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**Minutes of the Advisory Panel on Substance Misuse (APoSM) Main
Panel Meeting
Monday 17th October 2016 (11:00am – 3.00pm)
Caerdydd 1, Cathays Park, Cardiff**

Attendees

Interim Chair

Richard Ives (RI)

Members

Dr Dave Doughty (DD)
Professor Simon Moore (SM)
Ifor Glyn (IG)
Rosemary Allgeier (RA)
Dr Julia Lewis (JL)
Josie Smith (JS)
Professor Philip Routledge (PR)

Welsh Government Officials

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

Apologies

Members

Chief Constable Mark Polin (MP)
Andrew Wilson (AW)
Ceri Phillips (CP)

Observer

Ali Mohammed (AM) ACMD Secretariat

Conflicts of interest

None declared

Agenda Item 1 – Welcome, Introductions and Apologies

- 1.1 The Interim Chair welcomed members to the meeting and thanked them for attending. All apologies were noted and RI referred members to the 'paper for information' providing an update on key developments of the Advisory Council on the Misuse of Drugs (ACMD) which had been circulated to members prior to the meeting.
- 1.2 RI advised members that he was happy to take on the role as Interim Chair. RI stated that he encouraged full, frank and open discussions and reminded members of the principle of collective responsibility. RI

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also stated that whilst there had been a delay in the publication of some key pieces of work within the current APoSM work programme, he was keen to drive these forward to completion with support from members.

- 1.3 The Chair advised members that the main purpose of the meeting was to discuss the 'Substance Misuse in an Ageing Population' report, to receive an update from Sub Committee Leads along with an update on Welsh Government policy and to discuss the APoSM related actions in the Substance Misuse Delivery Plan 2016-18.

Agenda Item 2 - Minutes of Last Meeting / Matters Arising

- 2.1 The Panel agreed that the minutes recorded from the previous meeting held on 13th June 2016 were a true and accurate record.

- 2.2 The Panel considered the list of action points from the previous meeting held on 13th June 2016:

- **Action Point 1** - To be discussed further under agenda item 11.
- **Action Point 2** – Complete.
- **Action Point 3-4** – RA stated that completion of the relevant forms for the Mentoring and Diversity scheme was up to date. RA also confirmed that she had not received any suggestions from members of organisations/networks who may be interested in receiving details of the APoSM Mentoring and Diversity Scheme.
- **Action Point 5** – Complete – to be discussed under agenda item 7
- **Action Point 6-7** – The Secretariat has e-mailed MP requesting an update in relation to action point 6.
In relation to action point 7, ACMD Secretariat have advised that they are unable to circulate their NCA data any further as it is shared in strict confidence with the ACMD. They have suggested that APOSM may wish to contact the NCA directly.
TB stated that the Secretariat could also make enquiries with colleagues in relation to operation TARIAN and any possible data on seizures and the availability of New Psychoactive Substances.
- **Action Point 8** – To be carried forward to the next meeting and added as an agenda item for discussion.
- **Action Point 9** – The Welsh Government has written to the Welsh Language Commissioner to appeal against Standard 40 which is: *Any documents that you (i.e. Welsh Government) produce for public use must be produced in Welsh*'. An agreement has been reached on a list of documents which will be exempt from this Standard but this will not be made public until 19th October. The Secretariat will update members when this information is made available.
- **Action Point 10** – Complete.
- **Action Point 11** – Complete. APoSM Away Day has been agreed as Tuesday 25th October 2016.

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- **Action Point 12** - Complete. APoSM Leads meeting was arranged for 5th October 2016 but was subsequently cancelled.

Action Point 1	Secretariat to make enquiries with colleagues in relation to operation TARIAN and any possible data on seizures and the availability of New Psychoactive Substances.
Action Point 2	Secretariat to ensure that the Deputy Chair papers are added as a separate agenda item for discussion at the next Main Panel meeting in 2017.
Action Point 3	Secretariat to ensure that members are updated when information is made available regarding the exemption of documents from Standard 40 of Welsh Language Act.

