



## **NORTH WALES SUBSTANCE MISUSE COMMISSIONING ADVISORY GROUP**

### **TERMS OF REFERENCE**

#### **PURPOSE**

1. To provide an informal regional forum for the commissioners of substance misuse services in North Wales to share their work and to identify opportunities for cross boundary collaboration, cooperation and joint commissioning e.g. in those areas where there are common or shared objectives as identified by two or more CSP/SMATs (WAG) and / or other service commissioners such as DIP/ CJIT (Home Office).
2. To provide added value to the commissioning process by ensuring that as much relevant information as possible is widely disseminated to aid decision making and to avoid duplication.
3. To strengthen (and safeguard) the formal CSP/SMAT planning process e.g. by providing more robust information on which to base commissioning decisions.
4. To consider and if agreed, act upon recommendations made by the NWSMF.
5. To consider issues to be referred to the NWSMF for comment and to the CSP/SMATs for a decision.
6. To act as the policy advisory group and prepare documentation as appropriate for the NWSMF
7. To act as the monitoring group for jointly commissioned services / projects.
8. To produce a SMAF three year Capital Strategy

#### **ACCOUNTABILITY**

In accordance with the WAGs present commissioning arrangements for substance misuse services, the group as an informal network, can only make recommendations for consideration, ratification and endorsed by each county's CSP/SMATs.

This process may involve some or all North Wales CSP/SMATs and also may include the DIP/CJIT Board, dependant on the services agreed to be jointly commissioned.

## MEMBERSHIP

Core members will include:

- SMAT Chairs and Substance misuse leads (one vote per SMAT) 6 votes.
- DIP/CJIT Board Chair 1 vote
- Police – Substance Misuse Lead Officer 1 vote
- Probation Service – Assistant CPO 1 vote

Supporting Officers

- Representative(s) from Prison Service – Head of Drugs Strategy
- User perspective representation
- WAG Regional Advisor
- NW Substance Misuse Coordinator (Secretariat Responsibilities).
- Observers and others by invitation as determined by the agenda e.g. service providers

**Quorum:** Minimum of 6 voting members

## OUTPUTS

1. Regional and sub-regional commissioned services with identified lead commissioner together with agreement on:
  - a) Specification & contracting
  - b) Procurement & tendering
  - c) Monitoring & review
  - d) Exit Strategy
2. A three year strategy for the SMAP capital allocation (WAG) including ordering (and reordering) priorities by the use of weighted selection criteria.
3. Integration of CJIT/DIP agenda with the SMATs commissioning plans.
4. Broader consideration of National initiatives / reports and their implications for services across North Wales
5. Benchmarking and setting of minimum standards.

## FREQUENCY OF MEETINGS

Meeting shall be held bi monthly, unless notification is received at least 10 days in advance by any member wishing to convene an additional meeting.