

OFFICIAL - SENSITIVE

Draft Minutes of the Advisory Panel on Substance Misuse (APoSM) Meeting held 27th July 2015

Attendees:

Chair:

Kyrie James (KJ)

Members:

Dr Rosemary Allgeier (RA)

Richard Ives (RI)

Dr Andrew Wilson (AW)

Ifor Glyn (IG)

Josie Smith (JS)

Professor Philip Routledge (PR)

Dave Doughty (DD)

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

Observer

Ali Mohamed (AM) ACMD Secretariat

Apologies

Members:

Professor Simon Moore (SM)

Ceri Phillips (CP)

Agenda Item 1: Welcome, Apologies and Opening Remarks

- 1.1 The Chair welcomed members and thanked them for attending. The Chair advised that Ceri Phillips had recently been co-opted to APoSM to provide expert advice as a health economist. Unfortunately he had been unable to attend the meeting. Members confirmed they had no conflicts of interest. The Chair asked for 'new conflicts of interest' to be a standing agenda item on future meetings. All apologies were noted.
- 1.2 The Chair advised members that RI had agreed to be interim Deputy Chair until the post can be advertised formally; she thanked him for covering during her recent illness and in particular for his work editing the Tramadol report and overseeing the older people work stream in her absence. The Chair advised she would also be writing to thank RI formally.
- 1.3 It was agreed that the dates of future APoSM meetings (both main and sub committee) would be circulated to members.

OFFICIAL - SENSITIVE

- 1.4 The Chair advised members the main purpose/outcome of the meeting was for members to consider the final Tramadol report; to receive updates on the Older People, Mentoring and Diversity and the Prescription Only Medicines work streams and to consider the establishment of a New Psychoactive Substances (NPS) sub committee. She also advised that members would receive updates on the draft Public Health Minimum Price for Alcohol (Wales) Bill and the Welsh Government Alcohol Industry Network (WGAIN). It was also noted that the APoSM constitution and induction briefing were on the agenda for discussion.

Action 4: Secretariat to ensure 'Conflict of Interest' remains a standing item on the agenda.

Action 5: Chair to send formal letter of thanks to RI.

Action 6 : Secretariat to circulate dates of future meetings to members

Agenda Item 2: Minutes of Last Meeting

- 2.1 The Chair advised members that the last meeting had been recorded as an 'informal' meeting as the Panel was not quorate. The Chair asked those members who had been absent to confirm that they were content with the actions which had been agreed at the meeting held 2nd March 2015. JS, IG and PR all confirmed they were content. The remaining members who had been present at the previous meeting agreed the minutes as a true and accurate record of proceedings. The Chair confirmed the notes would now be changed to 'formal'.

Agenda Item 3: Matters Arising

- 3.1 REDACTED provided members with an update on the actions/matters arising from the last main panel meeting held on 2nd March 2015. Actions which had not been completed (**Actions 1-3**) were carried forward and included in the Action list at Annex A.
- 3.2 REDACTED confirmed no suggestions for promoting APoSM had been received. Members discussed how they had included APoSM in presentations they had given and it was agreed that a single slide for use by members in presentations or teaching materials would be developed. The Chair and JS offered to share their presentations with IG who had agreed to draft the slide. REDACTED agreed to forward PR slide to IG.
- 3.3 REDACTED advised that final terms of reference for the review of the All Wales Schools Liaison Core Programme (AWSCLP) had not yet been finalised and the Welsh Government were working with the Police to achieve a consistent approach to the review that gave the Minister an overview of the effectiveness of the programme.
- 3.4 REDACTED reported that the APoSM website was ready to go live and agreed to share the content with the Chair for consideration.
- 3.5 REDACTED advised that the Public Appointment Unit had provided a breakdown of data following receipt of the equality and diversity forms. However, there were inaccuracies in the data and RA agreed she would write to REDACTED (from PAU) regarding the data and to seek clarification of the required numbers for training.

