

## OFFICIAL - SENSITIVE

### Draft Minutes of the Advisory Panel on Substance Misuse (APoSM) Informal Meeting held 2<sup>nd</sup> March 2015

#### Attendees:

##### **Chair:**

Kyrie James (KJ)

##### **Members:**

Dr Rosemary Allgeier (RA)

Richard Ives (RI)

Professor Simon Moore (SM)

Dr Andrew Wilson (AW)

##### **Welsh Government Officials:**

Tracey Breheny (TB) Deputy Director, Substance Misuse Policy, Corporate & Ministerial Business, Welsh Government

REDACTED (REDACTED) Head of Substance Misuse Policy & Finance, Welsh Government

REDACTED (REDACTED) Secretariat, Substance Misuse Policy & Finance Team, Welsh Government

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REDACTED (REDACTED) Secretariat, Substance Misuse Policy & Finance Team, Welsh Government

REDACTED (REDACTED) Public Appointments Unit, Welsh Government

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#### Apologies

##### **Members:**

Ifor Glyn (IG)

Josie Smith (JS)

Professor Philip Routledge (PR)

#### Agenda Item 1: Welcome, Apologies and Opening Remarks

- 1.1 The Chair welcomed all members to the meeting and thanked them for attending. Members were asked to introduce themselves and confirmed that apart from one potential conflict received in advance, no other members had declared any conflicts of interest. The Chair confirmed that the potential conflict of interest declared was contingent on a future event, which may or may not arise, thus there was no conflict of interest and the member could remain in the meeting to discuss the items on the agenda. All apologies were noted, but due to the Panel not being quorate, the meeting would now be informal and members not in attendance would be contacted to seek their agreement on any decisions made during the meeting. The Chair stressed the importance of members attending each meeting and notifying the secretariat of non-attendance well in advance of the meeting.
- 1.2 The Chair informed members, that since the last panel meeting held on 5<sup>th</sup> December 2014, with regret REDACTED had resigned from APoSM due to a

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change in her personal circumstances. She also informed members that the Sub-Committee Leads meeting discussed a number of issues including the review of the constitution, consistency of approach between work streams and the Panel's future work programme.

- 1.3 The Chair advised members that REDACTED was supporting REDACTED as cover for REDACTED whilst she was on maternity leave and was attending to observe the meeting.
- 1.4 The Chair advised the main purpose/outcomes of the meeting was for members to discuss the latest draft of the Tramadol Report and agree the report sign off for the Minister. In addition to hear from Public Appointments Unit (PAU) about their role and how the proposed vacancies for APoSM can be served, for members to receive updates on APoSM work streams, and to agree the draft annual report and new APoSM logo. The Chair also reiterated the democratic processes to be followed from the Leads and editors of the sub-committees through to Panel adoption of reports before presentation to the Minister.

### **Agenda Item 2: Minutes of Last Meeting**

- 2.1 Members were asked to agree the minutes of the last main panel meeting held on 5<sup>th</sup> December 2014 as a true and accurate record of proceedings. The panel confirmed this.

### **Agenda Item 3: Matters Arising**

- 3.1 The chair noted with some concern that a number of tasks with deadlines in 2014 had not been undertaken by the members. It was confirmed that the tasks outstanding would be re-circulated to the membership showing the original deadline and new deadline.
- 3.1 REDACTED provided members with an update on the actions/matters arising from the last main panel meeting held on 5<sup>th</sup> December 2014. Actions which had not been completed (**Actions 1-4** see annex A) were carried forward and included in the Action list at Annex A.
- 3.2 RI confirmed SM and himself were drafting the substance misuse prevention and education proposal as part of the future work programme and sought clarification about the proposed review of the All Wales School Liaison Core Programme (AWSLCP). TB advised the AWSLCP review, led by the Police, would be undertaken between April and May 2015. Members noted that the proposed review by APoSM would not commence until early 2016 at the earliest. TB agreed to share the terms of reference for the AWSLCP review with the panel once available, however it was confirmed there was no significant overlap in the work to be undertaken.
- 3.3 The Chair advised the Pompidou group had shown an interest in the proposed education report and agreed to discuss further outside the APoSM meeting with RI and progress matters with PG with the newly appointed Secretary

