

**NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE
Public Health Advisory Committee D – Meeting 10.1**

Workplace health- older employees

Wednesday 26th November 2014

Renaissance Hotel, Blackfriars St, Manchester, M3 2EQ

Final Minutes

Attendees:	<i>PHAC Members</i> John Britton, Chris Ball, Robert Baughan, Mark Gabbay (from 1pm) Jane Leaman, Susie Morrow, Richard Preece, Mark Strong, Kim Sunley, Dagmar Zeuner <i>NICE Team:</i> Jane Huntley, Hilary Chatterton, Denise Jarrett, Alastair Fischer Ruaraidh Hill, Patricia Mountain, Peter Shearn <i>Review Team</i> <i>Annette Cox, Institute of Employment Studies</i> <i>Matthew Taylor, York Health Economics Consortium (from 10:40)</i>
Apologies:	<i>PHAC Members</i> Paul Aveyard, Charlie Foster, Rachel Jennings, Keith Palmer, Andrew Weyman <i>NICE Team</i> Nicola Ainsworth

Author	PM
File Ref	
Version	Final
Audience	PHAC members, NICE team, members of the public

Item		Action
<p>1. Welcome and objectives for the meeting</p>	<p>The Chair, Professor John Britton, welcomed the members of the Public Health Advisory Committee D (PHAC) to the first meeting on Workplace health- older employees.</p> <p>The Chair welcomed the members of the review team.</p> <p>The Chair informed the PHAC that apologies had been received. These are noted above.</p> <p>The Chair welcomed the members of public 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>The Chair reminded all present that the PHAC is independent and advisory, and that its decisions and recommendations to NICE do not represent final NICE guidance; and they may be changed as a result of public consultation.</p> <p>The Chair outlined the objectives of the meeting which included :</p> <ul style="list-style-type: none"> • Background information and the guideline scope • Presentation and discussion on the evidence review • Introduction to health economics • To begin developing recommendations • To consider potential expert testimony 	
<p>2. Declarations of Interests</p>	<p>The Chair explained that verbal declarations of interest are a standing item on every agenda and are recorded in the minutes as a matter of public record.</p> <p>The NICE policy on Declarations of Interests has recently been updated and the categories revised. The declarations of interest will be published as part of the final guideline</p> <p>The Chair asked everyone to verbally declare the interests they had made in writing at the time of their application to join the PHAC and also to declare any additional interests that may have arisen since then under the following categories.</p> <ul style="list-style-type: none"> • financial or non-financial (specific or non-specific*) • financial interests can be personal [family] or non-personal.(specific or non specific*) <p><i>*Specific and non-specific interests</i></p> <ul style="list-style-type: none"> • <i>An interest is 'specific' if it refers directly to the</i> 	

