

**Minutes of the Advisory Panel on Substance Misuse (APoSM) Main
Panel meeting
Monday 23rd November 2015 (11:00 – 15:00)
Conference Room 5, Cathays Park 2**

Attendees

Chair

Kyrie James (KJ)

Members

Josie Smith (JS)
Dave Doughty (DD)
Andrew Wilson (AW)
Richard Ives (RI)
Philip Routledge (PR)
Rosemary Allgeier (RA)

Welsh Government Officials

REDACTED (REDACTED)
REDACTED (REDACTED)

The Deputy Minister for Health, Vaughan Gething AM, attended at the start of the meeting.

Apologies

Members

Professor Simon Moore (SM)
Ceri Phillips (CP)
Ifor Glyn (IG)

Welsh Government Officials

Tracey Breheny
Sarah Watkins

Conflicts of interest

None declared

Agenda Item 1 – Welcome, Introductions and Apologies

- 1.1 The Chair welcomed members to the meeting and thanked them for attending. Apologies were also noted from SM, CP, TB, IG and SW.
- 1.2 The Chair advised that IG would be stepping back from APoSM meetings until February 2016 as he had limited capacity due to the ongoing merger between his organisation SANDS Cymru and Drugaid. Members noted that IG had confirmed that he was still committed to reviewing and commenting on the ageing population sub committee draft report.

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- 1.3 The Chair thanked RI for deputising during her illness and expressed her gratitude to both RI and PR for ensuring that the APoSM Tramadol report was published in her absence.
- 1.4 The Chair asked the panel to review their register of interest forms, advising that all employment and all sources of funding (including with/from the Welsh Government) should be declared, to the secretariat by close of play 27 November 2015.

Action Point 1	Members to review their completed register of interest forms by close of play Friday 27 November 2015
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- 1.5 RA advised that Roger Walker, the Chief Pharmaceutical Officer would be retiring at the end of December 2015. The Chair advised that she and PR would need to draft a letter to the new Chief Pharmaceutical Officer inviting him to attend APoSM, when he/she takes up post.

Action Point 2	Chair and PR to draft letter to the new Chief Pharmaceutical Officer when he/she takes up post.
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Agenda Item 2 – Vaughan Gething AM, Deputy Minister for Health

- 2.1 The Deputy Minister for Health, Vaughan Gething AM, addressed the Panel thanking them for all their hard work and commitment over the last few years, noting that it was unpaid, long hours and that some members travelled long distances to give their time to APoSM.
- 2.2 VG added that he believed that the work of the panel was making a difference and was supporting the Welsh Government to drive forward its substance misuse agenda citing the minimum unit price report as an example where the work of the panel had informed the evidence base for the draft Public Health (Minimum Price for Alcohol) (Wales) Bill.
- 2.3 VG advised that he was encouraged by the progress that had been made on the substance misuse agenda referencing the improvements in waiting times and reductions in alcohol and drug related deaths as areas where an impact had been made.
- 2.4 VG confirmed that the substance misuse delivery plan 2016-18 would be out for consultation shortly and would set out what additional measures the Welsh Government would be taking with Public Health Wales, local health boards and other stakeholders to further raise awareness and help prevent the harms associated with substance misuse.
- 2.5 VG thanked the panel for agreeing to evaluate the Health and Social Care Committee's recommendations on NPS and provide advice on areas for development and improvement.

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- 2.6 VG concluded by reiterating his thanks to members for the excellent work that they undertake and that he looked forward to working with members in the months and years ahead.
- 2.7 The Chair thanked the Deputy Minister for addressing the meeting, and invited members of the Panel to ask questions to the Deputy Minister. JS began by asking if poverty was closely aligned to substance misuse, and if there was more APoSM could do. VG responded that there was always more that could be done but that he did not believe substance misuse was limited to poverty and that people from all different kinds of background were affected.
- 2.3 PR referred to the POMs evidence gathering day that was scheduled for the following day on 24th November 2015 and asked if the Deputy Minister had found the Tramadol report useful. The Deputy Minister confirmed that it had been and that the Health and Social Care Committee members had maintained an interest in this area of work, making reference to it during the plenary debate in October 2015.
- 2.4 RI stated that APoSM were due to set up a sub committee to look at education and young people in the new year, and asked whether the Deputy Minister would find it useful if panel were to review both delivery and content of substance misuse education as whole. The Deputy Minister responded by acknowledging that the panel only had limited capacity and resources and would therefore need to consider along with other priorities.
- 2.5 The Chair concluded the discussion by thanking the Deputy Minister for attending the meeting.

