

## Substance Misuse Strategy Group - Terms of Reference

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### 1 Introduction

- 1.1 The overarching purpose of the Substance Misuse Strategy Group is to produce and deliver an aspirational and ambitious vision for addressing drug and alcohol-related issues within Gateshead on behalf of both the Community Safety and Health and Wellbeing Boards.

### 2 Role and Remit

- 2.1 The Substance Misuse Strategy Group will identify and meet the current and future substance misuse issues and needs of local communities, help minimise the impact of substance misuse in Gateshead and improve local residents' quality of life by working in partnership to tackle issues through targeted intelligence led, evidence driven interventions.

- 2.2 More specifically, the Substance Misuse Strategy Group will:

- Develop the Substance Misuse Strategy for Gateshead to achieve the long term aspirations set out by the Community Safety and Health and Wellbeing Boards.
- Ensure that the Substance Misuse Action Plan is developed, monitored and progressed regularly to support the achievement of the key aims in the Substance Misuse Strategy.
- Ensure that the relevant Sub-Groups are working within their terms of reference towards agreed targets and receive regular reports on their progress.
- Co-ordinate activities around drugs and alcohol across Gateshead, specifically to:
  - Ensure appropriate co-ordination with regional and national developments;
  - Ensure the continuation and further development of an integrated approach to address drug and alcohol misuse based on principles of partnership, equity and inclusivity;
  - Be responsible for policy co-ordination in relation to addressing drug and alcohol misuse and overcome policy or organisational difficulties;
  - Hold partners to account for the deliver of the strategy and action plan and breakdown any barriers to aid operational delivery; and
  - Secure a co-ordinated approach at every level and to secure resources (where possible) for addressing drugs and alcohol problems.
- Ensure an evidence-led, problem solving approach is adopted and that where possible all activities and initiatives are based on proven good practice/evidence.
- Raise the profile of drug and alcohol misuse and ensure appropriate priority is given to addressing the problem.

### 3 Chair and Vice-Chair

- 3.1 The Chair and Vice-Chair will be on a rotational basis and will be shared between:

- Louise Rule, Service Director for Commissioning and Business Development
- Alice Wiseman, Consultant in Public Health

### 4 Membership

- 4.1 Core members of the Substance Misuse Strategy Sub-Group will be:

Gateshead Council	Community Safety, Licensing, Trading Standards, Public Health, Youth Service, YOT, Private Sector Housing, Housing Services and Legal Services.
Northumbria Police	Chief Inspector
Gateshead Housing Company	Head of Neighbourhood Services
Northumbria CRC	IOM Team Manager

BALANCE	Partnership Officer and Crime and Disorder Officer
Public Health England	Health Improvement Manager
Job Centre Plus	Social Justice Partnership Manager
CRI (Evolve)	Service Manager
Platform	Service Manager

- 4.2 This is not an exhaustive list of attendees and invitations will be extended to attend the Substance Misuse Strategy Group on an ad-hoc basis to other services and agencies (when required). A full list of attendees is set out in Annex 1.

## **5 Sub-Groups**

- 5.1 The Substance Misuse Strategy Group is supported by multi-agency Sub-Groups. The Strategy Group is responsible for ensuring they are working within their terms of reference, towards agreed targets, which reflect the key outputs/outcomes outlined in the Substance Misuse Strategy for Gateshead. Reports on the work undertaken with the Sub-Groups will be required to be submitted to the Substance Misuse Strategy Sub-Group in accordance with the Strategy Sub-Group Annual Workplan.

- 5.2 Working Groups linked with the Substance Misuse Strategy Sub-Group include:

- Drug Related Death Panel
- Reducing Supply
- Community Alcohol Partnerships
- Safer Neighbourhood Groups and Tasking

## **6 Meeting Arrangements**

- 6.1 Meetings will be chaired by the identified Chair. If the Chair is not present, then it shall be chaired by the Vice-Chair.

- 6.2 Meetings will take place on a bi-monthly basis.

- 6.3 Agenda management will be the responsibility of all members of the partnership. All partners are expected to contribute to items identified within the Annual Workplan. The agenda will usually last no more than two hours and partners will be asked to keep to time. It is expected that reports are succinct and follow the agreed template and that presentations last no longer than ten minutes. In exceptional circumstances meetings can be extended with the prior agreement of partners. The agenda and papers will be sent out five working days before each meeting.

- 6.4 The Substance Misuse Strategy Group will be administered by officers within Gateshead Council Safer Communities Team.

## **7 Declaration of Interests**

- 7.1 Declarations of interest to be disclosed on matters to be considered at the meeting or if this becomes apparent during the meeting.

## **8 Accountability and Scrutiny**

- 8.1 The Substance Misuse Strategy Group is directly accountable to the Community Safety and Health and Wellbeing Boards. It will also be required to report on an ad-hoc basis to other Boards and Committees in Gateshead Council.

8.2 Scrutiny arrangements are as per the Overview and Scrutiny Committees Work Programme (inc. Community Safety Sub-Committee and Healthier Communities).

**Annex 1: Identified members attending the Substance Misuse Group**

<b>Name</b>	<b>Organisation</b>	<b>Function</b>
Adam Lindridge	Gateshead Council	Community Safety Manager
Alice Wiseman (Joint Chair)	Gateshead Council	Public Health
Anne Marie Quigley	Gateshead Council	Assistant Manager 0-19s (East)
Elaine Rudman	Gateshead Council	Licensing Manager
Tbc	Gateshead Council	Public Health Programme Lead
Faye Codling	DISC (Platform)	Team Manager
Helen Hughes	Gateshead Carers	Gateshead Carers
Jazz Chamley	CRI (Evolve)	Service Manager
John Liddell	Public Health England	Health Improvement Manager
John Moiser	Job Centre Plus	Social Justice Partnership Manager
Julie McCartney	Gateshead Housing Company	Head of Neighbourhood Services
Lisa Philliskirk	Gateshead Council	Housing Services / Housing Options
Louise Houghton	National Probation Service	Team Manager
Louise Rule (Joint Chair)	Gateshead Council	Gateshead Council
Mark Hopkinson	Gateshead CCG	tbc
Tbc	Gateshead Council	Safer Communities Coordinator
Peter Wright	Gateshead Council	Environmental Health & Trading Standards Manager
Sarah Gettings	Northumbria Community Rehabilitation Company	Team Manager
Steve Ammari	Central Area Command	Chief Inspector (Harm Reduction)
Susan Butler	Gateshead Council	Service Manager (YOT)
Susan Taylor	BALANCE	Partnership Officer
Tim Britton	Gateshead Council	Solicitor