OFFICIAL - SENSITIVE

- 3.6 REDACTED confirmed he had been in touch with Leslie Brissett from the Tavistock Institute who had been due to deliver mentor training at the meeting. However, due to length of the agenda it had been agreed he would now attend the APoSM meeting in November. The Chair agreed to write to Leslie Brissett to apologise for any inconvenience.
- 3.7 RI reported he had attended two substance misuse delivery plan workshops, one of which had been specifically on children and young people. He advised that they were well run, with quality inputs at both events. IG added he had also received good feedback from the events. GH advised that high level outcomes have been agreed following the six stakeholder workshops and further consultation on specific actions is being undertaken throughout the Summer with Welsh Government colleagues and external stakeholders. The new plan will is expected to be subject to formal consultation in the autumn. RI agreed to consider the draft Delivery Plan when available and draft a letter for member's consideration prior to the main panel meeting in November. It was agreed the draft 'Delivery Plan' would be placed on the agenda for the November meeting.
- 3.8 RA reported on her attendance at the ACMD main meeting held in Cardiff on 3rd July 2015. She advised that only two or three member's of the public had attended the 'public' part of the meeting. The press had not been in attendance either. The main topic of discussion had been the Psychoactive Substances Bill where there had much debate.

Action 7: Chair and JS agreed to forward secretariat their presentations who would forward to IG along with PR's presentation to the OAD conference by 15th August 2015.

Action 8: IG to draft one slide about APoSM by 31 August 2015.

Action 9: REDACTED to send the APoSM web pages to the Chair by 15th August 2015.

Action 10: Chair to write to Leslie Brissett to apologise by 31st August 2015.

Action 11: Secretariat to send RI the draft Delivery Plan when available for his consideration.

Action 12: RI to consider the draft Delivery Plan and draft a letter from APoSM for consideration at the November 2015 meeting.

Action 13: Secretariat to place the Substance Misuse Delivery Plan on the agenda for the November meeting.

Agenda Item 4: Sub Committee Updates

- 4.1 The Chair invited the leads of the sub committees to give an update on their respective work areas.
- **Tramadol**
- 4.2 PR advised that the final version of the Tramadol report had been circulated for member's consideration. He thanked RI for his role in editing the report. JS questioned whether the report should contain more recent drug-related death data when published in September/October. It was agreed that a caveat sentence would be included in the accompanying letter to address the issue.
- 4.3 Members discussed the logistics for submitting the report and raised concerns about the delays in taking forward the second part of the work about

OFFICIAL - SENSITIVE

prescription only medicines. REDACTED advised that this would be picked up in the letter submitting the Tramadol report to the Minister.

- 4.4 As members had not had sufficient time to consider the final Tramadol report it was agreed it would be circulated to members (once RI comments had been taken on board) for comment and clearance by the 12th August.

Action 14: Secretariat to circulate final Tramadol report for comment and sign off. Responses to be submitted by close of play 12th August 2015 and PR to consider including a sentence regarding data in the letter submitting the report to the Deputy Minister for Health.

- **Prescription-only Medicines**

- 4.3 PR reported that the sub committee had met once and a letter seeking written evidence from those who had been contacted for the Tramadol report would be issued shortly. He anticipated the final report would be ready to be sent to the Deputy Minister for Health in March 2016.

- **Mentoring and Diversity**

- 4.4 The Chair reminded those members who had been mentored to submit their forms. RA advised that all the forms were ready but added she wanted to make final adjustments to them following some initial feedback she had received. She agreed to forward the final three documents to the Chair for her consideration following her meeting with REDACTED.

- 4.5 The Chair thanked RA for all her work on the forms and commented she was hopeful that the scheme would be successful.

Action 15: RA to meet REDACTED to finalise Mentoring and Diversity documents and pass to the Chair for her consideration by 15th August 2015.

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

- 4.6 AW reported he had now received the sections from JS and RA and was now only awaiting the alcohol section from SM, following which he would be able to circulate a first draft to Sub Committee members by 14th August 2015. RI advised he was hopeful a final draft report would be available mid October prior to being submitted to the main panel for sign off at the November meeting, although there was further discussion on recommendations needed

- 4.7 The Chair thanked all the leads for their hard work and in particular RI who had stepped in to help with the older people work stream at short notice.

Agenda Item 5: Update on the draft Public Health (Minimum Price for Alcohol) (Wales) Bill Consultation

- 5.1 The Chair invited TB to give an update on the Public Health (Minimum Price for Alcohol) (Wales) Bill consultation. TB reported that the First Minister had confirmed during the debate on the legislative programme on 28th April 2015 that minimum unit pricing (MUP) would be a stand alone piece of legislation. TB explained that this was due to wider implications that must be taken into account due to the situation in Scotland where similar legislation namely, the Alcohol (Minimum Pricing) (Scotland) Act 2012, has been referred to the

