

## **Drug and Alcohol Core Priority Group (CPG) (Lincolnshire's Drug and Alcohol Partnership)**

### **Terms of Reference**

#### **Accountability**

The Drug and Alcohol CPG is accountable to the Safer Lincolnshire Partnership Strategy Board. The Safer Lincolnshire Partnership reports to the Lincolnshire County Council Public Protection Board (see Appendix 1). In its dual-role as a Combating Drugs Partnership, the Drug and Alcohol CPG also has a Senior Responsible Owner (SRO) who will report progress in delivering the national strategy at a local level to the National Joint Combating Drugs Unit.

#### **Responsibilities**

The Lincolnshire Drug and Alcohol CPG will:

- Work in partnership to develop and then deliver an evidence-informed drug and alcohol strategy aligned to the 2021 National Strategy from Harm to Hope.
- Develop an accurate understanding of drug and alcohol misuse and incidents arising from this misuse within Lincolnshire and establish appropriate intelligence gathering and sharing arrangements to do this.
- Raise the awareness of drug and alcohol misuse in Lincolnshire, to support Partners to be able to identify how this affects their work and how they can contribute to reducing drug and alcohol related harm.
- Identify places and groups that are most vulnerable to drug and alcohol misuse and its effects and target them holistically for both prevention and treatment.
- Develop a robust prevention programme for drug and alcohol related harm in Lincolnshire, with a focus on the most vulnerable in society and reducing inequalities in outcomes.
- Manage and monitor multi-agency working to maximise access to treatment for drug and alcohol issues and ensure that treatment and recovery systems are operating effectively within the wider system (e.g. health, housing, employment).
- Develop and share best practice locally, regionally and nationally, applying continuous learning to inform future CPG activity.
- Identify the risks and barriers that the CPG encounters whilst carrying out actions. If these cannot be resolved by the CPG they should be added to the SLP Risk Register.
- Identify emerging and cross cutting issues requiring partnership attention to be presented to the SB.

#### **The Role of Representatives**

During Drug and Alcohol CPG meetings representatives are responsible for:

- Contributing to the management of the Safer Lincolnshire Partnership Delivery Plan as it relates to substance misuse.

- Contributing to the development and delivery of a local drugs and alcohol plan with a whole-system approach addressing the priorities set out in from ‘Harm to Hope’.
- Contributing to reporting progress towards delivering the local drugs and alcohol plan in line with the National Combating Drugs Outcomes Framework.
- Informing the CPG of any relevant information from their agency regarding commissioning activity, gaps and opportunities.
- Informing the CPG of any cross-cutting or emerging issues identified by their agency.
- Informing the CPG of any changes or developments to their agency that may have implications for the CPG or the SLP as a whole.

Outside of CPG meetings representative are responsible for:

- Undertaking relevant tasks arising from attendance at CPG meetings.
- Informing their agency of implications resulting from decisions made by the CPG or the SLP as a whole.
- Communicating important CPG and SLP information to colleagues as necessary.
- Championing the Safer Lincolnshire Partnership in their day-to-day business.
- Contributing to unblocking issues across the system do improve outcomes related to drug and alcohol misuse.

## Membership

- The Strategic Board and SRO (or their delegate) are responsible for ensuring all the appropriate agencies are represented at each CPG.
- Agency representatives from statutory partners and other appropriate agencies will be invited to attend meetings as necessary according to each meeting's agenda.
- Any issues relating to CPG attendance will be reported to the Strategic Board and to the SRO.
- The SRO should be confident that the membership provides representation from key stakeholders, with appropriate individuals involved who are able to make decisions and hold each other to account.

