

STEERING GROUP

Minutes



Date	Tuesday 20 th March 2018	Time	12.00 – 13.30
Chair	Catriona Matheson	Location	Conference call

Membership		
Name	Organisation	Attendance
Catriona Matheson (Chair)	DRNS Convenor	Y
Tessa Parkes	University of Stirling, Deputy Convenor	Y
Aileen O’Gorman	University of the West of Scotland	Y
Alexander Baldacchino	University of St Andrews and NHS Fife	Y
Alison Munro	University of Dundee	Apols
Anne Whittaker	University of Stirling	Y
Dave Liddell	Scottish Drugs Forum	Apols
Duncan Hill	NHS Lanarkshire	Y
Lauren Johnston	Renfrewshire Council	Y
Joe Schofield	DRNS Coordinator	Y
Thea House (minutes)	DRNS Administrative Assistant	Y

1 Previous minutes

Minutes from previous meeting (conference call on the 28th Feb) were agreed as an accurate record of the meeting subject to changing the DRNS conference date to 28th November **TH**.

Future minutes will also include a summary of Action Points and these will be circulated to the group two weeks before future meetings as a reminder **TH**.

2 Matters arising not covered elsewhere on the agenda

2.1 MRC investigator eligibility

MRC funding applications require investigators to be based in an academic institute. This would be an issue for peer and contract researchers. **JS** to check MRC funding regulations and ask MRC for clarification.

2.2 DRNS Annual Conference

CM provided update on conference planning. The Grand Central Hotel in Glasgow has been confirmed for the 28th November 2018. CM has submitted a funding application to SSA and will hear back next week. **TH** to circulate a summary of the day (based on the SSA application) to the Steering Group. **CM, JS, & TH** to take forward conference organisation.

2.3 Meeting with Scottish Govt. Substance Misuse Team

TP and CM provided a summary of the recent meeting with the Scottish Govt. Substance Misuse Team. This was an initial introductory meeting with the new SM team. The 7th February Theme Day, KPIs and national strategy refresh were discussed.

2.4 Updated mapping of drugs-related research in Scotland

JS provided update on the mapping of Scottish Drugs Research work. DRNS will collate details of all investigator-led, PhD and Masters-level work, commissioned research, and service evaluations initiated between May 2016 and Jun 2017 (inclusive). An online form has been created and promoted in the DRNS newsletter and by SDF. Currently we have 16 responses. Agreed to circulate a final reminder with a deadline of end April for responses **JS**.

3 Steering Group

3.1 DRNS structure and governance

- Declarations of Interest: CM confirmed that all the Declarations of Interest have been submitted and approved. **ALL** should resubmit form to JS if anything changes.
- Prevention theme name and lead: Steering Group discussed new Prevention Lead and **AW** will communicate with a potential candidate and suggest that they apply.
- Development of Theme Groups and Research Strategy: Decided that the follow-up theme event will not be able to be held on the 16th April due to progress delays caused by industrial action and sickness. **JS** to work with theme leads (**AO, AM, AW**) to progress. Due to availability, separate events are likely to be held for each theme in May/June. **AO** and **AW** provided update on potential research projects that can be taken forward. **AO** and **AM** to send out summary notes from 7th Feb theme day. **LJ** volunteered to work with theme leads on research projects – Theme leads to get in touch with **LJ** when required (**AO, AM, AW, JS**).

3.2 Lived Experience and Family member (LEAF) involvement

- **JS** has received feedback on the policy work which he is now revising. **JS** and **TP** are getting the advisory group together. **JS** reported that DRNS had applied to be a 'test-bed' site for the new NIHR PPI standards, but was not successful this time. **JS** to circulate details of the standards.

3.3 Communications [JS]

- Advisory group: Thanks to **DH** for agreeing to chair a time-limited group to develop the DRNS communications strategy. **JS & DH** to progress.
- Website: will be updated this week. **TH** to complete Steering Group profiles including brief biography, link to staff pages and research profiles on external sites and photos. **JS** to upload the academic membership form. **AO & AM** to review draft theme description text.
- **JS** sent promotional pieces to R&D Nodes and ADPs, and has been invited to ADP lead meeting.

4 Research activity updates

- Prescription Opioid Overdose Risk [AB]
- Trauma-informed interventions [AW]
- Predictors of Mortality among PWUD [CM]
- Predicting Opioid Replacement Therapy failure [CM]

5 AOCB

- Meeting dates for 2018 will be arranged at next Steering Group meeting.
- **JS** and **TH** to draft a report on the 7th Feb Theme Event including; a summary of the event, priorities and gaps identified, and next steps regarding development of the theme groups and associated research projects.

6 DONM

Fri 27th Apr. **Note change of times, 1.30-3.30**, Stirling University.

7 Action Points

7.1 ALL

- If any circumstances have changed, resubmit Declaration of Interest Forms to JS.

7.2 TH

- Update conference date in minutes of previous meeting.
- Circulate reminder of Action Points two weeks before each Steering Group meeting.
- Circulate a summary of the DRNS annual conference (based on the SSA application) to the Steering Group.
- DRNS annual conference organisation (with JS and CM)
- Complete website Steering Group profiles including bio and photo.
- Feedback on 7th Feb Theme Event providing a write up about the day, notes from each theme, and dates for the next theme meetings (with JS).
- Check room booking for next meeting.

7.3 JS

- Check MRC funding requirements for investigators and ask MRC for clarification.
- DRNS annual conference organisation (with TH and CM)
- Send out reminder (with an end of April deadline) for mapping of Scottish Drugs Research.
- Liaise with theme leads and LJ to progress development of Theme groups.
- Circulate NIHR PPI standards to Steering Group.
- Feedback on 7th Feb Theme Event providing a write up about the day, notes from each theme, and dates for the next theme meetings (with TH).

7.4 CM

- DRNS annual conference organisation (with JS and TH).

7.5 AW

- Communicate with potential prevention theme lead and suggest that they apply for the position.
- Liaise with JS to decide upon specific research project ideas and new theme day dates. Contact LJ for research project assistance.

7.6 AO

- Send out summary notes from afternoon session at 7th Feb theme day.
- Liaise with JS to decide upon specific research project ideas and new theme day dates. Contact LJ for research project assistance.
- Theme leads to comment on the website's draft theme descriptions.

7.7 AM

- Send out summary notes from afternoon session at 7th Feb theme day.
- Liaise with JS to decide upon specific research project ideas and new theme day dates. Contact LJ for research project assistance.
- Theme leads to comment on the website's draft theme descriptions.