Agenda Item 3 – Recruitment Update

- 3.1 TB confirmed that the Minister had accepted the resignation of the previous APoSM Chair and gave her thanks to members and the Interim Chair for their support during this period of change.
- 3.2 TB advised members that the previous Chair had made reference to a lack of support from the Secretariat in her letter of resignation. TB stated that there is a constraint on resources as the Secretariat also has other key responsibilities aside from supporting APoSM such as delivering the actions of the Substance Misuse Delivery Plan 2016-18; it is not like the Secretariat support for ACMD whose responsibility is solely to support the work of the Council. However, despite this constraint, TB reiterated that there had never been an occasion where the Secretariat has been unable to support the work of the Panel. TB stated that the Minister values the work of the Panel and therefore it is also a priority for the Secretariat.
- 3.3 RI stated that since taking on the role of Interim Chair, he had found all members of the Secretariat to be very responsive and professional; this view was supported by all Panel members.
- 3.4 TB advised members that the process to appoint a new Chair would involve drafting a timetable, advert and publicity strategy which would then be submitted to the Minister for her approval to start the appointments exercise. TB stated that the post would remain unremunerated and that the time commitment would be increased to 10 days per annum in line with members.
- 3.5 TB stated that the Secretariat would circulate a copy of the advert to members once it had gone 'live' and that she would appreciate it if members could help disseminate this through their relevant networks.

Action Point 4	Secretariat to circulate a copy of the APoSM Chair advert to members once it had gone 'live'.
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Agenda Item 4 – Sub Committee Lead Updates

- 4.1 The Chair asked each of the leads to provide an update for their sub committees following the last APoSM Main Panel meeting.
- 4.2 **Prescription Only Medicines (POMs) (PR)** – PR advised members that a first draft had been started and that he had received a contribution from James Coulson and Kath Haines. PR stated that the next step was to remind Sub Committee members of their agreed contributions for inclusion in the first draft. PR stated that he would also remind members of the previously agreed list of drugs that would be covered in the report (such as pregabalin and gabapentin).

PR advised that this report would not be as long as the previous Tramadol report but that it would be just as informative. PR stated that this report would highlight many of the same issues as the previous Tramadol report but would also include different data and information on non-opioids which were not included in the previous report. PR also confirmed that there would be new evidence from those who contributed at the POMs evidence-gathering day and that the report would also contain a new set of recommendations. PR stated that he would schedule another meeting of the Sub Committee once a full first draft was ready for consideration and that he hoped a final version would be ready for consideration/sign off by the Main Panel by end of December/early January 2017.

PR advised members that he had approached Professor Roger Walker, recently retired Chief Pharmaceutical Officer for Welsh Government, to discuss whether he would be interested in contributing to the report. PR stated that the outcome of his discussion was positive and RI confirmed that he was happy for PR to formalise Professor Walker's involvement.

RI referred to the 'international' chapter that he had agreed to draft for the report and stated that he had difficulty in finding international evidence other than from the United States. JS agreed to provide RI with a copy of her recent presentation on opioid analgesics given to the Centers for Disease Control and Prevention (CDC).

JL informed members of a programme already in place in Gwent around inappropriate prescribing in chronic pain. JL agreed to send information on the programme to PR for possible inclusion in the POMs report as an example of best practice.

Action Point 5	PR to e-mail members of the POMs Sub Committee to remind them of their agreed contributions to the POMs report and to confirm the agreed list of drugs to be covered in the report.
Action Point 6	PR to formalise involvement of Professor Roger Walker in POMs report.

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Action Point 7	JS to provide RI with a copy of her recent presentation on opioid analgesics given to the Centers for Disease Control and Prevention (CDC).
Action Point 8	JL to provide PR with information on the programme in place in Gwent around inappropriate prescribing in chronic pain.

- 4.3 **New Psychoactive Substances (NPS) (DD)** – DD informed members that the NPS Sub Committee had met prior to the Main Panel meeting; the main focus of discussion was whether there was still a need for a separate Sub Committee looking at NPS. DD advised members that it had been agreed that the Sub Committee would cease and the draft data-gathering letter produced by the Sub Committee would be put on hold. DD confirmed that there would be no further meetings of the NPS Sub Committee and thanked all members for their contributions.