<b>Senior Responsible Owner</b>	Derek Ward	
<b>Chair</b>	Lucy Gavens (Delegate of the SRO)	
<b>Vice Chair</b>	Andrew McWatt	
<b>Coordinator</b>	Jemma Clarke	
<b>Business Support</b>	To Be Confirmed	
<b>Partner Agency</b>	<b>Representative</b>	<b>Email</b>
Lincolnshire ICB	Andy Rix	<a href="mailto:Andy.Rix@nhs.net">Andy.Rix@nhs.net</a>
Future 4 Me	Ann Beck	<a href="mailto:Ann.Beck@lincolnshire.gov.uk">Ann.Beck@lincolnshire.gov.uk</a>
LPFT	Chris Higgins	<a href="mailto:Christopher.Higgins3@nhs.net">Christopher.Higgins3@nhs.net</a>
Lincolnshire County Council Elected Member	Cllr P Bradwell	<a href="mailto:Cllrp.Bradwell@lincolnshire.gov.uk">Cllrp.Bradwell@lincolnshire.gov.uk</a>
District Council Elected Member	To Be Confirmed	
Lincolnshire Fire & Rescue	Danny Moss	<a href="mailto:Danny.Moss@lincoln.fire-uk.org">Danny.Moss@lincoln.fire-uk.org</a>

North Kesteven District Council	Jemma Munton	<a href="mailto:Jemma_Munton@n-kesteven.gov.uk">Jemma_Munton@n-kesteven.gov.uk</a>
OPCC	Joanne Davison	<a href="mailto:Joanne.Davison@lincs.police.uk">Joanne.Davison@lincs.police.uk</a>
We Are With You – Community/VCSE Representative	Karen Ratcliff	<a href="mailto:Karen.Ratcliff@wearewithyou.org.uk">Karen.Ratcliff@wearewithyou.org.uk</a>
We Are With You – Prisons & Contracts	Louise Scherdel	<a href="mailto:Louise.Scherdel@wearewithyou.org.uk">Louise.Scherdel@wearewithyou.org.uk</a>
University of Lincoln	Rachael Mason	<a href="mailto:RMason@lincoln.ac.uk">RMason@lincoln.ac.uk</a>
The Probation Service	Rachel Crook	<a href="mailto:Rachel.Crook@justice.gov.uk">Rachel.Crook@justice.gov.uk</a>
Framework Housing Association	Sandra Blow	<a href="mailto:Sandra.Blow@frameworkha.org.uk">Sandra.Blow@frameworkha.org.uk</a>
Lincolnshire County Council – Public Health	Simon Gladwin	<a href="mailto:Simon.Gladwin@lincolnshire.gov.uk">Simon.Gladwin@lincolnshire.gov.uk</a>
Job Centre Plus	To Be Confirmed	
Double Impact	Steve Youdell	<a href="mailto:StephenYoudell@doubleimpact.org.uk">StephenYoudell@doubleimpact.org.uk</a>
HMP Lincoln	Terry Pagram	<a href="mailto:Terry.Pagram01@justice.gov.uk">Terry.Pagram01@justice.gov.uk</a>
OHID	Tracy Carr	<a href="mailto:Tracy.Carr@dhsc.gov.uk">Tracy.Carr@dhsc.gov.uk</a>

Additional members may be co-opted to the Drugs and Alcohol CPG as necessarily to deliver the strategic priorities identified by the group.

### Attendance

- All members are expected to attend every meeting.
- In the event a member cannot attend a Drug and Alcohol CPG meeting, they should forward their apologies and identify an appropriate replacement to attend the meeting as their delegate.
- Attendance will be monitored and reviewed at regular intervals by the CPG Chair.

### Chair

The Chair of the Drug and Alcohol CPG is required to:

- Chair CPG meetings
- Ensure meeting actions that have a purpose, deadline and an owner
- Be the point of escalation for actions that are not completed by stated deadline
- Attend SLP-SB meetings as required
- Attend SLP Chairs and Coordinators meetings
- Champion the SLP in their day-to-day business
- Engage with CPG members outside of meetings
- Support the SRO in report to the Joint Combating Drugs Unit and other central government departments as required.

The Vice Chair will perform the duties of the Chair in the event of the Chair's absence.

