

# Ayrshire and Arran Alcohol and Drug Action Team Waiting Times Group

## Terms of Reference

### 1. Introduction

The ADAT Waiting Times Group aim to monitor local Waiting Times and develop action plans to reduce and maintain waiting lists within limits as agreed by the ADAT Steering Group.

### 2. Core Membership

The Waiting Times Group will be constituted as follows:-

- Chair – as per nomination of Group
- Representation from ADAT Support Team
- Representation from all agencies contributing to Waiting Times
  - NHS Addiction Services
  - Ayrshire Council on Alcohol
  - SEASTAR Turning Point Scotland
  - Addaction
  - North Ayrshire Addiction Services
- Representation from Information and Research Team NHS Ayrshire and Arran Addiction Services
- Representation from ADAT Support Team

Other representatives may be co-opted when required.

Rights and obligation of membership apply to nominated members only and authorisation for deputisation remains with the chairperson.

### 3. Chairperson

The group will appoint a Chairperson from the representatives listed above

### 4. Quorum

The quorum for meetings will be four members and should include at least one member from NHS and Local authority.

### 5. Attendance

Representatives from each organisation will be encouraged to attend scheduled meetings, but must understand that recommendations and decisions can be made in their absence.

## **6. Frequency**

Meetings should not be held less than every three months and before submission of required quarterly data to the Scottish Government.

The chairperson may at anytime convene additional meetings of the group in order to consider any further business of the ADAT Waiting Times Group.

## **7. Responsibilities**

The Waiting Times Group shall be responsible for:-

- Agreeing definitions whereby local drug and alcohol agencies contributing to the Waiting Times Database are clear about what information is required.
- Monitoring information gathered by ADAT Support Team, identifying arising issues and directing operational issues to the relevant party.
- Mutually agreeing through the monitoring and validation process required data to ISD for submission to Scottish Government.
- provision of quarterly waiting times monitoring reports to the ADAT Steering Group.

## **8. Conduct of Business**

- Meetings of the Waiting Times Group will be called by the group chairperson with items circulated to members one week before the date of the meeting.
- Minutes will be taken of the proceedings of the group and made available to all group members.
- The group will agree the minutes and distribute them to ensure transparency of work.

## **9. Reporting Arrangements**

The ADAT Waiting Times Group will report directly to the ADAT Steering Group.

The ADAT Waiting Times Group will prepare and submit a quarterly waiting times report to the ADAT Steering Group at its first meeting following the end of the last quarter.

A brief annual report reporting on progress against local and national priorities and targets will be prepared for the ADAT Steering Group Annual General Meeting held at its first regular meeting in or after April every year.

*Terms of Reference will be reviewed after six months and annually thereafter. All Terms of Reference require to be approved by the ADAT Steering Group at the Annual General Meeting and are subject to changes determined at that meeting.*