JS stated that the impact of the Psychoactive Substances Act had not borne out as yet but that it would be useful to undertake some trend analysis and that this could be a useful function of APoSM. JS informed members that it had been agreed at the last meeting of the NPS Sub Committee that she, IG and JC (NPS Sub Committee member) would produce an infogram on trend analysis of NPS and the impact of the Psychoactive Substances Act. It was agreed that this would be brought to the next Main Panel meeting for consideration and discussion regarding possible wider dissemination.

The Interim Chair stated that with the legislation introduced by the UK Government and the Welsh Government Health and Social Care Committee Inquiry into NPS, a lot of work has been done elsewhere. However, RI stated that the NPS Sub Committee had helped to increase Members' understanding of the issue and that there had been good technical involvement on the Sub Committee. RI advised that he felt it was a positive outcome to get to a point of understanding of what the Sub Committee could contribute and thanked DD for his role as Lead of the Sub Committee. RI also thanked the three members who had agreed to take forward the work on developing an infogram for consideration by the Main Panel.

Action Point 9	JS, IG and JC to produce an infogram on trend analysis of NPS and the impact of the Psychoactive Substances Act for consideration at next APoSM Main Panel meeting.
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- 4.4 **Mentoring and Diversity (RA)** – RA provided members with a recap on the purpose of the scheme and that it had been developed to increase the diversity of members, the induction of new members and development of existing members and to encourage applications from external candidates.

RA advised members that in relation to external candidates, it was intended that the scheme would provide individuals with a 'taster' on

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the workings of public boards. The individual would be appointed a mentor and would attend one or two meetings of the Main Panel, with feedback from their mentor.

TB advised members that the scheme provided a good opportunity to undertake succession planning for the Main Panel and encouraged current members to identify or keep potential candidates in mind for future vacancies that may arise. TB stated that the scheme would also be of benefit to the wider sector as mentees may go on to apply/join other Welsh panels/boards – TB stated that APoSM has led in this area and that it would be good to continue/further develop the scheme.

PR queried whether attendance at one or two meetings was enough to develop an understanding of what APoSM does and that this may fail to keep individuals engaged in the process. IG stated that feedback from the individual that he was currently mentoring was that attending one meeting was not particularly helpful. It was felt that the appetite for involvement was something that would need to be identified and should be managed between mentor and mentee.

JS queried whether there could be more joined-up working through the scheme with health boards and prison groups, etc. RA suggested officially launching the scheme and as part of this, sending details of the scheme to other organisations/relevant networks. TB asked the Secretariat to explore whether there were any examples of best practice in this area and to report back to the next meeting of the Main Panel.

RA stated that the Welsh Ambulance Trust had a mentoring scheme but that it only took on two mentees and that the level of commitment was quite intensive. RA also stated that there was no similar scheme at ACMD. It was agreed that the Mentoring and Diversity Sub Committee should re-convene in order to consider how to further develop APoSM's Mentoring and Diversity Scheme. It was agreed that the Sub Committee would then report back to the Main Panel.

The Interim Chair requested that membership of the Main Panel be added as an agenda item for discussion at the next meeting.

Action Point 10	Secretariat to explore examples of best practice in relation to Mentoring Schemes and joined up working with other organisations/networks and report back to the next meeting of the Main Panel.
Action Point 11	APoSM's Mentoring and Diversity Sub Committee to re-convene and consider how to further develop APoSM's Mentoring and Diversity Scheme. Sub Committee to then report back to the Main Panel.
Action Point 12	Membership of the Main Panel to be added as an agenda item for discussion at the next meeting.

