

## **Fife ADP Lived Experience Collective – Service Brief**

### **1.0 Introduction and Background**

Fife Alcohol and Drug Partnership (ADP) recognise the vital contribution of people with lived and living experience of alcohol and substance use and recovery, in shaping services, informing policy and improving outcomes for individuals, families and communities. National policy, including the Scottish Government Preventing Harm, Promoting Recovery: Scotland's Alcohol and Drugs Strategic Plan 2026-2035 and the Fife Alcohol & Drug Partnership Strategic Plan 2024 – 2027, continues to reinforce the importance of meaningful, rights-based engagement that goes beyond consultation and ensures that lived experience meaningfully influences decision making at all levels.

Fife ADP requires a suitably experienced independent partner to use a rights-based approach, ensuring the voice of living experience is supported, heard and valued consistently across the system. Fife ADP is determined to increase the opportunity of people affected by alcohol use.

### **2.0 Vision for a Lived Experience Collective**

Fife ADP is seeking a provider to independently and autonomously develop and establish the Fife Lived Experience Collective, which will replace the previous standalone panel with a broader, more dynamic structure.

The Collective model will:

- Bring together diverse voices from across all seven localities in Fife.
- Allow people to participate in different ways, depending on their capacity, interests and experiences.
- Support multiple forms of involvement and increase the number of people involved in providing the lived experience voice through activities such as:
  - Locality based lived experience groups.
    - Subgroups (e.g. women's experiences, trauma, harm reduction, recovery pathways).
    - Short life working groups contributing to specific areas within Fife ADP.
    - A central panel or steering group (but this will not be the only route for influence).
- Provide consistent and sustainable advocacy pathways into Fife ADP strategic and operational forums.
- Build a sustainable, rights-based platform for lived experience voices.

The intent is to broaden influence, improve accessibility, increase participation and create a more resilient structure that does not depend on a small number of individuals.

### **3.0 Service Model**

#### **3.1 Core Functions**

The provider will deliver an advocacy and participation model that enables a range of engagement formats, allowing a diverse number of individuals and groups to participate in ways that are meaningful and appropriate to them.

Core functions will include:

- Supporting individuals to understand their rights, advocate for themselves and contribute to decisions.
- Ensuring clear and accessible pathways for lived experience to influence ADP decision making.
- Providing regular and structured engagement opportunities across Fife.
- Creating transparent feedback loops that demonstrate where insights from lived experience can lead to change.
- Developing strong relationships with statutory, voluntary and community partners.
- Supporting skills development and qualification opportunities.

### **4.0 Outputs and Key Performance Indicators (KPIs)**

#### **4.1 Outputs**

The provider must track and report on:

- Number of engagement activities delivered across localities.
- Number and characteristics of individuals participating in the Collective.
- Qualification and training achievements.
- Number of consultations, co-production activities and service reviews informed by lived experience.
- Number of ADP meetings, subgroups or working groups attended.
- Strategic thematic recommendations submitted to Fife ADP and outcomes of these reported back to the Lived Experience Collective.
- Qualitative feedback, including participant reported experience and case studies demonstrating impact and learning.

#### **4.2 Outcomes**

The service must evidence progress toward:

- Broader, more representative, lived experience involvement. This should include families.
- Clearer and more consistent approach to lived experience, influencing ADP strategy and service planning.

- Increased skills, confidence and leadership among Collective participants.
- A sustainable model embedded in strong local partnerships.
- Greater transparency around how lived experience shapes service delivery and policy.
- FAIR approach for improvement work needed to support MAT 7, MAT 8 and MAT 9 based on the lived/living experience experiential feedback for 2025/26. This will also include improvement for people affected by alcohol use and their family members.

## **5.0 Eligibility**

The service will be delivered by an organisation that can demonstrate:

- Independence from other commissioned Fife ADP service delivery.
- Proven experience of engaging people with lived experience in co-production, participation or advocacy roles.
- Strong understanding of rights-based and collective advocacy approaches.
- Ability to build trust, support participation and amplify lived experience voices.
- Capacity to network, convene and support individuals and groups across diverse communities.

## **6.0 Networking, Community Connection and Communication**

The service provider must demonstrate:

- Strong multi-agency collaboration.
- Presence across all seven localities.
- Clear communication pathways, promoting opportunities for involvement.
- Trusted community relationships that widen participation.

## **7.0 Workforce, Continuity and Quality Requirements**

The provider must ensure:

- Consistent staffing.
- Trauma informed, rights-based practice.
- Strong induction, training and workforce development.
- All required safeguarding and governance policies.

## **8.0 Monitoring and Reporting**

Requirements include:

- Quarterly Agreement Monitoring Meetings.
- Six monthly qualitative and quantitative updates.
- Case studies and evidence of impact.
- Immediate reporting of significant incidents, where required.

## 9.0 Complaints Procedure

For each quarterly Agreement Monitoring Meeting, the service provider must provide a report detailing the following information:

- The number of complaints the service provider has had during the previous quarter, by type of complaint
- The number of complaints in respect of service provision funded by Fife ADP and Fife Council.
- The outcome of the service provider's investigation
- The number of complaints which were upheld and details on complainants who were satisfied/unsatisfied with the outcome.
- General changes to the service provider's policies and procedures as a result of complaints and progress with implementing any changes.
- The service provider will be required to co-operate in any investigation of a complaint as requested by Fife ADP and/or Fife Council and to remedy any concerns that Fife ADP and/or Fife Council has regarding the provision of the service.
- The service provider must report significant incidents and events requiring immediate action, especially if these pertain to adult and child protection.

## 10.0 Budget Allocation

An initial budget of **£45,684** has been approved for 26/27 with all future year's funding being subject to annual approval by ADP Committee following the achievement of successful outcomes within Fife Council's Monitoring and Evaluation Framework