

## **The Community of Communities Reference Groups Terms of Reference**

The Community of Communities has a diverse membership with a range of services across all sectors. Whilst all communities have signed up to the same standards, (addiction TCs have a supplementary set) the needs of each sector does vary. We are keen to host an inclusive network and want to hear from all members to support and improve the Community of Communities. For this reason we have developed an approach that invites all members of the Community of Communities to attend sector specific reference groups prior to the advisory group four times per year. The group will have a number of standing agenda items as well as space for members to contribute to the overall aims of the group. The reference group is chaired by an experienced person in the field who is a member of the Community of Communities advisory group.

The purpose of the group is to advise and further the work of the Community of Communities whose purpose is to improve the quality of TCs by supporting standards-based peer-review and accreditation.

The group will provide the advisory group with information that will help them advise the project team on matters relating to:

- The promotion and further development of the work of the Community of Communities
- National policy and service context for Therapeutic Communities
- The methods underpinning the work programme
- The engagement and involvement of other organisations in the work programme; including professional associations and organisations that represent the interests of service users and of carers
- The involvement of service users in all aspects of the work programme
- The involvement of carers
- The development of national recommendations arising from the review process and strategies for implementing these recommendations
- Sources of funding to further the work of the Community of Communities

### **Membership**

The reference group comprises of a chair and deputy chair; nominated representatives of member services which includes frontline staff and managers; invited experts with interests in the field and who bring specialist knowledge of the communities, sector, client group and/or Community of Communities process to ensure the network remains relevant and effective. Reference groups should aim to include the voices of service users and carers.

The reference group is led by the Chair who will serve for a period of three years, renewable for a further three years.

The chair is selected by the reference group after advertisement

Appendix 1 is the role specification for the chair of the reference group

## Appendix 1

# Chair of the Community of Communities Reference Group

### *Role and Responsibilities*

The reference group is a key component of the Community of Communities. Its purpose and way of working is described in the group's terms of reference. The chair's role is to ensure that the advisory group works in a manner that optimises the quality of advice it gives.

The chair's specific responsibilities are to:

1. Chair the Community of Communities reference group in a manner that ensures that it abides by its terms of reference and that ensures that all members of the group are able to contribute fully.
2. Advise and support the Community of Communities team to recruit to and maintain a reference group that represents key stakeholder interests.
3. Maintain regular contact with the Community of Communities team and to be available to deal with ad hoc requests from the project team.
4. Provide occasional advice and input to the College Centre for Quality Improvement team using assured channels of communication.
5. Act as a spokesperson to represent the interests of the services that are members the Community of Communities and to encourage other services to join the scheme.
6. Communicate information about the Community of Communities to individuals, Faculties and departments within the College, within other partner organisations and externally, for example to other professional associations.
7. Represent the Community of Communities at key planning groups that develop policy.
8. Head up targeted lobbying about specific priority issues.
9. Advocate developments in local services.
10. Prepare papers for publication in peer-reviewed journals and more popular media and for presentation at conferences.
11. Undertake any other duties related to the group's terms of reference.

## **Person Specification**

### **Essential**

- Experience of chairing committees at the national or regional level.
- National expert on Therapeutic Communities e.g. publications and conference papers.
- Excellent interpersonal skills.
- Excellent written and spoken communication skills.
- Positive manner and ability to enable the forming of consensus about decisions.
- Understanding of the principles of quality improvement.
- The person's service is a member of the Community of Communities

### **Desirable**

- Practical experience of managing quality improvement work.
- Experience of working with senior civil servants, health service staff and policy makers.