Agenda Item 5 – Welsh Government Update

- 5.1 The Chair referred members to the 'Welsh Government Policy Update' paper that had been circulated prior to the meeting. REDACTED updated members in relation to the current key issues.
- 5.2 **Substance Misuse Delivery Plan 2016-18** - launched on 6th September and was followed by a plenary debate the week after which went well.
- 5.3 **UK Government Wales Bill / Minimum Unit Pricing** – the Welsh Government was continuing to make the case for devolution of alcohol licensing. The Welsh Government is also committed to taking forward work in relation to Minimum Unit Pricing. However, officials had not yet received any update on the outcome of the Scottish Court's consideration of the ruling from the Court of Justice of the European Union.
- 5.4 **Drug Related Deaths** – REDACTED confirmed that there had been a 49% increase in drug related deaths and that Welsh Government officials were working with Public Health Wales (PHW) to determine what was behind the data. JS informed members that initial data had shown that the biggest increase in deaths were those involving heroin/morphine, which had risen by 93% and that the pattern was the same across England.

JS informed members that the ACMD group which had been set up to examine how to reduce drug-related deaths, with a focus on opioid-related deaths (of which she is a member), were looking at some progressive potential interventions. TB stated that Welsh Government was continuing to push the naloxone scheme and advised members that the Substance Misuse team had recently won a First Minister's award for their work in this area. JS stated that Scotland had also seen a comparable increase in deaths despite also having a national naloxone scheme.

JS advised members that PHW would shortly be publishing reports on both naloxone and fatal/non-fatal drug related deaths. JS stated that there were patterns emerging in relation to deaths occurring in individuals' own homes or in a private environment. IG stated the importance of reiterating that if injecting it should be in front of others and the importance of carrying their naloxone with them. Both JS and JL informed members of an increase in fentanyl deaths but stated that these are not recorded. JL advised that consideration should be given to the treatment approaches of poly drug use.

TB advised members that ministerial focus was being given to the increase in drug related deaths, especially as Wales had been doing so

OFFICIAL - SENSITIVE

well for so long having seen a decrease in the number of deaths over the last five-year period.

JS informed members of the work being undertaken on the Linked Environment on Alcohol Death Research (LEADr) project which has been developed by PHW. JS advised that the project had been developed in order to promote the better management of alcohol related illness and reduce future morbidity and mortality. JS stated that the project looked at data for all alcohol attributed deaths for the period 2005-2015 in order to identify opportunities for intervention.

- 5.5 **All Wales Schools Liaison Core Programme (AWSLCP) – CG** advised members that following a review of the programme, a new model of delivery had been agreed and was implemented in September 2016. JS raised the issue around the lack of evidence to support the impact of education in terms of the prevention of substance misuse.

TB advised members that the review of the AWSLCP was initiated by the police and that whilst there was little evidence to measure the effectiveness of the programme, it would continue to be delivered in schools as it could be having some impact. However, TB stated that the best approach would be for 'substance misuse' education to be integrated into the mainstream curriculum (via the Personal and Social Education (PSE) Framework) and that this was the long-term aim. The Interim Chair welcomed this approach as he felt this had been an issue of concern for some time. CG welcomed the Panel's input, perhaps via a short report, in order to support the case going forward.

Agenda Item 6 – Lunch

Agenda Item 7 – Ageing Population Report

- 7.1 The Interim Chair referred members to version 12 of the Ageing Report which had been circulated prior to the meeting and thanked members for their support in helping get the report to its current stage. RI advised members that there were a few loose ends that needed to be discussed but that there were no outstanding major issues.
- 7.2 RI referred members to the modelling data that the previous Chair was keen to focus on as part of the Ageing Report. However, RI stated that he believed the report did not stand or fall on this data but that it would be referenced in the report and would be published as a separate short report following publication of the Ageing Report. RI advised members that JS would be working with CP to move this work forward. RI informed members that he was aiming for the Ageing Report to be published by the end of the year.
- 7.3 RI reminded members of the issue of the lack of expertise within the Ageing Population Sub Committee and advised members that he had therefore requested input from a number of individuals with the relevant

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expertise in this field, namely Professor Ken Woodhouse, Consultant Geriatrician, Ilana Crome, Keele University and Dr Sarah Wadd, University of Bedfordshire. RI reminded members that Dr Sarah Wadd was previously a member of the Ageing Population Sub Committee and that she had since provided very helpful comments on the draft report. Following input from relevant experts, RI stated that he felt the report would be well-received by professionals in this area of work.