Agenda Item 3 – Minutes of Last Meeting

- 3.1 The Panel agreed that the minutes recorded from the previous meeting held 27 July 2015 were agreed as a true and accurate record.

Agenda Item 4 – Matters Arising

- 4.1 The Panel considered the list of outstanding action points from the previous meeting held on 27 July 2015.
- 4.2 **Action Point 2** – the action for members to submit suggestions for routine reports to JS has been closed.
- 4.3 **Action Point 8** – RA agreed to draft a slide on information about APoSM.
- 4.4 **Action Point 9** – the APoSM web pages had been sent to the Chair for clearance during her absence. She agreed to clear the pages and send to the Panel for comment.

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- 4.5 **Action Point 10** – Training session from Leslie Brissett from the Tavistock Institute had been postponed until the July 2016 meeting.
- 4.6 **Action Point 16** – JS sought clarification on the content of the review body letter regarding Minimum Unit Pricing (MUP). JS agreed to action before the next panel meeting.
- 4.7 **Action Point 22** – the action for the Chair and RI to meet and discuss the constitution has been completed.
- 4.8 **Action Point 23** – the Chair agreed to review and recirculate the Induction Briefing paper to members by 27 November 2015.
- 4.10 **Action Point 24** – this was an action for the Chair to e-mail members about appointments together with the revised constitution. It was agreed to close this action as appointments and the constitution was on the agenda for discussion at this meeting.

Action Point 3	JS to draft letter for circulation to the MUP sub committee regarding their recommendation for a 'review body' for MUP.
Action Point 4	RA to draft one slide about APoSM.
Action Point 5	Chair to clear APoSM website content and send to panel for comment
Action Point 6	Secretariat to place Tavistock training as an agenda item for the July APoSM Main Panel meeting, and provide a steer for Leslie Brissett.
Action Point 7	Chair to review and recirculate the Induction Briefing paper to members by 27 November 2015

Agenda Item 5 – Sub Committee Chair Updates

- 5.1 The Chair asked each of the leads to provide updates for their sub committees since the last APoSM Main Panel meeting.
- 5.2 **Prescription Only Medicines (PR)** – PR reminded the Panel that he and the secretariat had arranged for the APoSM POMs evidence gathering day to take place the following day on 24 November 2015. He stated that they had experienced difficulty in getting enough people to present due to their busy schedules, but that he was also satisfied with the quality of evidence which would be provided on the day. The Proprietary Association of Great Britain (PAGB) were invited to attend but were unable to, however they had agreed to assist APoSM after the evidence gathering day. The Chair agreed to ask Zahi Sulaiman and Ali Mohammed from ACMD for the name of their contact at Reckitt Benckiser and send the details to PR. The Chair concluded by thanking

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PR and RI once more for ensuring that the APoSM Tramadol report was published.

Action Point 8	Chair to contact Zahi Sulaiman and Ali Mohammed at ACMD and ask for their contact name from Reckitt Benckiser, and forward details to PR
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5.3 **Mentoring and Diversity (RA)** – RA agreed to update the mentors/mentees list and send to the Chair.

Action Point 9	RA to update the mentors/mentees list and send to the Chair
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5.4 **Ageing Population (RI/AW)** – RI confirmed that the Ageing Population sub committee had met on 13 October 2015 to edit version 4 of the report. The sub committee had agreed that the report would need more work before publication – each of the sub committee members had been assigned a section of the report to amend and send to the secretariat to compile into a new version. The Chair concluded by thanking AW and RI for their work on editing the report. RI also wished to thank the sub committee members for their help. A final editorial meeting has been scheduled to take place on 19 January 2016.

5.5 **New Psychoactive Substances (DD)** – the inaugural meeting of the NPS sub committee was scheduled to take place after the APoSM Main Panel meeting. KJ confirmed that the NPS sub committee would be the first standing APoSM sub committee, and that they had been sent a draft copy of terms of reference for the sub committee by the secretariat. Both PR and DD confirmed that they were happy with the draft terms of reference. The Chair reminded them to liaise closely with the ACMD NPS sub committee for ongoing work.

Agenda Item 6 - Lunch

Agenda Item 7 – Welsh Government Update

7.1 The chair invited REDACTED to provide a Welsh Government policy update.

7.2 **Welsh Government Alcohol Industry Network (WGAIN)** – REDACTED advised that WGAIN had been established primarily to work together with the Alcohol industry to deliver on the Public Health Responsibility Deal pledges in Wales. He clarified that it was an information exchange forum, and not a policy development making forum. Members noted that this included challenging the industry where information had been received that alleged pledges were being breached in wales. The Chair advised that the minutes from the

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WGAIN minutes would also need to be included on the list of standing reports.