OFFICIAL - SENSITIVE

Court of Justice of the European Union, for consideration on EU law. There is some uncertainty about the timing of this European judgement where it is understood that it could be early 2016 before the outcome is known and were the judgment to go against the Scottish Government then that would clearly have implications for the Welsh Government Bill. Subsequently, the draft Public Health (Minimum Price for Alcohol) (Wales) Bill was published and launched at the Alcohol Treatment Centre in Cardiff on 15 July. TB informed members that the draft Bill proposes:-

- A formula for calculating the MUP using the Alcohol by Volume (ABV) measure;
- Powers for Welsh Ministers to make subordinate legislation to set the MUP for alcohol sold or supplied in Wales;
- A duty on local authorities to appoint authorised officers (AOs) to enforce the MUP and powers to prosecute;
- A duty on local authorities to enforce the MUP, including provision for powers of entry for AOs, an offence of obstructing an AO, and the power to issue fixed penalty notices..

The consultation would run until 11th December and it was anticipated that the summary of public consultation responses would be published summer 2016.

- 5.2 RI commented that the APoSM MUP report had been a good piece of work and that he was pleased to see the APoSM recommendations were prominent in the consultation. He sought clarification whether the APoSM recommendation for a review body had been included. TB clarified that it was accepted that a mechanism for reviewing the price at which MUP was set was needed but no formal decision on the detail of this had been agreed. Following discussion JS agreed to draft a letter to the Minister about the APoSM recommendation calling for a 'review body' which would be circulated to the MUP sub committee for comment prior to submitting it to the Deputy Minister.

Action 16: JS to draft letter for circulation to the MUP sub committee regarding their recommendation for a 'review body' for MUP.

Agenda Item 6: New Psychoactive Substances (NPS)

- 6.1 The Chair advised that the correspondence between ACMD and Home Office had been circulated to members along with the draft NPS Bill introduced to the House of Commons and the Health and Social Services Committee Inquiry into NPS to aid discussion about the priorities for the new NPS Sub Committee to be established. AM reported the NPS Bill had been introduced in the House of Commons and it was anticipated the legislative process would complete by 15th December 2015 with implementation in April 2016. Since the introduction of the Bill, correspondence had been exchanged between ACMD and Home Office and in particular about the definition within the Bill. The Chair thanked AM for his update. It was agreed PR would attend the next ACMD NPS meeting on 22nd October 2015.
- 6.2 DD and AW reminded members that they had met with Dr Gibbons from ACMD about the ACMD's work on NPS and agreed to circulate their report to members for information. Following discussion about the NPS Bill it was agreed APoSM would send a letter raising concerns regarding the definition,

OFFICIAL - SENSITIVE

the implications for WEDINOS and that there is no requirement in the proposed Bill about the evidence of harm of psychoactive drug use. JS agreed to draft a letter for DD and PR to send to the Deputy Health Minister.

- 6.3 The Chair asked PR and DD to jointly lead a new APoSM Sub Committee on NPS and asked for volunteers to be involved in this particular work stream. Members were asked to e-mail DD and PR their three bullet points of what they would bring to the sub committee if they were interested in participating in the Sub Committee.
- 6.4 Following discussion, it was agreed to build in the effects of the new NPS legislation into the terms of reference for the new Sub Committee and circulate to panel members by the end of August.

Action 17: Members to e-mail DD and PR with 3 bullet points should they wish to be considered for membership of the NPS Sub Committee by 31st August 2015.

Action 18: DD&AW to circulate their report following their meeting with Dr Gibbon about the ACMD work on NPS by 31st August 2015.

Action 19: JS to draft a letter from APoSM to the Deputy Minister for Health on the proposed NPS legislation by 7th August 2015.

Action 20: DD & PR to draft ToR for the NPS sub committee for consideration by the main panel members by 31st August 2015

Action 21: PR to attend the ACMD NPS meeting 22nd October 2015

Agenda Item 7: Welsh Government Alcohol Industry Network

- 7.1 The Chair invited TB to present on the Welsh Government Alcohol Industry Network (WGAIN). TB advised that WGAIN had met twice and relationships were developing. The Network mirrored the one established in Scotland and it was noted that membership did not include Public Health colleagues. TB reported that WGAIN had shared information about initiatives one of which was Community Alcohol Partnerships (CAPs) and as a result the Welsh Government was exploring the possibility of developing further CAPs with industry colleagues. It was noted that the next meeting would be held in September at which Minimum Unit Pricing would be a substantial item on the agenda.

