

**Bipolar Disorder Priority Setting Partnership  
Third Steering Group Meeting – Monday 17th November 2014, 16:00-17:10, by ‘phone**

**Present**

- **Anonymous Patient representative**
- **Rachel Churchill (RC)**, Editor, Cochrane Depression, Anxiety and Neurosis Group (CCDAN), Bristol University
- **Alison Cranage (AC)**, MQ
- **CHAIR – David Crowe (DC)**, James Lind Alliance Adviser
- **Suzanne Hudson (SH)**, Chief Executive, Bipolar UK
- **Tom Hughes (TH)**, Consultant Psychiatrist, Leeds & York Partnership NHS FT
- **Rachel Marshall (RM)**, Patient’s family representative
- **Lucy Pike (LP)**, Communications Officer, Bipolar UK
- **Sandra Regan (SR)**, James Lind Alliance Project Manager and Hub Co-ordinator, NIHR Oxford Biomedical Research Centre
- **Jennifer Rendell (JR)**, Research Fellow, Department of Psychiatry, University of Oxford
- **Diana Rose (DR)**, Head of Section, The Service User Research Enterprise (SURE)

**Apologies**

- **Mary-Jane Attenburrow (MJA)** Senior Clinical Research Fellow, Department of Psychiatry, University of Oxford
- **Ian Hulatt (IH)**, Mental Health Adviser, Royal College of Nursing
- **Cynthia Joyce (CJ)**, Chief Executive, MQ
- **Sophie Petit- Zeman (SPZ)**, Director of Patient Involvement, Oxford BRC
- **Margaret Edwards (ME)**, Chief Executive, SANE
- **Bev Thornton (BT)**, Patient representative
- **Edmund Brooks (EB)**, Patient’s family representative
- **Amanda Hawkins (AH)**, Chair, British Association for Counselling & Psychotherapy (BACP)

**Decisions and Actions**

	<b>Actions</b>
<p><b>1. Welcome and Minutes of last meeting</b></p> <ul style="list-style-type: none"> <li>• Remove Action 7 (potential link to other survey)</li> <li>• Carry forward Actions 13 &amp; 14 (SR)</li> </ul>	
<p><b>2. Survey response update</b></p> <ul style="list-style-type: none"> <li>• Extend survey deadline to <b>December 19<sup>th</sup></b> to allow for capture of professional voice, with focus on GPs and Nurses</li> </ul> <p>Rachel C. and Mary Jane to ask Simon Wesley at the Royal College for another "promotion push" of the survey, and other members of the Steering group to think about which professional groups they could send out to with another reminder email stating that there is extra time for professionals to respond</p>	<ol style="list-style-type: none"> <li>1. RC to follow up w.r.t primary care</li> <li>2. DC/ SR to follow up with IH re RCN</li> <li>3. All to follow up with appropriate groups</li> </ol>
<p><b>3. Data management</b></p>	

- In data management, consider the need to weight for low male response and low ethnic minority response
- As more than 2000 people have indicated that they would like to be involved/ kept informed, consider a strategy for keeping in touch and managing expectations
- Extend data manager advert to **November 21st**, ideally having someone in place to get started before close of survey
- Interviews to be via video, and to include TH or JR, DC, LC and AC
- Data protocol to be reviewed & revised as needed when data work starts – bring to Jan 28<sup>th</sup> meeting
- HRCS to be accepted as the taxonomy
- Start with the focus on a single top ten in order to maximise funding opportunities

#### 4. Dates of next meeting

- January 28<sup>th</sup> 2015 from 11:00-15:00 at RNIB in London – will review some raw data

#### 5. AOB

- None

3. Once we know how many individuals are applying, DC to agree interview strategy with TH and JR, with LC involved as a service user rep.