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**Minutes of the Advisory Panel on Substance Misuse (APoSM) Main
Panel Meeting
Monday 13th June 2016 (13:00pm – 17:00pm)
Caerdydd 3, Cathays Park 2**

Attendees

Chair

Kyrie James (KJ)

Members

Dr Dave Doughty (DD)
Professor Simon Moore (SM)
Ifor Glyn (IG)
Chief Constable Mark Polin (MP)
Richard Ives (RI)
Rosemary Allgeier (RA)
Dr Julia Lewis (JL)
Andrew Wilson (AW)

Welsh Government Officials

Tracey Breheny (TB)
REDACTED (REDACTED)
REDACTED (REDACTED)
REDACTED (REDACTED)
REDACTED (REDACTED)

APoSM Mentees

Karen Ozatti (KO)
Dr Simon Young (SY)

Observer

Linsey Urquhart (LU) ACMD Secretariat

Apologies

Members

Professor Philip Routledge (PR)
Josie Smith (JS)
Ceri Phillips (CP)

Conflicts of interest

None declared

Agenda Item 1 – Lunch

Agenda Item 2 - Welcome, Introductions and Apologies

2.1 The Chair welcomed members to the meeting and thanked them for attending. All apologies were noted.

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- 2.2 The Chair congratulated the three newly appointed members on the Panel, namely DD, PR and JL. The Chair welcomed JL to her first meeting of the Panel. The Chair also extended a warm welcome to MP who, following unanimous support from each of the Sub Committee Leads, had agreed to be co-opted onto the main Panel.
- 2.3 The Chair also welcomed KO and SY who were attending the meeting in an observer capacity as part of the APoSM Mentoring Scheme. The Chair advised members that KO and SY were being mentored by IG and DD respectively.
- 2.4 The Chair welcomed LU from the Advisory Council on the Misuse of Drugs (ACMD). The Chair advised members that LU had been invited to the meeting in order to continue the links already forged between the Welsh Government and UK Government, via APoSM and ACMD.
- 2.5 The Chair advised members that this would be the last meeting for REDACTED in his role as Head of Substance Misuse Policy and Finance within Welsh Government. The Chair expressed her thanks for all the advice and support she had received since taking up her role as Chair of the Panel. Members also acknowledged the level of support from REDACTED and wished him well in his new post. The Chair then welcomed REDACTED to his first day in post as the new Head of Substance Misuse Policy & Finance.
- 2.6 The Chair invited newly appointed members to give a presentation on their background, qualifications and expertise. The Chair also invited all other members to give a short synopsis of their expertise and experience for the benefit of new members. REDACTED provided information on the expertise of those members who were not in attendance.
- 2.7 The Chair advised members that the main purpose of the meeting was to receive an update from Sub Committee Leads along with an update on Welsh Government policy, a discussion on the appointment of a Deputy Chair and the general communication/marketing of APoSM.
- 2.8 The Chair asked whether any member had any conflict of interest to declare. None were declared. The Chair advised members that if they were unclear as to what may be considered as a conflict of interest, they should review the '*Code of Conduct for Board Members of Public Bodies*' issued by Cabinet Office in June 2011.
- 2.9 The Chair asked members to confirm whether they had any objections to photos being taken during the course of the meeting for use in APoSM's Review Report. No objections were received.

Agenda Item 3 – Minutes of Last Meeting / Matters Arising

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- 3.1 The Panel agreed that the minutes recorded from the previous meeting held on 10th February 2016 were a true and accurate record.
- 3.2 The Panel considered the list of outstanding action points from the previous meeting held on 10th February 2016.
- 3.3 **Action Point 3** – RA advised members that she had now completed the marketing slide on APoSM, however, she felt that this may now have been overtaken by the ‘APoSM Marketing and Communication Strategy’ drafted by IG (to be presented under agenda item 10). However, RA confirmed that she was happy for the marketing slide to be circulated to members if required.
- 3.4 **Action Point 9/10/11** – The Chair advised that these actions would be addressed via the Ageing Population Sub Committee update under agenda item 6.
- 3.5 **Action Point 16** – REDACTED provided members with an update on progress in relation to the revision of APoSM’s constitution and the outcome of discussions with Welsh Government lawyers. REDACTED advised that there had been lots of debate between lawyers, colleagues in the Welsh Government Public Appointments Unit (PAU) and officials. The debate focused on linking the constitution to the Terms and Conditions of Appointment for members and also taking into consideration the forthcoming proposed changes to the Office of the Commissioner for Public Appointments (OCPA) guidance.

REDACTED stated that given this was not as straightforward as originally hoped, this had meant that this piece of work had not progressed as quickly as officials would have liked. However, REDACTED confirmed that officials would continue to push this work forward and would keep members updated.