	<p><i>matter under discussion.</i></p> <ul style="list-style-type: none"> • <i>An interest is ‘non-specific’ if it does not refer directly to the matter under discussion.</i> <p>The Chair and the Associate Director (Jane Huntley) noted that the interests declared did not prevent the attendees at committee from fully participating in the meeting.</p> <p>Personal non pecuniary interest non –specific John Britton; John is a member of the board of Action on Smoking and Health, and is Chair the tobacco advisory group of the Royal College of Physicians</p> <p>Personal financial interest/specific Christopher Ball;CEO of the Age & employment Network (TAEM). TAEM undertake project work, have members and sometimes undertake consultancy on older workers issues including projects involving European Social Fund.</p> <p>Personal non-financial interest/specific Christopher Ball ;He is an older worker and speaks about them publicly. Salaried by TAEM which is a registered charity, and a sister charity of the GFTU Educational Trust.</p> <p>Personal non financial interest Robert Baughan; a member of UNISON.</p> <p>Personal non-financial interest- non specific Charlie Foster; Line manages Dr Paul Kelly, son of Professor Mike Kelly, NICE.</p> <p>Non personal financial interest Mark Gabbay; his employer (university of Liverpool, may receive grants from NIHR and Department of work and Pensions; Head of Department of HSR at the University of Liverpool, which has a contract with NICE to produce evidence reviews</p> <p>Personal non-financial interest/non- specific Jane Leaman; Husband works for Virgin Atlantic; Jane works for Public Health England</p> <p>Personal financial interest Susie Morrow; Providing consultancy in research development to St Mary’s University College, Twickenham. It is conceivable that her involvement with NICE could increase future prospects of paid work.</p> <p>Personal non financial interest Susie Morrow; Until July 2012, Vice Chair of Living Streets and remains active in London-wide & local Living Streets campaigning and currently Chair of Wandsworth Living Streets group; London Cycling Campaign activist Member of the National Trust, Railfuture, Roadpeace, Wandsworth Society, Wandsworth Friends of the Earth, Battersea Society, Wandsworth Environment Forum steering group & Wandle LETS (Local Exchange Trading Scheme); Member of 20splentyforus e-group and Wandsworth 20splentyforus representative; Shareholder in GO-OP Cooperative Limited – the public transport co-operative; [Retired category] member of UCU – University and College</p>	
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	<p>Union; Member of NICE QSAC on 'physical activity: encouraging activity in all people in contact with the NHS (staff, patients and carers)</p> <p>Personal non financial interest (family) Susie Morrow; Partner (Dr Mike Grahn) is director of technology of Enteric, a National Institute of Health Research-funded healthcare technology cooperative working in the field of chronic gastrointestinal disorders. He also acts as a consultant to the UK Technology Strategy Board and was until recently an (unpaid) member of the executive of Wandsworth Healthwatch.</p> <p>Personal financial interest/specific Richard Preece; Richard is the medical director of SAGA plc. Saga produces products and services for those aged over 50. However, it does not provide health services targeted at this population; also a director of Nestor Primecare Services Ltd which provides occupational health support to a small number of employers.</p> <p>Personal non-financial interest Richard Preece; Richard is a non-executive director of the Health at Work Community Interest Company that provides some workplace health services (unremunerated);also, a director of HK Consulting Ltd a provider of advice to businesses on workplace health (unremunerated). Personal financial interest/specific (family);Richard's wife is a director of HK Consulting Ltd a provider of advice to businesses on workplace health issues and also Head of Occupational health for Public Health England.</p> <p>Non personal financial interest Mark Strong; his employer Scharr holds contacts with NICE bu Mark does not work directly on those contacts.</p> <p>Personal non-financial interest/non- specific Kim Sunley; Kim is employed by the Royal College of Nursing</p> <p>Personal non- financial interest (family)Dagmar Zeuner; Dagmar's Partner is the owner & publishing editor of H2Open (open water swimming magazine)</p> <p>Personal non-financial interest; director of Public Health future commissioner of certain public health services/programmes.</p> <p>No members of the NICE team made a declaration of interest.</p> <p>However, the Chair noted the specific interest of Richard Preece and advised that if the matter under discussion related to the specific interest Richard would be asked to withdraw from the meeting.</p>	
<p>3 Workplace Health NICE guidelines</p>	<p>Jane Huntley, associate director for this guideline, introduced the topic, and explained that this guideline is part of a wider suite of workplace health topics that are in development. They are</p> <ul style="list-style-type: none"> • Workplace policy and management practices to improve the health and wellbeing of employees (to 	

	<p>publish May 2015) http://www.nice.org.uk/guidance/indevelopment/GID-PHG57</p> <ul style="list-style-type: none"> • Workplace health – employees with chronic diseases and long-term conditions (To publish January 2017) http://www.nice.org.uk/guidance/indevelopment/GID-PHG58 <p>Jane also drew the PHACs attention to the guidelines that NICE has already published on Workplace health which include</p> <ul style="list-style-type: none"> • PH5 -Workplace interventions to promote smoking cessation http://www.nice.org.uk/guidance/PH5 • PH13. Promoting physical activity in the workplace http://www.nice.org.uk/guidance/PH13 • PH19.Managing long-term sickness and incapacity for work http://www.nice.org.uk/guidance/PH19 • PH22.Promoting mental wellbeing at work http://www.nice.org.uk/guidance/PH22 	
<p>4. Introduction to Workplace Health</p>	<p>Richard Preece, PHAC member, gave an introduction to workplace health and an overview of the key issues in relation to the older employee. The key themes were</p> <ul style="list-style-type: none"> • Trend to early retirement has reversed. • Potential physiological and possible behavioural changes that may impact on work • Impact on jobs that are wider than just office /factory based, such as driving • Impact of serious health issues and the potential loss of employment <p>There was time for questions and discussion</p>	
<p>5. Introduction to the scope and logic model</p>	<p>Hilary Chatterton, lead analyst for this guideline, presented the final scope and draft logic model. The final scope will cover</p> <p>Groups that will be covered</p> <ul style="list-style-type: none"> • Employees in micro, small, medium and large organisations. This includes volunteers. • People who are self-employed but who have a line manager within one of the organisations they work for. <p>Groups that will not be covered</p> <ul style="list-style-type: none"> • People who are self-employed who are not within the group above. <p>Hilary outlined the logic model of the what the guideline is expected to cover. There was time for questions and discussion.</p>	
<p>6. Introduction to the review centre</p>	<p>Annette Cox from the Institute of Employment Studies outlined the approach to the search for evidence and</p>	