- 7.4 JL stated that she had a few issues with some of the terminology in the report but was otherwise generally happy with the content. JS stated that the data contained within the report required updating and that she would work with SM to complete this. PR also raised an issue around the wording on 'alcohol and cancer' and agreed to provide RI with a form of words following the meeting.
- 7.5 RI advised members that he wanted to focus discussion and get agreement on the recommendations of the report. RI advised members that a summary of the recommendations was available at the front of the report with the full detailed recommendations in the main body of the report. JS queried whether the recommendations should be identified by role in order to make it clear as to who was responsible for taking them forward. PR suggested that a line could be added to each recommendation stating 'if appropriate to their service'. TB stated that having the recommendations categorised would help when it came to monitoring and implementation and agreed that perhaps a sentence could be added up front to highlight the different roles.
- 7.6 PR stated that he felt the recommendations were really clear and that they just needed re-ordering. It was agreed that recommendation 6 should become recommendation 1. Members discussed recommendation 3 which was aimed at the Prison and Probation Service. JS stated that given that the powers for prisons and probation are not devolved to Wales, the recommendation needed to be worded very carefully. JS suggested that the wording 'the Prison Service should give more attention to' should be changed to 'the Prison Service should continue to address'. RI agreed to re-draft recommendation 3 and re-circulate to members for comment.
- 7.7 Recommendation 4 was discussed and it was suggested that the Secretariat could look to discuss this with colleagues in the relevant policy team in Welsh Government in relation to 'Rent Smart Wales'. The aim of this was to try and feed in the issue of substance misuse and the subsequent possible threat to tenancy into any existing training which is currently available for landlords. Members felt that this recommendation should be kept more general as landlords were unlikely to read this report. It was suggested that the wording 'landlords should consider' should be changed to 'landlords should be made aware of'. JS stated that the ultimate objective is for those with substance misuse issues to be able to sustain their tenancy and if there is a threat to this, then it should be identified and support should

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be provided. RI agreed to re-draft recommendation 4, with the help of IG, and re-circulate to members for comment.

- 7.8 Recommendation 7 was discussed and PR stated that if members felt this was a reasonable aspiration, then it should be included. There was discussion around the lack of specific age-related data in relation to older people. JS confirmed that the Welsh Health Survey data is split by age. However, there are difficulties with the England and Wales Crime Survey as there is a cut-off point at the age of 59. Data for those over 59 years is not collected.
- 7.9 PR raised an issue with the terminology 'wet care' as he felt this was suggestive of issues with incontinence. RI also raised an issue around the terminology of 'older people' in the report and suggested that this be changed to 'older adults'. JL stated that this would be in line with the terminology already used for older adult mental health services. It was agreed that RI would change the terminology throughout the report in relation to older people/adults.
- 7.10 RI advised members that he would incorporate comments received from colleagues with relevant expertise, re-draft the content of the report as discussed and asked that JS and SM provide the relevant updated data. RI stated that he would aim to complete this within two to three weeks so that the report would be ready to go through the formal process of being submitted to the Minister and for translation to be arranged if necessary.

Action Point 13	JS to work with SM to update relevant data contained within the Ageing Population Report.
Action Point 14	PR to provide RI with appropriate wording on 'alcohol and cancer' for inclusion in the Ageing Population Report.
Action Point 15	RI to move recommendation 6 in Ageing Population Report to become recommendation 1.
Action Point 16	RI to re-draft recommendation 3 in Ageing Population Report and re-circulate to members for comment.
Action Point 17	RI to re-draft recommendation 4 in Ageing Population Report, with the help of IG, and re-circulate to members for comment.
Action Point 18	RI to change terminology throughout Ageing Population Report from 'Older People' to Older Adults'.

Agenda Item 8 – Substance Misuse Delivery Plan 2016-18 – APoSM Related Actions

- 8.1 The Interim Chair referred members to the paper that had been circulated prior to the meeting which highlighted the APoSM-related actions contained within the Substance Misuse Delivery Plan 2016-18.
- 8.2 The Interim Chair stated that it was likely that the deadline of December 2016 for implementation of the recommendations from the

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Ageing Population Report would not be met given that the report has yet to be published. This was also the case for the Prescription Only Medicines Report as this was also yet to be published.