Action Point 1	Secretariat to keep members updated on progress relating to the revision of the constitution of APoSM.
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Agenda Item 4 – New Ministerial Arrangements

- 4.1 TB advised members that following the recent Welsh Government election, Vaughan Gething AM (the previous Deputy Minister for Health) had been appointed as the new Cabinet Secretary for Health, Well-being and Sport. Rebecca Evans AM, had been appointed as the Minister for Social Services and Public Health and would be the lead in respect of substance misuse. TB confirmed that the new Minister had a range of responsibilities within her portfolio and that she was currently aiming to get out and visit services first hand.

Agenda Item 5 – Welsh Government Update

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- 5.1 The Chair invited TB and REDACTED to provide an update on Welsh Government policy.
- 5.2 **Draft Public Health (Minimum Unit Price for Alcohol) (Wales) Bill** – TB confirmed that the Welsh Government was still interested in legislating in this area. TB stated that Welsh Government officials would continue to monitor developments in Scotland, particularly the outcome of the Scottish Court's consideration of the ruling from the Court of Justice of the European Union, indicating that it will be for the Scottish domestic courts to take a final decision on minimum unit pricing.
- 5.3 **UK Government Wales Bill** – TB advised members that the Welsh Government was continuing to make the case for devolution of alcohol licensing due to the strong public health considerations and have continued to pursue this, as part of the Wales Bill process 'negotiations'. TB advised members that the wording in the Wales Bill had been tightened in that it currently reserves the sale and supply of alcohol to the UK Government. TB informed members that the First Minister had written to the Secretary of State to express his disappointment and reiterate the areas that Welsh Government would like included.

SM queried whether the change in wording would eliminate the option to introduce minimum unit pricing in Wales. TB stated that it would make it more difficult but that Welsh Government would then consider alternative options.

- 5.4 **Substance Misuse Delivery Plan 2016-18 / Development of New Substance Misuse Strategy** – TB advised members that the consultation on the Substance Misuse Delivery Plan 2016-18 closed on 30th March 2016 and that 50 responses had been received. TB stated that officials were now working on finalising the document in light of the comments received. However, TB confirmed that it was unlikely that a final version would be published before summer recess.

Agenda Item 6 – Sub Committee Lead Updates

- 6.1 The Chair asked each of the leads to provide an update for their sub committees following the last APoSM Main Panel meeting.
- 6.2 **Prescription Only Medicines (PR)** – JH provided an update on behalf of PR. JH informed members that she had discussed progress in relation to the report on 'Prescription Only Medicines' (POMs) with PR prior to the meeting. PR had confirmed that he was in the process of e-mailing members of the POMs Sub Committee in order to 'chase' outstanding contributions to the report.

JL expressed her interest in becoming a member of the POMs Sub Committee. The Secretariat agreed to bring this to the attention of PR.

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Action Point 2	Secretariat to inform PR of JL's interest in becoming a member of the POMs Sub Committee.
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6.3 **Mentoring and Diversity (RA)** – RA stated that work on the Mentoring and Diversity Scheme had been ongoing for some time. RA advised members that the scheme was aimed at both future external public appointment candidates/new appointees and the personal/professional development of existing APoSM members.

RA advised members that in the past year, four APoSM members had taken up the opportunity to be mentored by members of the Advisory Council on the Misuse of Drugs (ACMD). RA also confirmed that there were three current mentor/mentee partnerships on the scheme, namely:

- DD mentoring SY
- IG mentoring KO
- KJ mentoring JL

RA requested that those members who have not yet completed the relevant forms as part of the scheme, do so as soon as possible and return to the Secretariat.

Action Point 3	Members who have not completed the relevant forms for the Mentoring and Diversity scheme, to complete and return to the Secretariat as soon as possible.
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RA informed members that the full documentation supporting the scheme had now been signed off and needed to be translated before being published on the APOSM page of the Welsh Government website. RA welcomed suggestions from members for organisations/networks who may be interested in receiving details of the APoSM Mentoring and Diversity Scheme.

Action Point 4	Members to provide RA with suggestions of organisations/networks who may be interested in receiving details of the APoSM Mentoring and Diversity Scheme.
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6.4 **Ageing Population (KJ)** – KJ advised members that the current position in relation to the Ageing Population report was that there was still some data missing and that she had been working to progress this with CP. KJ confirmed that the timescales for this input to the report was July/August. KJ also confirmed that she had secured input from a Consultant Geriatrician who had agreed to consider and comment on a final draft of the report.

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TB advised members that given the delay in publishing the Ageing Population report, it would not help in shaping the Substance Misuse Delivery Plan 2016-18. However, TB stated that it would help shape the new substance misuse strategy.