<p><b>Action 5 –Secretariat to circulate terms of reference of the AWSLCP to members for information by the end of March 2015.</b> <b>Action 6 – RI and KJ to report back on PG outcome</b></p>
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- 3.4 RI raised concern that following consideration of the APoSM website content and proposals for revising it, the suggestions he had made at the December meeting had not been taken on board. REDACTED advised that the website needed to be accessible for the general public and the WG web staff had a house style that had to be adhered to, and this took time to progress. In addition tasks to be undertaken by the members had not been completed, so information was outstanding. It was agreed the development of the website would be progressed as quickly as possible.
- 3.5 The Chair reminded the members to send a succinct summary of their biographical information to the secretariat for inclusion in both the website and the annual report.

**Action 7 – Secretariat to take forward the suggested changes to the APoSM website by the end of July 2015**

**Action 8 – Members to send their succinct biographical information with pre-nominal letters to the secretariat by Friday 13<sup>th</sup> March 2015**

- 3.6 TB advised members that the Explanatory Memorandum and Regulatory Impact Assessment for minimum unit pricing legislation had been drafted. She advised that a meeting had been arranged with the Minister to discuss remaining policy considerations and that the APoSM MUP report recommendation to establish a review committee would form part of the discussion. She advised additional advice would be sought from APoSM following the Ministerial meeting should it be required. KJ confirmed that APoSM's recommendation of the establishment of the review body was based on the concerns raised by the parties to the European legal proceedings and was an important tool to properly take into account material views, which included the issue of employment.
- 3.7 TB confirmed that the Deputy Minister was provisionally timetabled to attend the 23<sup>rd</sup> November 2015 APoSM meeting.

**Action 9 – Secretariat to seek additional advice from APoSM on a Minimum Unit Pricing review committee following Ministerial meeting should it be required.**

### **Agenda Item 4: Presentation by Public Appointments Unit (PAU)**

- 4.1 The Chair invited REDACTED from the Public Appointments Unit (PAU), Welsh Government to talk about the role of the unit REDACTED advised public appointments were regulated by the Commissioner for Public Appointments and his code of practice. The PAU managed the code of practice on behalf of the Welsh Government. She advised their role was both regulatory and advisory, they provided advice on advertising public appointment vacancies as well as an outreach role for potential opportunities.
- 4.2 REDACTED advised a new on-line appointment system had been developed called 'Appoint' which would help make the public appointment process easier for both officials running the recruitment and candidates applying. If a core qualification such as a doctorate was required and the candidate did not complete this information, the process could not be completed which acted as a filtering system. Candidates were now able to submit a personal statement

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to demonstrate how they fitted the role. She confirmed the equality and diversity form was included at the end of the application.

- 4.3 REDACTED reported the new system provided a 'Dashboard' following recruitment including information on equality and diversity, as well as how many people had started to apply for an appointment but not completed it. Following a discussion about how information in the advertisement, the application, sift scoring and monitoring process needed to be married up, it was acknowledged all information on the Appoint system needed to be accurate and consistent. REDACTED offered to collate equality and diversity data regarding APoSM members to obtain baseline information and agreed to forward the form developed by the APoSM Mentoring and Diversity Sub committee for completion. Beforehand REDACTED agreed to check the APoSM equality monitoring form with that held by PAU and liaise with the Lead for Diversity on any issues that arose e.g. socio-economic categories. Members were asked to forward their completed forms to PAU which would ensure confidentiality for members. PAU would then audit the forms and provide an anonymised breakdown of APoSM equality and diversity data.
- 4.4 The Chair offered the members of APoSM collaboration as a mentee 'pilot' test of the new IT system. The Lead of the Diversity sub-committee asked for copies of the marking system used by PAU in interviews, for the mentees interviews.

