

**NICE Local Government Public Health External Reference Group
Meeting 16**

Friday 11th July 2014

Venue: NICE Offices, City Tower, Piccadilly Plaza, Manchester, M1 4BD

Final Minutes

Attendees:	<p><i>LGRG Members</i> Phillip Woodward (Chair), Barry Anderson, Dave Burnham, Gary Bickerstaffe, Liz Blenkinsop, Penny Byrne, Karen Calder, Dominic Harrison (10.00 – 12.25), Jim McManus, John Illingworth, Narender Kaur, Ian Reekie, Derek Ward</p> <p><i>NICE Team</i> Alastair Fischer(1pm–3pm), Andrew Hoy(11.45am-12.30pm),Patricia Mountain, Kay Nolan, Lakshmi Murthy (11.45am – 12.30 pm), Gary Shield (2.15-3.00pm),Charlotte Simpson (11.45-12.30pm), Catherine Swann (11.45-12.30pm)</p>
Apologies:	<p><i>LGRG Members</i> Tania Townsend, Teresa Heritage, Keith Cunliffe, Sharan Jones, Rachel Flowers, Isobel Duckworth, Paul Brookes</p> <p><i>NICE staff</i> Mike Kelly, Antony Morgan, Kirsty Little</p>
Author	PM
File Ref	
Version	Final
Audience	LGRG members, NICE team, the public (via web publication)

Item		Action
<p>1. Welcome and introductions</p>	<p>The Chair welcomed everyone to the sixteenth Local Government Reference Group (LGRG) meeting.</p> <p>The Chair conveyed the apologies received. These are noted above. The Chair introduced the recently recruited new members present at this meeting:</p> <p>Jim McManus – Director of Public Health, Hertfordshire County Council: Visiting Senior Clinical Fellow, University of Hertfordshire Barry Anderson – Councillor, Leeds City Council</p> <p>The members of the public were also welcomed to the meeting. The members of the public had been briefed already, both verbally and in writing by the NICE team, and the Chair reminded them of the protocol for members of the public, i.e. their role is to observe and they may not speak or ask questions. Also, no filming or recording of the meeting is permitted.</p>	
<p>2. Declarations of Interests</p>	<p>The Chair asked the new members of LGRG present to declare their interests.</p> <p>Barry Anderson– no declarations made Jim McManus – Non personal pecuniary interest as a Director of Public health. Health visiting will becoming part of the Public Health responsibility in 2015; Personal non-pecuniary: Members secretary for Association of Public Health</p> <p>The Chair asked current members for any new declarations of interest.</p> <p>Dominic Harrison - Non personal pecuniary interest as a Director of Public health. Health visiting will becoming part of the Public Health responsibility in 2015 Derek Ward - Non personal pecuniary interest as a Director of Public health. Health visiting will becoming part of the Public Health responsibility in 2015 David Burnham – Personal Pecuniary interest: currently undertaking 2 pieces of work for the Local Government Association and Association of Adult Social Services on local health improvement.</p> <p>The previously declared interests, noted at earlier meetings of LGRG, are available here: http://www.nice.org.uk/Get-Involved/Meetings-in-public/Local-Government-Reference-Group</p> <p>The Chair asked the LGRG on their feedback on the new NICE website. The consensus was that the new website would take time to adjust to, and members had struggled to find the where the Local Government</p>	

	Briefings were situated on the new site, and hoped that this would be improved as the new site developed	
3.4 Preventing Premature Mortality Briefing Consideration of the draft document (effectiveness/ cost effectiveness/ epidemiology/ return on investment/ key audiences and local data) Recommendations for amendment	<p>Kay Nolan, associate director at NICE introduced the Briefing and asked for feedback on its progress so far. Kay explained that this Briefing was prepared by Antony Morgan and Kirsty Little, who were unable to attend this meeting.</p> <p>The Briefing summarises NICE work on Preventing Mortality, and is cross cutting across many pieces of published NICE guidance relevant to the area.</p> <p>There was time for discussion and comment. Some LGRG members felt that the subject area was too broad for a Briefing paper and therefore did not add value to the Briefings that are already published. However, there was not a consensus view on this. All members agreed that if the Briefing was to continue the framing of the document would need revision and a number of suggestions were made on how this might be achieved.</p> <p>Action: NICE to consider the future development of the Preventing Premature Mortality Briefing</p>	NICE
3,4 Health visiting Briefing: Feedback from road testing and final viewing	<p>Charlotte Simpson, public health registrar on placement with NICE, introduced the second draft of Briefing and gave feedback from the road testing. This took place at Suffolk County Council in Ipswich in July 2014.</p> <p>This Briefing as developed summarises NICE's recommendations for local authorities and partner organisations on health visiting. Health visiting teams lead and deliver the Department of Health's Healthy Child Programme for children aged 0–5.</p> <p>Suffolk County Council felt that the Briefing was useful and helpful. Their view was the emphasis on safeguarding should remain as a 'golden thread' rather than separate section, but there should be more emphasis needed on building community capacity, asset mapping and 'helping communities to help themselves.</p> <p>Feedback had also been requested and received from the Department of Health and Public Health England via the Director of Nursing and Professional Officer for Health Visiting. Their feedback was that the Briefing was useful and they suggested links to other resources.</p> <p>There was time for discussion and comment. The format of the briefing was agreed to be helpful.</p> <p>Action: NICE team to make final revisions to the</p>	NICE