KJ informed members that JL had agreed to take on the role of editing the report and that it would be discussed as a separate agenda item at the next meeting on 17th October.

Action Point 5	Secretariat to ensure that the Ageing Population report is added as a separate agenda item for the Main Panel meeting on 17 th October.
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- 6.5 **New Psychoactive Substances (NPS) (DD)** – DD advised members that the NPS Sub Committee was in the process of gathering data from a range of organisations. The aim of this was to achieve a baseline of relevant data prior to implementation of the new Psychoactive Substances Act 2016. DD stated that this baseline data would help to assess the impact of the new Act.

Members were informed that Welsh Government officials sit on the Home Office 'Psychoactive Substances Act Enforcement Working Group' in order to feed in a Welsh focus on any UK action. DD also informed members that he had forged links with the Chair of the Advisory Council on the Misuse of Drugs (ACMD) 'Novel Psychoactive Substances Committee'.

The Chair raised the issue of not being able to access data that is made available to the ACMD by the National Crime Agency (NCA). LU explained that this was due to a confidentiality agreement that has been signed stating that the data would not be circulated wider than ACMD. MP agreed to raise this issue with colleagues at the NCA. It was queried whether it would be possible for APoSM to receive a different version of the data received by ACMD that would not include any confidential information. LU agreed to discuss this with colleagues at ACMD.

Action Point 6	MP to discuss with NCA colleagues the possibility of sharing NCA data with APoSM.
Action Point 7	LU to discuss with ACMD colleagues the possibility of sharing non-confidential NCA data with APoSM.

Agenda Item 7 – Co-option of Members

- 7.1 KJ stated that the finding and selecting of co-opted members has not been without its challenges. KJ informed members that in light of this, she had asked RA in her role as Lead of the Mentoring and Diversity Sub Committee, to remind members of the process on how co-opted members are selected.

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- 7.2 RA stated that members are appointed to the Main Panel via a full and open public appointments exercise, based on a set of core competencies. RA confirmed that publicly appointed members are also required to have a mid and end term of appointment appraisal with the Chair.
- 7.3 RA reminded members that ‘Co-opted’ members are primarily appointed to Sub Committees of the Main Panel in order to address a ‘gap’ in expertise. However, if an individual is co-opted to the Main Panel or becomes the ‘Lead’ of a Sub Committee, then they will automatically receive an invitation to attend all Main Panel meetings.
- 7.4 RA stated that the process for co-opting an individual to a Sub Committee is via a recommendation to the ‘Lead’ of the relevant Sub Committee, who would then discuss the recommendation with the Chair before confirming the co-option. RI queried the need for collective agreement from Main Panel members and not just from ‘Leads’ of Sub Committees.

Agenda Item 8 – Role Description and Appointment of Deputy Chair

- 8.1 The Chair referred members to two papers that had been circulated by the Secretariat prior to the meeting, namely an outline of the procedure for election of a Deputy Chair and a draft job description. The Chair advised members that these papers had been produced by RI and as a result, the Chair invited RI to lead the discussion.
- 8.2 RI stated that existing members would recall and new members would wish to be aware that the Secretariat are currently in the process of formalising the position for a Deputy Chair in the Panel’s constitution. RI then stated that he had been appointed as interim Deputy Chair.
- 8.3 Members considered the relevant papers and agreed that RI would re-draft in light of discussions and send to the Secretariat for circulation to members for further comment.

Action Point 8	RI to re-draft Deputy Chair papers and send to Secretariat for circulation to members for further comment.
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Agenda Item 9 – Website

- 9.1 REDACTED informed members that the APoSM section of the Welsh Government website had been ‘taken down’ in order to update the current information. REDACTED also advised members that we were unable to have individual member photos on the website due to quality standards but that it would be possible to have a group photo.
- 9.2 It was queried whether APoSM related reports would need to be translated in order to be published on the APoSM section of the Welsh Government website. It was agreed that the Secretariat would

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establish whether research reports are an exemption of the Welsh Language Standards.

Action Point 9	Secretariat to establish whether research reports are an exemption of the Welsh Language Standards.
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Agenda Item 10 – Communication / Marketing

- 10.1 IG informed members that at the last Main Panel meeting he had been asked to produce a paper relating to the 'communication and marketing' of APoSM. IG provided an overview of the paper and invited comments from members. RI stated that he thought there were some good ideas in the paper, particularly the leaflet/newsletter.
- 10.2 Members also discussed the possibility of incorporating a generic APoSM slide in presentations given at conferences etc. JL confirmed that she was presenting at a conference on 20th September and would be happy to include something on APoSM.
- 10.3 In relation to requests from the media, the Chair advised members that at ACMD, requests are routed through the Chair. The Chair confirmed that if members are approached for interviews or a quote in their role as a member of APoSM, they should also route this request through the Chair. The Chair stated that in light of this issue, she was in the process of trying to arrange media training for members.

