

Tobacco Suite - Public Health Advisory Committee meeting 1

Date: 12/2/19

Location: Avonmouth House, London

Minutes: Final

Committee members present:	
Sharon Hopkins (Chair)	Present for all items
John Macleod	Present for all items
Matthew Alford (Topic Lay Expert)	Present for all items
Sanjay Agrawal (Topic Expert)	Present for all items
Gary Bickerstaffe (Topic Expert)	Present for all items
John Britton (Topic Expert)	Present for all items
Tim Coleman (Topic Expert)	Present for all items
Arran Woodhouse (Topic Expert)	Present for all items
Jo Locker (Public Health England Technical Adviser)	Present for all items

In attendance:		
Olivia Crane	Technical Analyst, NICE	Present for all items
Lise Elliott	Programme Manager, NICE	Present for all items
Paul Levay	Information Specialist, NICE	Present for all items
Clifford Middleton	Guideline Commissioning Manager, NICE	Present for items 1-6
Lesley Owen	Technical Adviser (HE), NICE	Present for all items
Robby Richey	Technical Adviser, NICE	Present for all items
Debra Hunter	Project Manager, NICE	Present for all items
Aedin McSloy	Assistant Technical Analyst, NICE	Present for all items

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Apologies:	
Stuart Lines	Triborough Consultant in Public Health
Rachel Chapman	Public Health Specialty Registrar
David McDaid	Senior Research Fellow
Ruairidh Milne	Professorial Fellow in Public Health
Ann Nevinson	Lay Member
Amanda Amos	Academic with CYP focus
Helene Dyson (Raynsford)	Commissioning
Martyn Willmore	PHETA
Sarah Willett	Associate Director NICE
Derek Ward	Director of Public Health

1. Welcome, apologies, introductions and objectives

The Chair welcomed the Topic Experts and attendees to the meeting. The Committee members and attendees introduced themselves.

The Chair informed the Committee that apologies had been received. These are noted above.

The Chair confirmed the objectives for the morning session, the Chair informed the committee that today's meeting is not quorate and therefore all discussions and agreements made today will be draft until the full committee have reviewed and agreed following the meeting.

2. Declarations of Interest. Confirmation of matter under discussion relation to Tobacco: preventing uptake, promoting quitting and treating dependence (update).

The Chair confirmed the matter under discussion and asked everyone to verbally declare any interests not previously declared.

No further interests were declared.

3. Minutes of previous meeting

Minutes of the previous meeting were reviewed, and the minutes were signed off as final.

4. Information specialist presentation

Paul Levay, Information Specialist, NICE gave an overview of the search strategy used and the Committee were given the opportunity to ask questions.

5. Recommendation writing and Equalities Impact assessment.

Robby Richie, Technical Adviser at NICE gave a presentation in relation to writing recommendations and the equality impact assessment involved throughout the development of a guideline. The Committee were given the opportunity to ask questions

6. Protocol 6.1 (e-cigarettes)

Olivia Crane presented the protocol, outlining the review question, inclusion and exclusion criteria and agreed outcomes. The committee discussed, and queries were addressed. The protocol was agreed in draft by the committee members in attendance. This decision will be disseminated out to the wider committee for agreement.

6. Review Questions 2.1 & 2.2 Proxy purchasing and illicit sales of tobacco

Olivia Crane presented the evidence on the two review questions listed. The Committee then discussed the issues presented in relation to this guideline.

No recommendations were drafted

7. Review Questions 3.1: smoke free class competitions

Olivia Crane presented the evidence on the review question listed. The Committee then discussed the issues presented in relation to this guideline.

No recommendations were drafted

8. Discussion and agree areas for recommendations

The committee discussed the evidence and agreed in draft that no recommendations could be made. This decision will be disseminated out to the full committee for agreement.

9. Summary of the day and close

The chair summarised the discussions and draft agreements from the day. Next meeting will take place on 26 March 2019.