	<p>Briefing</p> <p>The Briefing was approved.</p>	
<p>5,6 Using Evidence in Practice: Feedback from road testing and final viewing</p>	<p>Andrew Hoy, analyst at NICE and Catherine Swann, associate director at NICE introduced the second draft of Briefing and gave feedback from the road testing.</p> <p>This Briefing is a response to a request by the LGRG on how to use evidence to guide Local authority decision making.</p> <p>The road test took place at Suffolk County Council in Ipswich in July 2014. The feedback was positive and suggestions were made on formatting and they asked for the key messages section to be added to this Briefing in line with those already published.</p> <p>The web based look of the Briefings in general was discussed at the road testing and the feedback was that they used paper copies which meant that the embedded web-links were not usable.</p> <p>Feedback had also been requested and received from the Department of Health and Public Health England. This feedback was discussed by the LGRG who gave comments for final amendments.</p> <p>There was time for questions and discussion on the Briefing Action: NICE team to make final revisions to the Briefing</p> <p>The Briefing was approved</p> <p>Kay Nolan explained the changes in the NICE guidance development methods and process and that all that follow the process are now described as guidelines, rather than guidance. Kay also clarified that the Briefings are part of the NICE advice products rather than guidelines.</p>	<p>NICE</p>
<p>7 A Brief introduction to health economics</p>	<p>Alastair Fischer, health economist at NICE gave a presentation giving an overview of the health economics process used by NICE.</p> <p>There was time for questions and discussion and it was requested that copies of Alastair's presentation slides be circulated to LGRG members. The Chair thanked Alastair for the presentation.</p>	
<p>8. NICE Costing tools</p>	<p>Gary Shield, senior costing analyst at NICE had attended the May 2014 LGRG meeting to explain the work they undertake to support the public health</p>	

	<p>guidance produced at NICE.</p> <p>A local authority populations costing tool is available in Excel template on the NICE website.</p> <p>As the LGRG were unfamiliar with these tools it was agreed in May 2014 that the members would provide feedback on the tool and offer suggestions on other ways that the NICE costing and commissioning team can support the public health departments in local authorities.</p> <p>Gary gave an update on the progress of the tool and asked the LGRG share with their networks. Any Feedback to be sent to gary.shield@nice.org.uk</p> <p>The Chair thanked Gary for his presentation.</p>	
10. Suggestions for future briefings	<p>Kay Nolan gave the LGRG a list of the guidance that is in development. Once guidance is published a briefing can be developed if required. The LGRG discussed and said that they would be interested to see Briefings on</p> <ul style="list-style-type: none"> • Oral health • Healthy schools • Workplace health • Gambling (as a potential guidance topic) <p>The date for the first Briefing developed by the social care team will be coming to a later LGRG meeting.</p> <p>A suggestion was made for Social care Briefing on health and social care integration</p> <p>Action: NICE to discuss at the next internal steering group meeting or at the guidance topic selection meeting, as appropriate</p>	NICE
13. LGRG next steps	<p>The Briefings approved at this meeting were: Health Visiting and Using Evidence in Practice. These will be published 24th September 2014</p> <p>Preventing Premature Mortality Briefing will be discussed at the next LGRG meeting on 12th September</p>	
14. Minutes of the last meeting	<p>The minutes of LGRG 15 were accepted as an accurate record of the meeting and were approved with one minor amendment.</p>	
15. AOB	<p>Kay attended a half way to World AIDS day event at House of Commons which promoted the LG briefing on HIV testing</p> <p>The Chair requested members of the Group to consider and provide further feedback on the NICE website.</p>	
Close	<p>The meeting closed at 3.00 pm</p>	

Draft minutes of LGRG 16 meeting 11th July 2014

Next meeting of the Local Government External reference group: Friday 12th September 2014, 10am, NICE, Level 1a, City Tower, Piccadilly Plaza, Manchester, M1 4BD