Agenda Item 8: Constitution

- 8.1 The Chair sought member's views on the amended constitution and in particular to the 'tracked changes' to the terms of appointment and appraisals sections. Members discussed the merits of including the number of days in the constitution, the number of members required to be present to make meetings quorate and the frequency of member's appraisals. KJ advised that she would meet with RI to revise the wording of the constitution in light of discussions and circulate to the panel for further comment but stressed that she would not be able to accommodate annual appraisals due to time concerns. She reminded members that following agreement to the revisions by the panel, the final constitution would need to be signed of by the Deputy Minister.

Action 22: Chair and RI to meet to discuss the constitution further prior to circulation to members by 31st August 2015.

OFFICIAL - SENSITIVE

Agenda Item 9: Induction Briefing

9.1 The Chair asked for the Terms of appointment attached to the Induction briefing to be withdrawn and for web links to be inserted as agreed at the Leads meeting held on 3rd July 2015. The Chair advised she would resend the induction briefing to members for their consideration once she had reviewed.

Action 23: Chair to review and recirculate the Induction Briefing paper to members by 31st August 2015

Agenda Item 10: Recruitment

10.1 The Chair advised members that she intended to advertise and recruit further APoSM members over the summer. She agreed to e-mail members about future membership and recruitment along with the revised constitution.

Action 24: Chair to e-mail members about appointments together with the revised constitution by 31st August 2015

Agenda Item 11: Any Other Business

No issues were raised.

Date of next meeting

The next meeting will be held Monday 23rd November, in the Welsh Government office, Cathays Park, Cardiff.

OFFICIAL - SENSITIVE

ANNEX A

**Actions from the Advisory Panel on Substance Misuse Meeting held
Monday 27th July 2015**

1	<p><i>Carried forward Action 6 from the meeting held 5th December .Original deadline for response was 31st 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 Friday 31st March 2015</p>	Josie Smith
2.	<p><i>Carried forward Action 7 from the meeting held 5th December. Original deadline for response was 22nd December.</i></p> <p>Members to submit suggestions for routine reports to JS by Friday 13th March 2015.</p>	All Members
3.	<p><i>Carried forward Action 12 from the meeting held 5th December 2015. Original deadline was 31st 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 Friday 13th March 2015.</p>	Secretariat
4.	Secretariat to ensure 'Conflict of Interest' remains a standing item on the agenda.	
5.	Chair to send formal letter of thanks to RI.	
6.	Secretariat to circulate dates of future meetings to members	
7.	Chair and JS agreed to forward secretariat their presentations who would forward to IG along with PR's presentation to the OAD conference by 15 th August 2015.	
8.	IG to draft one slide about APoSM by 31 August 2015.	
9.	REDACTED to send the APoSM web pages to the Chair by 15 th August 2015.	
10.	Chair to write to Leslie Brissett to apologise by 31 st August 2015.	

OFFICIAL - SENSITIVE

11.	Secretariat to send RI the draft Delivery Plan when available for his consideration.	
12.	RI to consider the draft Delivery Plan and draft a letter from APoSM for consideration at the November 2015 meeting.	
13.	Secretariat to place the Substance Misuse Delivery Plan on the agenda for the November meeting.	
14.	Secretariat to circulate final Tramadol report for comment and sign off. Responses to be submitted by close of play 12 th August 2015 and PR to consider including a sentence regarding data in the letter submitting the report to the Deputy Minister for Health.	
15.	RA to meet REDACTED to finalise Mentoring and Diversity documents and pass to the Chair for her consideration by 15 th August 2015.	
16.	JS to draft letter for circulation to the MUP sub committee regarding their recommendation for a 'review body' for MUP.	
17.	Members to e-mail DD and PR with 3 bullet points should they wish to be considered for membership of the NPS Sub Committee by 31 st August 2015.	
18.	DD&AW to circulate their report following their meeting with Dr Gibbon about the ACMD work on NPS by 31 st August 2015.	
19.	JS to draft a letter from APoSM to the Deputy Minister for Health on the proposed NPS legislation by 7 th August 2015.	
20.	DD & PR to draft ToR for the NPS sub committee for consideration by the main panel members by 31 st August 2015	
21	PR to attend the ACMD NPS meeting 22 nd October 2015	
22	Chair and RI to meet to discuss the constitution further prior to circulation to members by 31 st August 2015.	
23	Chair to review and recirculate the Induction Briefing paper to members by 31 st August 2015	
24	Chair to e-mail members about appointments together with the revised constitution by 31 st August 2015	