- 7.3 **Substance Misuse Delivery Plan 2016-18** – REDACTED advised that the SM delivery plan 2016-18 would be subject to a 12 week consultation which would commence pre Christmas.
- 7.4 **Wales Bill** – REDACTED reported that the discussions over the Wales Bill were ongoing, highlighting that the current wording around alcohol in the reservations schedule were more restrictive than the current devolution arrangements.
- 7.5 **Draft Public Health (Minimum Unit Price for Alcohol) (Wales) Bill** – REDACTED reminded members that the consultation would close on 11 December 2015 and that a consultation summary would be published in the Spring.
- 7.6 **Community Alcohol Partnership (CAPs)** – REDACTED advised members that the Welsh Government would be supporting a further 4 CAPs in Wales and had invited bids to tackle the problems caused by underage drinking and associated anti-social behaviour. Communities, local agencies and businesses are encouraged to work together to identify and deal with underage drinking problems in their area. Many are already coming up with creative solutions, working with business, local communities and agencies.

Action Point 10	JS to add the minutes from previous WGAIN meetings on the list of APoSM standing reports
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Agenda Item 8 – List of key publications

- 8.1 The Chair informed the Panel that she and JS had created a list of key publications at the formation of the new panel in 2013, and that JS had since updated the list. The Chair asked members to review the list and consider any further useful reports to be added by close of play 27 November 2015.

Action Point 11	All members to consider new reports to be added to the list of key substance misuse publications by 27 November 2015
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- 8.2 The Chair also advised that the list would need to include more data from the Police. Concerns were raised over whether the list could include confidential reports – the Chair confirmed it could. She agreed to liaise with Simon Bray, the Metropolitan Police commander who sits on ACMD, to seek any confidential reports which could be added to the list.

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Action Point 12	Chair to liaise with Simon Bray at ACMD to seek confidential police reports to add to the key publications list
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8.3 The Chair asked each of the Panel members to liaise with the following contacts to seek reports to be added to the list:

- JS to liaise with Gold Command to seek information from Prisons and Probations
- RI to contact ESPAD (European School Survey Project on Alcohol and Other Drugs)
- AW to seek reports on forensics
- The secretariat agreed to liaise with the Police Liaison team in Welsh Government

The Chair also advised that the list would need to be cross-referenced and checked with ACMD.

Action Point 14	JS to liaise with Gold Command to seek Prisons and Probations reports by 27 November 2015
Action Point 15	RI to contact ESPAD to seek reports for the key publications list by 27 November 2015
Action Point 16	AW to seek reports on forensics for the key publications list by 27 November 2015
Action Point 17	Secretariat to liaise with Police Liaison Team at Welsh Government to seek reports for the key publications list by 27 November 2015

Agenda Item 9 – Revised Constitution

9.1 The Chair invited Panel members to comment on the revised constitution. She stressed that the Panel would need to agree the revised constitution by the end of the meeting, so that the secretariat could commence with the recruitment for the remaining APoSM posts, following agreement of the revised constitution by the Minister.

9.2 The Panel members discussed the issues around the quorum amount for APoSM Main Panel meetings. It was agreed as a general rule that a quorum amount for an APoSM meeting would include half of the total of substantive members attending plus one. Panel members highlighted an issue with paragraph 34, where panel meetings were quorate if attended by six members – they questioned how this this would be possible when paragraph 12 mentioned that the Panel consist of not less than eight and not more than twelve members. The Chair argued that APoSM should not provide advice to the Minister when less than six members had agreed a vote. RI felt that it was important that the constitution include mention of co-opted members' voting rights, as voting is an important procedural matter for the Panel.

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The Chair also argued that while the work undertaken by co-opted members was invaluable to APoSM, differentiating between 'substantive' and 'co-opted' members in the constitution would cause problems with voting in future meetings. She also confirmed that retrospective ratification had been added to the revised constitution.

- 9.3 Following a robust discussion, members agreed that paragraph 15 of the revised constitution would be amended to include mention that 'co-opted members are set by the Chair, and are a non-voting position'. Paragraph 34 would also be amended to state that a meeting would be quorate if half of substantive members plus one were attending, subject to no less than six members.
- 9.4 The Chair thanked the Panel members for their contributions, and agreed to amend paragraphs 15 and 34 of the revised constitution with members' suggestions, and send to the Panel for their agreement as an action point. She also reminded substantive members that it was imperative they attend the dates scheduled for the APoSM Main Panel meetings in 2016, to ensure the meetings are quorate.