Normally the Chair may serve for a maximum of 3 years and will be reviewed annually.

## Administration

Secretariat support will be provided by the Lincolnshire County Council Safer Communities Service, including:

- CPG meetings will be attended by members of the Lincolnshire County Council Safer Communities Service (SLP Board Manager, Safer Communities Manager, Coordinators and Analysts) to support the CPG when required.
- Every member has an equal right to place items on the CPG meeting's agenda. Agenda items should be sent to the CPG Coordinator at least 10 days prior to the next meeting. Urgent items which fall outside of this timescale should be addressed under AOB.
- The agenda and meeting papers will be circulated to all representatives a week before the meeting.
- Minutes and the action log will be distributed within two weeks of each meeting.
- On the agenda for the following meeting any amendments from previous minutes can be made and a revised version circulated if required.

## Coordination

Coordination for each CPG will be provided by the Lincolnshire County Council Safer Communities Service. The coordinator will:

- Lead the development and implementation of strategies and plans and work to ensure objectives are being met
- Co-ordinate the delivery of meetings and support the CPG Chair and members
- Work with other co-ordinators, SLP members and other boards to avoid duplication of effort and identify and develop synergies in strategies and work programmes
- Work closely with other lead professionals outside of CPG meetings
- Ensure emerging research, evaluation of relevant projects, inspection findings and best practice is shared across partners, to ensure continual practice development and performance improvement.

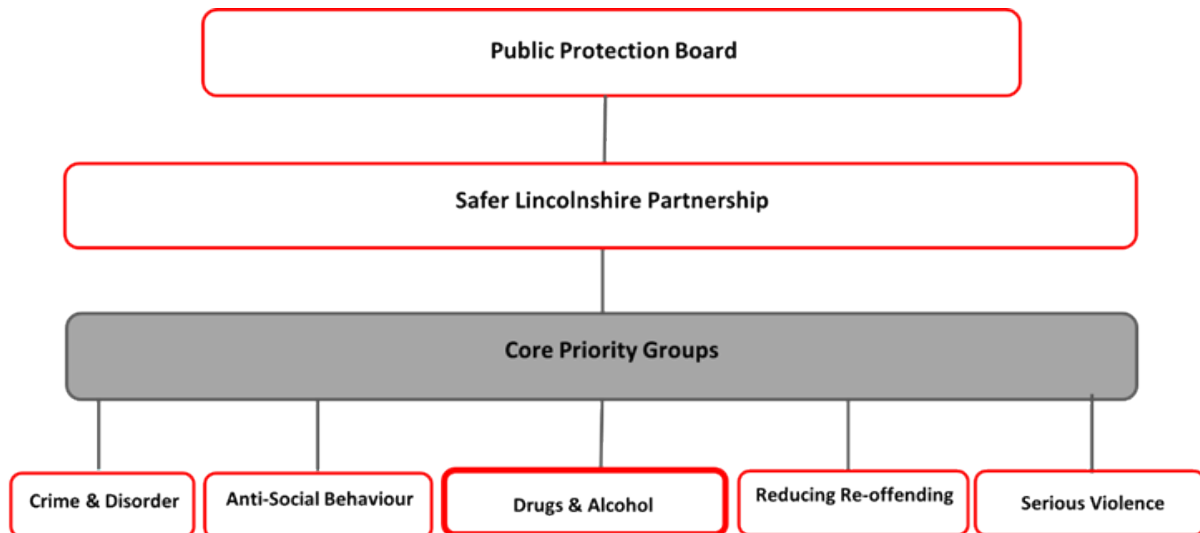
## Meeting Dates

- This group will meet 4 times a year.
- Extra meetings may be arranged if necessary.
- The venue for CPG meetings may rotate around suitable partner sites, or meetings may be hosted virtually.

These Terms of Reference will be reviewed annually.

**Appendix 1**

Figure 1: Drug and Alcohol Core Priority Group Governance



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