Commissioners Group provides an important space for commissioners to meet, network and work together to improve the commissioning and delivery of integrated services and strategies locally. Membership is open to those with responsibility for commissioning substance misuse related services in England.

4.1. Commissioning bodies represented in the membership

Membership will be open to those with commissioning responsibility from Local Governments in England.

4.2. Involvement of non-members

- Stakeholders without commissioning responsibility – for example user and recovery groups, service providers, voluntary organisations, pharmaceutical and other companies – cannot be members of the Group. However, it is intended that the English Substance Use Commissioners Group will actively engage with representatives of these groups to ensure improved outcomes.
- Honorary membership to the Group may be offered to individuals and organisations who directly support the group by providing funding, support and/or secretariat functions.
- The role of honorary members will be determined by the support and secretariat functions as and when required. They do not have voting rights. Membership is determined by the Executive Board and will be reviewed on a regular basis.

4.3. Executive Board

4.3.1. The role of the Executive (Chair/s and the Board) is to:

- Enable the ESUCG to develop and deliver its objectives, terms of reference, annual work plan and deliverables.
- Participate in ESUCG meetings (three per year) and Executive Board meetings (three per year).
- Undertake specific aspects of policy and consultation work where required.

- Organise national meetings, identify priorities, agree content and invite guest speakers.
- Seek funding for the ongoing work of the ESUCG where appropriate.
- Promote membership, input and feedback from other substance use commissioners within their region.
- Gather and represent the views of the ESUCG in national consultations and the development of national policy and standards etc. where appropriate/required.
- If required, to meet as voting members only to address relevant commissioning issues.
- Give direction to the secretariat function.

4.3.2. Term of office

- The term of office for the Executive Board is three years.
- The full membership of the Board must stand down at the end of the three-year term. This includes those who were elected to fill vacant posts, mid-term.
- Executive Board members may stand for re-election at the end of the term.
- There is no limit to the number of three-year terms a member of the Executive Board may serve.

4.3.3. Membership of the Executive Board

The Executive Board membership composition is as follows:

- **Elected (voting) members:** Two local government commissioners per each of the eight Public Health England regions and/or maximum eighteen members in total – East of England, East Midlands, London, North East, North West, South East, South West, West Midlands and Yorkshire & Humber.
- **Appointed (non-voting) members** representing the following commissioning roles and organisations:
 - NHS England (Acute and Mental Health Services)
 - NHS England (Health and Justice)
 - Clinical Commissioning Groups (national level representative)
- Appointed posts will be filled by invitation by the Chair and Co-Chairs
- **Honorary (non-voting) members** will be invited to join the Executive Board to provide secretariat and funding support. Honorary Members currently include:
 - Association of Directors of Public Health
- Honorary membership to the Group is regularly reviewed.

4.3.4. Executive Board Chair and Deputies

- There is one Chair and two deputy Co-Chairs of the Executive Board.
- Chairs and Deputy Co-Chairs will be drawn from within the membership of the Executive Board.

4.3.5. Role of commissioner (elected and appointed) members of the Executive Board

- All elected and appointed members are expected to attend the four full group meetings and four Executive Board meetings each year. Elected members will contribute perspectives and commissioning issues arising from their region when planning and participating in these meetings.
- Appointed members will contribute information, policy updates and other relevant inputs from their commissioning body when planning and participating in these meetings.
- Elected and appointed members are expected to contribute to developing and delivering the Executive Board work plan, accepting that all posts are voluntary and that employing organisations are not remunerated for these duties.
- All members are responsible for approaching Executive Board members with suggestions for meetings and cross-cutting issues which the Group could usefully engage on.
- Elected members are not expected to provide any direct commissioning support to regional colleagues as part of their representative role.

4.3.6. Quorate and Attendance

- The Chair will be present at all meetings or, in the event they cannot attend, one of the deputies will Chair.
- At least two-thirds of members must be present in order for the meeting to take place.
- The Chair may act on urgent issues between meetings as required.
- Apologies for non-attendance must be given in advance of the meeting.
- An action log will be updated and reviewed at each meeting.

4.3.7. Conflict of Interest Register

- The Secretariat will hold a conflict of interest register for all members of the Executive Board.

- This register may be viewed on request by members of the ESUCG.
- Executive Board members will complete a conflict of interest form on appointment.
- The conflict of interest register will be updated annually.

5. SECRETARIAT/ADPH SUPPORT

The role of the Secretariat is:

- To provide secretarial support to the Executive Board as well as the full group meetings.
- To coordinate and manage the webpage and forum.
- To provide ad hoc secretarial support in between meetings, where required.