Agenda Item 11 – ACMD Update

- 11.1 LU provided members with an update on current ACMD workstreams, specifically:
- Psychoactive Substances Act came into force on 26th May 2016.
 - Recruitment process due to begin later in June in relation to the Chair of ACMD. It is hoped that new Chair will be appointed by the end of the year.
 - Number of new working groups being set up:
 - Performance and Image Enhancing Drugs (PIEDs) – looking at advice/data from 2010 and assessing if the position has changed;
 - Drug Related Deaths (DRDs) – 1st meeting of the group this week, looking at increase in DRDs, particularly focusing on heroin;
 - Older people drug use – looking at problematic drug use in over 45's. LU confirmed that this would only address drugs given that alcohol is not included in the remit of ACMD.
- 11.2 The Chair asked LU if she could ensure that JS is invited to attend the PIEDS Working Group in order to feed in the current work that is being undertaken in Wales regarding this issue.

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Action Point 10	LU to arrange invitation for JS to attend ACMD PIEDS Working Group.
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Agenda Item 12 – Any Other Business

- 12.1 The Chair reminded members that should they wish to discuss an item under 'Any Other Business', then it should be sent to the Secretariat prior to the meeting.
- 12.2 REDACTED informed members that officials were currently working with Public Health Wales (PHW) to review responses received following the consultation on the 'Night Time Economy Framework'. REDACTED stated that a good response had been received given that this is quite a niche area in the substance misuse field. REDACTED also stated that whilst this is primarily enforcement focused, officials also wanted to look at the health aspects. REDACTED confirmed that this has been carried out through the PHW health impact process.
- 12.3 The Chair referred to the APoSM Review Report that had been circulated to members during the meeting. The Chair stated that this report provided a summary of the work of APOSM over the last 3 years. The Chair confirmed that the next report would be an annual report for 2017 and that IG had agreed to lead on this piece of work on behalf of the Panel.
- 12.4 The Chair advised members that a date needed to be agreed for the proposed APoSM Away Day at which the Panel would discuss their future work programme. The Chair stated that the Secretariat would shortly be e-mailing members with possible dates for September/October.

Action Point 11	Secretariat to e-mail members with dates during September/October for the APoSM Away Day.
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Agenda Item 13 – Dates of Future Meetings

- 13.1 The Chair informed members of the following dates for the next scheduled APoSM meetings in 2016 (all meetings to be held at the Welsh Government office in Cathays Park, Cardiff):
- NPS Sub Committee – Monday 17th October 2016, 9.00am – 11.00am
 - Main Panel Meeting – Monday 17th October 2016, 11.00am to 3.00pm.
- 13.2 The Chair advised members that a date needed to be agreed for the next APoSM Leads meeting. The Chair stated that the Secretariat

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would shortly be e-mailing the Leads with possible dates for a meeting in September.

Action Point 12	Secretariat to e-mail Leads with dates for next APoSM Leads meeting.
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Agenda Item 14 – Closing Remarks

14.1 The Chair concluded the meeting and thanked members for their attendance.

Action Point Summary

No	Action Point	Responsible individual/s
1	Secretariat to keep members updated on progress relating to the revision of the constitution of APoSM.	Secretariat
2	Secretariat to inform PR of JL's interest in becoming a member of the POMs Sub Committee.	Secretariat
3	Members who have not completed the relevant forms for the Mentoring and Diversity scheme, to complete and return to the Secretariat as soon as possible.	Relevant members on Mentoring & Diversity Scheme
4	Members to provide RA with suggestions of organisations/networks who may be interested in receiving details of the APoSM Mentoring and Diversity Scheme.	All Members
5	Secretariat to ensure that the Ageing Population report is added as a separate agenda item for the Main Panel meeting on 17 th October.	Secretariat
6	MP to discuss with NCA colleagues the possibility of sharing NCA data with APoSM.	MP
7	LU to discuss with ACMD colleagues the possibility of sharing non-confidential NCA data with APoSM.	LU
8	RI to re-draft Deputy Chair papers and send to Secretariat for circulation to members for further comment.	RI/Secretariat
9	Secretariat to establish whether research reports are an exemption of the Welsh Language Standards.	Secretariat
10	LU to arrange invitation for JS to attend ACMD PIEDS Working Group.	LU
11	Secretariat to e-mail members with dates during September/October for the APoSM Away Day.	Secretariat
12	Secretariat to e-mail Leads with dates for next APoSM Leads meeting.	Secretariat