

Tobacco Suite – Public Health Advisory Committee Meeting 13

Date: 5 November 2020

Location: Virtual Meeting via Zoom

Minutes: Final

Committee members present:		
Paul Lincoln (Chair)		(Present for notes 1-12)
Rachel Chapman (Core Member & acting Vice Chair)		(Present for notes 1-12)
Louis Levy (Core Member)		(Present for notes 3-12)
John MacLeod (Core Member)		(Present for notes 1-12)
David McDaid (Core Member)		(Present for notes 1-12)
Ruairidh Milne (Core Member)		(Present for notes 1-6)
Ann Nevinson (Core Member)		(Present for notes 1-12)
Matthew Alford (Topic Expert Member)		(Present for notes 1-12)
John Britton (Topic Expert Member)		(Present for notes 1-12)
Gary Bickerstaffe (Topic Expert Member)		(Present for notes 1-12)
Arran Woodhouse (Topic Expert Member)		(Present for notes 1-12)
Qasim Chowdary (Public Health England Topic Adviser)		(Present for notes 1-12)

In attendance:		
Keona Bennett	Administrator, Public Health Guidelines	(Present for notes 1-12)
Susie Burlace	Medical Editor, NICE	(Present for notes 1-12)
Lise Elliott	Programme Manager, Public Health Guidelines	(Present for notes 1-12)
Debra Hunter	Project Manager, Public Health Guidelines	(Present for notes 1-12)
Rosalee Mason	Meetings in Public Coordinator	(Present for notes 4-12)
Richard Mattock	York Health Economics Consortium	(Present for notes 1-12)
Clifford Middleton	Guideline Commissioning Manager	(Present for notes 1-12)
Lesley Owen	Technical Adviser (HE), NICE	(Present for notes 1-12)
Karen Peplow	Senior Technical Analyst, Public	(Present for notes 1-12)

	Health Guidelines	
Robby Richey	Technical Adviser, Public Health Guidelines	(Present for notes 1-12)
Sarah Willett	Associate Director, Public Health Guidelines	(Present for notes 1-12)

Apologies:	
John MacLeod	Core Member
Tim Coleman	Topic Expert Member
Elena Ratschen	Co-opted Topic Expert Member
Edgar Masanga	Business Analyst, Resource Impact Assessment, NICE
Rachel Walsh	Technical Analyst, Public Health Guidelines
Michellie Young	Technical Analyst, Public Health Guidelines

1. Welcome and objectives for the meeting
<p>The Chair welcomed the committee members and attendees to day 2 of the 13th meeting on Tobacco suite: preventing uptake, promoting quitting and treating dependence (update). The committee members and attendees introduced themselves.</p> <p>The Chair informed the committee that apologies had been received. These are noted above. The Chair welcomed the members of the public to the meeting. The Chair outlined the objective of the meeting, which was to finalise and agree the draft guideline for consultation.</p>
2. Confirmation of matter under discussion, and declarations of interest
<p>The Chair confirmed that, for the purpose of managing conflicts of interest, the matter under discussion was Tobacco suite: preventing uptake, promoting quitting and treating dependence (update).</p> <p>The Chair asked everyone to verbally declare any new interests that are not listed in the registry.</p> <p>The Chair and a senior member of the developer's team noted that the interests previously declared did not prevent the attendees from fully participating in the meeting.</p>

3-4. Review of recommendations and draft guideline continued from day 1

The Chair introduced Robby Richey revisited the recommendations with the Committee who made revisions as appropriate.

5. Review Equality Impact Assessment

Robby Richey discussed the Equality Impact Assessment for this guideline with the Committee to ensure that any equalities issues previously identified had been addressed.

6. Training recommendations and what we have implemented

Robby Richey discussed the training recommendations with the Committee.

7. Review expert testimony and recommendations

Robby Richey revisited expert testimony provided to the committee and the related draft recommendations.

8. Outstanding queries for committee discussion

Robby Richey addressed some outstanding issues relating to the guideline with the committee who in turn, were invited to raise any questions.

9-10. Review of research recommendations

The committee finalised and prioritised the draft research recommendations.

11. COVID implications

Robby Richey advised the Committee of how the team have considered and addressed the impact of the COVID-19 pandemic on development of the guideline and answered questions from the Committee on this.

12. Review of day discussions and agreements of next steps.

The Chair summarised the discussions and agreements, thanking everyone for their continued support.

The Chair confirmed that next steps will be shared with the committee shortly. The meeting was then closed.