

**Supplementary material 3:
Notes from SAG meeting held in January 2020**

Combined Project Oversight and Stakeholder Advisory Group.

Thursday 23rd January 2020

11.30-13.30

**Room 704/5 Eastgate House, 35-43 Newport Road, Cardiff, CF24
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Meeting notes

Record of attendance

Project team		
	Position	Present
Dr Nicola Evans	Reader	Yes
Deborah Edwards	Research Associate	Yes
Prof Ben Hannigan	Professor of Mental Health Nursing	Yes
Dr Judith Carrier	Reader	Yes
Mair Elliott	Public and Patient Project Member	Yes
Elizabeth Gillen	Subject librarian	Yes
Elizabeth Williams	Public and Patient Project Member	Yes
Dr Rhiannon Lane	Research Associate	Yes
Stakeholder advisory group		
	Position	Present
Michael Coffey	Independent chair, Professor of Mental Health Care, Swansea University	Yes
Mirella Longo	Health economist – Cardiff University	Yes
Dr Robert Potter	Consultant child and adolescent psychiatrist, Cardiff University	Apologies given
Steve Riley	Nurse Consultant CAMHS, Betsi Cadwaladr University Health Board	Yes
Victoria Goodwin	High Impact Service User Case Manager, Unscheduled Care, Aneurin Bevan University Health Board	Yes
Mary O'Grady	Head of CAMHs, Powys Teaching Health Board	Yes
Emma Bell	Cardiff Cluster Manager, Place2Be	Yes
Katherine Cullen	Health economist, Swansea University	Yes
Gaynor Pring	Secondary school teacher - Wellbeing and Safeguarding specialist	Yes
Gemma Price	Parent	Yes
Rachel Phillips:	Parent	Yes
Debbie Wharton	Parent	Yes
Iain McMillan	Group Manager Social Services and Wellbeing Children Social Care, Bridgend County Borough Council	Yes

1. Welcome, introductions and apologies

Project oversight, stakeholder advisory group (SAG) and project team members were welcomed by the chair, Michael Coffey, and the chief investigator Nicola Evans.

2. CAMH crisis project Combined Project Oversight and Stakeholder Advisory Group.: terms of reference

Proposed terms of reference for the SAG were tabled and discussed, and it was agreed to add in a version number to the document

3. Introducing the CAMHs crisis

Nicola Evans introduced the CAMH Crisis project, noting that this is funded through an award from the NIHR HS&DR Programme. As a preamble to a more detailed discussion of search terms SAG members commented on the aims of the study,

4. Defining the project's search parameters

Elizabeth Gillen went through the search strategies and terms developed by the project team. SAG members were invited to identify more in the meeting or to forward these to Deborah Edwards via email after the close of the meeting These were distributed for discussion, and for welcome suggestions from SAG members. Specifically made in the meeting included:

Arm 1: Children and Young People

The inclusion of the word's pupil, student, undergraduates, learner and apprentice were discussed, although it was acknowledged that apprentice may be too broad a term. Other suggestions were around the inclusion of young offenders, adults aged 18-25 years. A particular mention was made of adverse childhood experiences (ACES) and whether this could be incorporated into this arm. All suggestions would be tested and reported back to the project team.

Arm 2: Crisis

The decision was made not to search for specific crisis events such as suicide, self-harm etc as it felt that this could be an endless list and that certain keywords could be missed.

Arm 3: Mental Health

The decision was made not to search by specific services at this point such as schools, police etc but to just have a three-arm search. The point was made that the terms we have already included are very medicalised and that we would need to think about how we retrieved non health sector articles.

Arms 2 and 3 combined

A number of suggestions were made for this arm which included distress in conjunction with the words severe emotional, extreme psychological and intensive psychiatric, emotional in conjunction with the other keywords already listed, mental breakdown. A discussion was had around the word trauma but it was felt that this would retrieve too many irrelevant records.

5. Finding UK only government /organisational publications or policy/guidance documents

Websites to search which have already been identified by the project team were circulated, and SAG members were invited to identify more in the meeting or to forward these to Deborah Edwards via email after the close of the meeting

6. Feedback from young people

Rhiannon Lane and Nicola Evans will be meeting with young people from the ALPHA group in early February. ALPHA are a research advisory group working for DECIPHER (School of Social Sciences). They are a group of young people aged 14-25 who provide advice to health based researchers. The evidence synthesis is adopted by DECIPHER so we can have one free session with ALPHA. The purpose was to obtain advice from young people about search terms, organisations and services and sources of support available to young people.

7. Summary of meeting

Discussions were recapped, and SAG members were thanked for their time and valued contributions. Mary O'Grady commented that now that she understood the project was about more than crisis care within mental health services that our acronym CAMHS crisis which stands for children and young peoples mental health services should be changed to be just CAMH. It was agreed that this was a good suggestion and that Nicola Evans would need to contact the NIHR to make the amendment and that Deborah Edwards would change it throughout the project documentation included the Prospero registration.

8. Future meetings

The date of the future meetings will be 4 May 2020, 2 Feb 2021.

9. Close