- 8.3 PR provided members with an update on the implementation of the recommendations of the Tramadol report. PR advised that there was one recommendation that was yet to be implemented which related to the Wales Centre for Pharmacy Professional Education (WCPPE). PR agreed to provide an update paper regarding action/progress on the implementation of the recommendations which would then be published along side the Tramadol report on the APoSM section of the Welsh Government website.

Action Point 19	PR to provide an update paper regarding action/progress on the implementation of the recommendations of the APoSM Tramadol report.
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Agenda Item 9 – APoSM Away Day

- 9.1 The Interim Chair reminded members of the agreed date for the APoSM away day i.e. Tuesday 25th October 2016 and advised that it would take place at the National Museum, Cardiff. The Interim Chair confirmed that an agenda would be issued to members by no later than 18th October 2016.

Action Point 20	Secretariat to issue agenda for APoSM away day to members by no later than 18 th October 2016.
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Agenda Item 10 – APoSM Media Training

- 10.1 The Interim Chair advised that the media training that had been arranged for APoSM members was scheduled to take place on Monday 24th October 2016. The Interim Chair confirmed that six members had accepted the offer to undertake the training.
- 10.2 The Interim Chair informed members that the training was to be delivered by Jim Gibbons, European Journalist and media consultant who had reported on European affairs for TV, radio and the written press for nearly 30 years.

Agenda Item 11 – Revised Constitution / Changes to the Office of the Commissioner for Public Appointments (OCPA) Code

- 11.1 REDACTED provided members with an update in relation to forthcoming changes to the Code of the Office of the Commissioner for Public Appointments (OCPA). REDACTED advised members that the main changes that members should be aware of were:
- As before, there is no automatic presumption of re-appointment; each case would be considered on its own merits, taking into account a

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number of factors including, but not restricted to, the diversity of the current board and its balance of skills and experience

- There is a strong presumption that no individual should serve more than two terms or serve in any one post for more than ten years
- New transparency requirement - once agreed, re-appointments will be made public on the Cabinet Office public appointments website.

11.2 REDACTED advised members that the changes were likely to come into effect in December 2016/January 2017 and that she would keep members up to date with developments.

Action Point 21	Secretariat to keep members up-to-date with developments in relation to changes to the Code of the Office of the Commissioner for Public Appointments (OCPA).
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Agenda Item 12 – APoSM Website

12.1 REDACTED advised members that the APoSM section of the Welsh Government website had already been updated to reflect the recent change in membership following the resignation of the previous Chair.

12.2 Members were shown the content of the web page and were asked for their views on whether they felt anything was missing or what would be useful to include. REDACTED advised that the full membership list would be reviewed and updated and the link to the Tramadol report would be reinstated. IG suggested that a link to the Substance Misuse Strategy and associated Delivery Plan be added. REDACTED advised that the changes discussed would be implemented following the meeting and that a link would then be sent to members for further comment.

Action Point 22	Secretariat to implement changes to APoSM section of Welsh Government website and send a link to members for further comment.
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Agenda Item 13 – Any Other Business

13.1 REDACTED advised members that the contract had been awarded in relation to undertaking an evaluation of the Substance Misuse Strategy 2008-18. REDACTED confirmed that part of the evaluation would be to look at how effective the strategy has been. REDACTED stated the importance for APoSM to be engaged in the evaluation process and suggested that the evaluators could attend and give a presentation at the next Main Panel meeting. It was agreed that in light of the timescales involved, the next Main Panel meeting would take place at the end of January 2017.

13.2 TB informed members that the Programme for Government (PfG) for the next five years was due to be published shortly. TB explained that

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the PfG will aim to drive improvement in the Welsh economy and public services, deliver a Wales which is prosperous and secure, healthy and active, ambitious and learning, united and connected. TB advised that the PfG will be underpinned by four cross-cutting strategies that will focus on maximising the impact of the PfG and deliver the promise of the Future Generations Act. TB advised members that 'substance misuse' will fall under the remit of the 'Health & Active' Strategy.