Action Point 18	Chair to amend paragraphs 15 and 34 of the revised constitution, and send to Panel members for their agreement
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Agenda Item 10 – Recruitment Update and Pre Election Period

- 10.1 REDACTED informed the panel that all Welsh Government public appointments needed to be completed prior to the start of the pre election period on 6 April 2016. He advised that APoSM would not be able to undertake recruitment or re-appointments after this date, until a new government had been formed. He also reminded members that recruitment and advertisements for APoSM appointments would need to be completed by 25th March at the latest (due to the Easter holidays), and advised that new appointments exercises would need to be expedited.
- 10.2 Members agreed to prioritise the appointment of four posts before the pre-election deadline, namely the posts for: chemist; pharmacologist; clinician (psychologist or psychiatrist); and a Police member.
- 10.3 PR questioned if the pre-election deadlines would affect the publication date for the APoSM POMs report. It was confirmed that it would not, as only public appointments would be affected.
- 10.4 Further discussion led to the difficulty in obtaining data for Over the Counter medicines (OTCs). PR asked if it would be possible to write the section on OTCs as an addendum, in order to meet the deadline for the POMs report. JS argued that OTC medicines, such as

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paracetamol, were covered in the main report. In light of this, the panel also agreed that the Chair would not need to write to the Deputy Minister regarding OTCs.

Agenda Item 11 – Any Other Business

11.1 The Chair asked the secretariat to send the APoSM NPS meeting dates to Ali Mohammed, Zahi Sulaiman and the ACMD Chair Les Iversen.

Action Point 19	Secretariat to send forthcoming APoSM NPS meeting dates to Ali Mohammed, Zahi Sulaiman and the ACMD Chair Les Iversen.
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11.2 RA stated that she would need to send her apologies for the POMs Evidence Gathering Day on 24th November 2015. Dave Doughty also gave his apologies for the Ageing Population sub committee meeting scheduled for the 19th January 2016.

11.3 The Chair concluded the meeting, and thanked members for attending.

Dates of next APoSM Main Panel meetings in 2016 (all meetings to be held in the Welsh Government office in Cathays Park, Cardiff)

- 10th February 2016
- 13th June 2016
- 17th October 2016

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Action Point Summary

No	Action Point	Responsible individual
1	Members to review their completed register of interest forms to include mention of Welsh Government employment and funding sources, and submit to the secretariat by close of play Friday 27 November	All members
2	Chair and PR to draft letter to the new Chief Pharmaceutical Officer	Chair/PR
3	JS to draft letter for circulation to the MUP sub committee regarding their recommendation for a 'review body' for MUP.	JS
4	RA to draft one slide about APoSM	RA
5	Chair to clear APoSM website content and send to panel for comment	Chair
6	Secretariat to place Tavistock training as an agenda item for the next APoSM Main Panel meeting, and provide a steer for Leslie Brissett	Secretariat
7	Chair to clear JS' letter from APoSM to the Deputy Minister for Health on the proposed NPS legislation	Chair
8	Chair to review and recirculate the Induction Briefing paper to members by 27 November 2015	Chair
9	Chair to contact Zahi Sulaiman and Ali Mohammed at ACMD and ask for their contact name from Reckitt Benckiser, and forward details to PR	Chair
10	RA to update the mentors/mentees list and send to the Chair	RA
11	Secretariat to place the minutes from previous WGAIN meetings on the list of APoSM standing reports	Secretariat
12	All members to consider new reports to be added to the list of key publications by 27 November 2015	All members
13	Chair to liaise with Simon Bray at ACMD to seek confidential police reports to add to the key publications list	Chair
14	JS to liaise with Gold Command to seek Prisons and Probations reports by 27 November 2015	JS
15	RI to contact ESPAD to seek reports for the key publications list by 27 November 2015	RI
16	AW to seek reports on forensics for the key publications list by 27 November 2015	AW
17	Secretariat to liaise with Police Liaison Team at Welsh Government to seek reports for the key publications list by 27 November 2015	Secretariat
18	Chair to amend paragraphs 15 and 34 of the revised constitution, and send to Panel members for their agreement	Chair
19	Secretariat to send forthcoming APoSM NPS meeting	Secretariat

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	dates to Ali Mohammed, Zahi Sulaiman and the ACMD Chair Les Iversen.	
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