Following discussion PAU agreed to:

- Provide Equality & Diversity information on all Welsh public appointments (numerical and percentages) to identify those groups which were under-represented;
  - To audit returned diversity forms from APoSM and provide anonymised breakdown of data;
  - To confirm the dates for public appointment training for potential mentees to be included in the APoSM documents placed on its website;
  - An overview and details of the content of the public appointee training delivered by PAU would be provided to APoSM;
  - To advise APoSM of contact details of a quality trainer in mentoring and diversity to provide training on 'how to be a mentor' to APoSM
  - To provide the marking system for interviews applied by PAU to APoSM
- 4.4 RA would provide the final draft of the APoSM Diversity form and related documents to PAU for their comment. The Chair asked members to provide bullet points regarding their experience of the Welsh Government public appointment process and for the secretariat to check on previous feedback noted in interviews by interviewees for the information of PAU.

**Action 10 – PAU to provide anonymised breakdown of Equality and Diversity data covering public appointments in Wales in both numerical and percentage format by 31<sup>st</sup> March 2015.**

**Action 11 - Secretariat to send members the APoSM Equality and Diversity monitoring form to be returned to PAU by 31 March 2015.**

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**Action 12 – RA to submit the APoSM Diversity form and related documents to REDACTED to review via the secretariat by Friday 13<sup>th</sup> March 2015. REDACTED to provide feedback on the forms by 20 March 2015, prior to the forms being sent out to APoSM members for completion.**

**Action 13 - PAU to provide:**

- **Dates for the public appointment training for potential mentees**
- **Details of the overview and content of the proposed training**
- **To provide the marking system for interviews applied by PAU to APoSM**

**By Friday 13<sup>th</sup> March 2015.**

**Action 14 – PAU to advise APoSM of the contact details of a quality mentoring trainer to present to the panel Friday by 20<sup>th</sup> March 2015.**

**Action 15 - Members to provide bullet points regarding their experience of the Welsh Government public appointment process and for the secretariat to check on previous feedback noted in interviews by interviewees by Friday 20<sup>th</sup> March 2015.**

### **Agenda Item 5: Sub Committee Updates**

- **Tramadol**

- 5.1 The Chair apologised for the delay in circulating the latest draft of the Tramadol report. RI advised the comments he had submitted regarding Chapter 4 had not been taken on board and agreed to forward these to the Chair. Due to difficulties with the IT circulation of papers, not all members present had the latest version of the report to consider. It was agreed the secretariat would circulate the latest version to all members for them to comment (using tracked changes) and send to the Chair by close of play Friday 13<sup>th</sup> March who would then review, amend and submit to the Lead and Editor, Professor Routledge, for his views.

**Action 16 – RI to send the Chair his comments on chapter 4.**

**Secretariat to circulate the latest version of the tramadol report to panel members for their comment by Thursday 5<sup>th</sup> March 2015.**

**Members to review tramadol report and submit comments using track changes to KJ by Friday 13<sup>th</sup> March 2015.**

- **Minimum Unit Pricing (MUP)**

- 5.2 No further update, although SM noted further information may be required by the Minister.

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- **Mentoring and Diversity**

5.3 RA advised the documents had been finalised and needed to be translated and would be passed to the secretariat for uploading onto the Welsh Government website. The next steps were to draft an advert, to give a presentation to the unions, monitoring the scheme as well as interviewing applicants. The Chair suggested Roland Doven could sit on the mentee interview panels as an external independent person with diversity expertise if personal interviews were to be held. Possible service providers for mentor training was being carried forward.

- **Tackling Substance Misuse in an Ageing Population**

5.4 The Chair advised that due to the Lead resigning although members of the sub-committee had been invited to be Lead, that no offers were forthcoming. Thus she would stand in as Lead and take forward the work of the sub committee, as at this stage no further changes of Lead were advisable. A community visit was taking place on 23<sup>rd</sup> of March, organised and hosted by Karen Ozatti, Chief executive of WGCADA and thanks were given. Members were invited to submit themes to the secretariat to be considered for discussion with service users at the community visit. The evidence gathering day would be held on 24<sup>th</sup> March 2015.

