

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Healthy Start Vitamins

**1st Meeting of the Healthy Start Vitamins Expert Reference
Group (ERG)**

Monday 22nd September 2014 16:00 – 17:30

By Teleconference

Final Minutes

Attendees:	<i>ERG Members</i> Susan Jebb (Chair), Alison McFadden, Annie Anderson, Atul Singhal, Colin Michie, Eleanor McGee, Gillian Swan, Helen Crawley, Judy More, Paul Jacklin <i>NICE Team</i> Jane Huntley, Karen Peploe, Adrienne Cullum, Alastair Fischer, Caroline Mulvihill, Paul Levay, Rupert Franklin <i>Review Team – York Health Economics Consortium Ltd.</i> Alex Filby, Hannah Wood, Matthew Taylor, Michelle Jenks
Apologies:	<i>ERG Members</i> Adrian Martineau, Julia Fox-Rushby <i>Review team</i> Victoria Burley

Author	Project Manager
File Ref	Final minutes of Healthy Start Vitamins Expert Reference Group meeting 22 September 2014
Version	Draft 1
Audience	ERG members, NICE team, members of the public

Item		Action
1. Welcome and objectives for the meeting	The Chair welcomed the Expert Reference Group (ERG) to the 1st meeting on Healthy Start Vitamins. The Chair welcomed the members of the review team. The Chair outlined the objectives of the meeting which included:	

	<ul style="list-style-type: none"> • Receiving an outline of the project plan • Discussing the draft review protocol • Discussing the draft economic modelling protocol <p>The Chair informed the ERG that apologies had been received. These are noted above.</p>	
2. Declarations of Interests	<p>The Chair asked all ERG members if they had any interests to declare in addition to the written declarations they had already made on joining the group.</p> <p>There were no additional interests declared. The Chair and Associate Director noted that the interests declared previously did not prevent the attendees from fully participating in the meeting.</p>	
3. Scope of the work	<p>Jane Huntley (JH) introduced herself – she is an Associate Director in the Centre for Public Health at NICE.</p> <p>JH explained the plan for the work and the outputs that will be produced by the group. She explained that the process is different from, though similar to, the standard process for guideline production. She also set out the timeline for the project.</p>	
4. Role of the Expert Reference Group and ways of working	<p>The Chair highlighted that the terms of reference for the group are different from those for guideline development committees in NICE.</p> <p>She clarified the scope of the work and noted the specific issues that the group will be asked to consider.</p>	
5. Cost effectiveness review	<p>Karen Peploe (KP) gave an overview of the protocol for the cost effectiveness review. She explained that the review will consider a number of different scenarios for targeted and universal offering of Healthy Start vitamins.</p> <p>The group discussed the protocol and highlighted relevant considerations that may need to be taken into account when searching for the evidence. These related to the dosages of the vitamins, the age ranges of those offered the vitamins, and to whether multivitamins should be included.</p>	
6. Economic modelling	<p>Alastair Fischer (AF) gave an overview of the protocol for the health economic modelling. He explained the key question and subsidiary questions that will be addressed.</p>	

	The group discussed the protocol and highlighted a number of points that may need to be considered. The group also discussed the appropriate outcome measures that should be used when evaluating cost-effectiveness.	
7. Sources of data and expertise	<p>The Chair highlighted that the review team will be conducting two surveys to further inform the model. It was confirmed that YHEC and NICE will develop a protocol for the surveys and circulate this to the ERG for further refinement.</p> <p>ACTION: YHEC/NICE to draw up a protocol for the survey and to circulate this to the ERG</p> <p>The group discussed the surveys and noted that there may also be relevant data available from other sources. The ERG will feed this information back to the NICE team</p> <p>ACTION: ERG to alert NICE to details of relevant sources of data that could inform the model</p>	<p>YHEC & NICE</p> <p>ERG</p>
8. Summary of agreed actions	<p>The Chair summarised the items that had been discussed in the meeting and the actions and decisions that had been agreed.</p> <p>The Chair confirmed that the next meeting will be held in the NICE offices in London on 10th December 2014.</p>	
9. Any other business	It was noted and agreed that all documentation relating to this topic should make it clear that the focus is specifically on Healthy Start vitamins, rather than the whole Healthy Start programme.	
10. Close	The meeting closed at 5:30pm.	