<p>and outline of the evidence reviews</p>	<p>the outline of the evidence reviews that the PHAC will receive. Annette highlighted the lack of published evidence in the area. There was time for questions and discussion.</p>	
<p>7, 8. Introduction to economic analysis and modelling and discussion</p>	<p>Matthew Taylor Health Economist for the York Health Economics Consortium presented an introduction to Health Economics and the issues that will be encountered in conducting economic modelling for this guideline. There was time for questions and discussion</p>	
<p>9. Equity impact assessment</p>	<p>Ruaraidh Hill, analyst at NICE, presented the equity impact assessment for the scope</p> <p>The NICE equality scheme sets out how it meets its obligations under the Equality Act 2010 and Human Rights Act 1998, under which NICE has a duty to have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity, and foster good relations. NICE guidelines also address health inequalities arising from socioeconomic factors and Inequities in access for disadvantaged groups.</p> <p>For all NICE guidelines, an equality impact assessment (EIA) form is completed. This exercise entails considering not just equality in relation to groups sharing the Equality Act's protected characteristics but also health inequalities arising from socioeconomic factors and with inequities in access to services or care for certain disadvantaged groups. The EIA will be developed throughout the guideline process and published as part of the final guideline. There was time for questions and discussion</p>	
<p>10,11. Evidence review 1, and discussion</p>	<p>Annette Cox, presented the findings of the first evidence review for Workplace policy and management practices to improve the health of employees' Annette gave an overview of her teams work so far. There was time for questions and discussion. The PHAC offered options for alternative sources of evidence.</p> <p>Action: NICE team to follow up suggestions made by PHAC members on alternative sources of evidence.</p> <p>Action: PHAC members who identify relevant studies or other sources of evidence, to send to NICE (hilary.chatterton@nice.org.uk)</p>	<p>NICE</p> <p>PHAC</p>
<p>12, Drafting recommendations,</p>	<p>The PHAC began to draft recommendations using the five evidence statements from Review 1; also</p>	

<p>considerations or research recommendations</p>	<p>identifying draft considerations and research recommendations.</p> <p>Action: NICE team to capture the discussions and develop a first draft of recommendations to be brought back to the next PHAC meeting</p>	<p>NICE</p>
<p>13. Potential gaps in the evidence and Proposals for expert witnesses</p>	<p>The Chair asked the PHAC for suggestions from PHAC members for expert witnesses to provide expert testimony to the PHAC.</p> <p>In the NICE guideline development manual it states that an expert witness may be invited to give testimony when:</p> <ul style="list-style-type: none"> • The reviews have uncovered significant gaps in the evidence (or the CPH project team is aware from the outset that the formal evidence is likely to be limited) • The available evidence conflicts significantly • The PHAC wishes to seek the views and experiences of specific groups of researchers, practitioners, clients or service users. <p>Experts' can be drawn from both professional and lay communities.</p> <p>The Chair asked the committee to consider whether this guidance needs expert testimony and if so, from whom. The PHAC made suggestions for organisations and individuals for NICE to consider.</p> <p>Action: PHAC to forward suggestions to NICE (hilary.chatterton@nice.org.uk)</p> <p>Action: NICE to follow up any expert testimony suggestions</p>	<p>NICE</p> <p>NICE</p>
<p>14. Summary of the day and any Other Business/Next steps</p>	<p>The Chair summarised the items that had been discussed throughout the day.</p> <p>The Chair informed the group of the next steps .</p> <p>PHAC members were reminded that NICE will only process expenses that are submitted within 3 months of the date incurred</p> <p>There was no other business.</p>	
<p>15. Close</p>	<p>The meeting closed at 4.00pm.</p>	

Final minutes of PHAC 10 meeting 25th November 2014 (Chair approved)

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Date, time and venue of next meeting:

Wednesday 7th January 2015, 10.00 am, NICE Manchester office

Papers to be mailed:

Tuesday 23rd December 2014