- 13.3 TB Informed members that in light of the four cross-cutting strategies, it is likely that there will be fewer strategies published by Welsh Government. For example, TB stated that there may not be another substance misuse strategy following the current strategy which comes to an end in 2018. It is more likely that there will be an action plan or delivery plan in its place which will also encourage collaboration working as does the current strategy.

Action Point 23	Secretariat to arrange next APoSM Main Panel meeting for end of January 2017 and to also arrange for evaluators of Substance Misuse Strategy to attend and give a presentation to members.
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Agenda Item 14 – Closing Remarks

- 14.1 The Interim Chair concluded the meeting and thanked members for their attendance.
- 14.2 The Secretariat advised that they would canvass members with potential dates for the 2017 APoSM Main Panel meetings.

Action Point 24	Secretariat to canvass members with potential dates for the 2017 APoSM Main Panel meetings.
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Action Point Summary

No	Action Point	Responsible individual/s
1	Secretariat to make enquiries with colleagues in relation to operation TARIAN and any possible data on seizures and the availability of New Psychoactive Substances.	Secretariat
2	Secretariat to ensure that the Deputy Chair papers are added as a separate agenda item for discussion at the next Main Panel meeting in 2017.	Secretariat
3	Secretariat to ensure that members are updated when information is made available regarding the exemption of documents from Standard 40 of Welsh Language Act.	Secretariat
4	Secretariat to circulate a copy of the APoSM Chair advert to members once it had gone 'live'.	Secretariat
5	PR to e-mail members of the POMs Sub Committee to remind them of their agreed contributions to the POMs report and to confirm the agreed list of drugs to be covered in the report.	PR
6	PR to formalise involvement of Professor Roger Walker in POMs report.	PR
7	JS to provide RI with a copy of her recent presentation on opioid analgesics given to the Centers for Disease Control and Prevention (CDC).	JS
8	JL to provide PR with information on the programme in place in Gwent around inappropriate prescribing in chronic pain.	JL
9	JS, IG and JC to produce an infogram on trend analysis of NPS and the impact of the Psychoactive Substances Act for consideration at next APoSM Main Panel meeting.	JS, IG, JC
10	Secretariat to explore whether there are any examples of best practice in relation to Mentoring Schemes and joined up working with other organisations/networks and report back to the next meeting of the Main Panel	Secretariat
11	APoSM's Mentoring and Diversity Sub Committee to re-convene and consider how to further develop APoSM's Mentoring and Diversity Scheme. Sub Committee to then report back to the Main Panel.	RA/Mentoring & Diversity Sub Committee Members
12	Membership of the Main Panel to be added as an agenda item for discussion at the next meeting.	Secretariat
13	JS to work with SM to update relevant data contained within the Ageing Population Report.	JS/SM
14	PR to provide RI with appropriate wording on 'alcohol	PR

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	and cancer' for inclusion in the Ageing Population Report.	
15	RI to move recommendation 6 in Ageing Population Report to become recommendation 1.	RI
16	RI to re-draft recommendation 3 in Ageing Population Report and re-circulate to members for comment.	RI
17	RI to re-draft recommendation 4 in Ageing Population Report, with the help of IG, and re-circulate to members for comment.	RI/IG
18	RI to change terminology throughout Ageing Population Report from 'Older People' to Older Adults'.	RI
19	PR to provide an update paper regarding action/progress on the implementation of the recommendations of the APoSM Tramadol report.	PR
20	Secretariat to issue agenda for APoSM away day to members by no later than 18 th October 2016.	Secretariat
21	Secretariat to keep members up-to-date with developments in relation to changes to the Code of the Office of the Commissioner for Public Appointments (OCPA).	Secretariat
22	Secretariat to implement changes to APoSM section of Welsh Government website and send a link to members for further comment.	Secretariat
23	Secretariat to arrange next APoSM Main Panel meeting for end of January 2017 and to also arrange for evaluators of Substance Misuse Strategy to attend and give a presentation to members.	Secretariat
24	Secretariat to canvass members with potential dates for the 2017 APoSM Main Panel meetings.	Secretariat