<p><b>Action 17 - Members were invited to submit themes to the secretariat to be considered for discussion with service users at the community visit by Friday 13<sup>th</sup> March 2015.</b></p>
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### **Agenda Item 6 Draft APoSM Annual Report**

6.1 The Chair invited REDACTED to provide members with an overview of work completed on the annual report to date. REDACTED advised a draft annual report had been circulated based on the structure agreed at the last meeting, she pointed out the annexes had not yet been included in the document and that this was the first APoSM Annual Report which covers the work of APoSM in 2014/2015. Member's comments and suggestions were taken on board and REDACTED asked members to submit their biographical details to the secretariat.

<p><b>Action 18 – Members to provide secretariat with biographical notes by Monday 13<sup>th</sup> March 2015.</b></p>
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### **Agenda Item 7: APoSM Logo**

7.1 REDACTED referred to suggestions for APoSM Logo that had been circulated and sought member's views. Members agreed to the logo on page 5 which was predominantly red with white writing. The secretariat agreed to finalise the logo with the Welsh Government Design Team.

7.2 The Chair asked the secretariat for copies of all the notes of previous APoSM meetings, both the main panel and sub committee which she would review for the annual report.

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**Action 19 – Secretariat to finalise logo with the WG Design team.**

**Action 20 – Secretariat to provide the Chair with copies of all the minutes of previous panel and sub committee meetings for review for the annual report by Monday 9th March 2015.**

### **Agenda Item 8: Any Other Business**

- 8.1 Following a discussion about the terms of reference for the Welsh Government Alcohol Industry Network (WGAIN) it was agreed to place WGAIN as a substantial agenda item at the July main Panel meeting. RI confirmed he wished to attend the WGAIN meetings and would feedback information to APoSM.
- 8.2 REDACTED advised a new three year Substance Misuse Delivery Plan 2016-2018 was being developed and invited and encouraged members to attend the workshops, details of which had previously been circulated.
- 8.3 The need for the establishment of a sub-committee on Novel Psychoactive Substances was raised, and background work on this had begun and would initially be carried forward in the Leads Meeting.
- 8.4 As previously discussed at earlier APoSM meetings standing reports needed to be identified and confirmed for Panel meetings and the secretariat should circulate a draft list of essential report reading for final comments by members.
- 8.5 It was suggested that the ONS be invited to give a presentation at a future panel meeting regarding how they collate Welsh data and the challenges in their work.

**Action 21 – Welsh Government Alcohol Industry Network to be a substantial agenda item on the next main Panel meeting on 27<sup>th</sup> July 2015.**

**Action 22 – the secretariat to circulate to members a draft standing reports list for consideration by 31<sup>st</sup> March.**

**Actions from the Advisory Panel on Substance Misuse Informal Meeting held Monday 2<sup>nd</sup> March 2015**

1	<p><i>Carried forward Action 6 from the meeting held 5<sup>th</sup> December .Original deadline for response was 31<sup>st</sup> December .</i></p> <p>JS to provide the secretariat with a list of potential standing order reports for each panel meeting, to be circulated to members for initial comment and to send web links to the annual reports by <b>Friday 31st March 2015</b></p>	Josie Smith
2.	<p><i>Carried forward Action 7 from the meeting held 5<sup>th</sup> December. Original deadline for response was 22<sup>nd</sup> December.</i></p> <p>Members to submit suggestions for routine reports to JS by <b>Friday 13<sup>th</sup> March 2015.</b></p>	All Members
3.	<p><i>Carried forward Action 12 from the meeting held 5<sup>th</sup> December 2015. Original deadline was 31<sup>st</sup> December.</i></p> <p>Lead (PR) of Prescription sub-committee to write to Reckitt Benckiser at RB Pharmaceuticals Ltd to request relevant OTC and other relevant data. Secretariat to follow up by <b>Friday 13<sup>th</sup> March 2015.</b></p>	Secretariat
4.	<p><i>Carried forward Action 17 from the meeting held 5<sup>th</sup> December 2015. Original deadline was 12<sup>th</sup> January 2015</i></p> <p>Members to consider how best to promote and market APoSM which also utilises their own networks and inform secretariat by <b>Tuesday 10<sup>th</sup> March 2015.</b></p>	All Members
5.	<p>All Wales Schools Liaison Core Programme (AWSLCP)</p> <p>Police/Welsh Government Review - Terms of reference to be circulated to members for information by end of <b>March 2015</b> by the secretariat.</p>	Secretariat

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6.	RI and KJ to report back on Pompidou Group outcome	RI&KJ
7.	Secretariat to take forward the suggested changes to the APoSM Web site by the <b>end of July 2015</b> .	Secretariat
8.	APoSM website Members to submit their succinct biographical information to the secretariat (no more than three or four sentences, to include pre nominal letters) by close of play <b>Friday 13 March 2015</b>	Members
9.	Minimum Unit Pricing Review Committee – Secretariat to seek additional advice from APoSM following Ministerial meeting should it be required.	Secretariat
10.	Public Appointment Unit  PAU to provide an anonymised breakdown of equality and diversity data covering all public appointments in Wales in both numerical and percentage format by <b>31<sup>st</sup> March 2015</b> .	PAU
11.	Secretariat to send members the APoSM equality and diversity form to Members to return the form to PAU by <b>31<sup>st</sup> March 2015</b> . PAU to audit returned forms and provide an anonymised breakdown of APoSM equality and diversity data to APoSM by <b>17<sup>th</sup> April 2015</b> .	Secretariat/Members/PAU
12.	RA to submit the APoSM Diversity form and other documents with PAU via the secretariat by <b>Friday 13<sup>th</sup> March</b> .	RA/Secretariat
13.	PAU to provide the secretariat:  Dates for the public appointments training for potential mentees Details of the content of the training The overview of training  <b>By Friday 13<sup>th</sup> March 2015</b> .	PAU
14.	PAU to advise APoSM of the contact details of a quality trainer in mentoring to present to the panel by <b>20<sup>th</sup> March</b> .	PAU
15.	Members to provide bullet points regarding their experience of the Welsh Government public	Members/Secretariat

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	appointment process and the secretariat to check previous feedback noted in interviews by interviewees by <b>Friday 13<sup>th</sup> March.</b>	
16.	<p><i>Tramadol draft report</i></p> <p>RI to e-mail KJ his comments on chapter 4 for her consideration.</p> <p>Secretariat to circulate the latest version of the Tramadol Report to panel members by <b>Thursday 5<sup>th</sup> March 2015.</b></p> <p>Members to review Tramadol report and submit comments using tracked changes to KJ by <b>Friday 13<sup>th</sup> March 2015.</b></p>	<p>Richard Ives</p> <p>Secretariat</p> <p>Members</p>
17.	<p><i>APoSM – Substance Misuse in an ageing population sub committee</i></p> <p>Members to submit themes to the secretariat to be considered for discussion with service users at the Community visit being held 23<sup>rd</sup> March 2015. <b>Deadline by Friday 13<sup>th</sup> March.</b></p>	Members
18.	<p><i>Carried forward from 5<sup>th</sup> December meeting, previous deadline was 12 January APoSM Annual Report</i></p> <p>Members to provide secretariat with biographical notes by <b>Monday 13<sup>th</sup> March</b></p>	Members
19.	<p>APoSM Logo</p> <p>Secretariat to finalise APoSM logo with Design by <b>Friday 13<sup>th</sup> March</b></p>	Secretariat
20.	<p>Secretariat to provide the Chair with copies of all minutes of the panel and sub committee meetings for review for the annual report by <b>6<sup>th</sup> March 2015.</b></p>	Secretariat
21.	<p><i>Welsh Government Alcohol Industry Network (WGAI)</i></p> <p>Substantive agenda item on the WGAIN to be discussed at the next meeting of APoSM <b>27<sup>th</sup> July.</b></p>	Secretariat
22.	<p>Secretariat to circulate to members a drafting standing report list by <b>31<sup>st</sup> March.</b></p>	