

## Workplace Health: Older Employees Committee meeting

**Date:** 14/05/2015

**Location:** The Bollin, NICE Manchester office

**Minutes:** Final

<b>Committee members present:</b>		
<b>John Britton</b> (Chair)		Present for items 1 – 8
<b>Jane Leaman</b> (Vice chair)		Present for items 1 – 8
<b>Susie Morrow</b>		Present for items 1 – 8
<b>Mark Strong</b>		Present for items 1 – 8
<b>Dagmar Zeuner</b>		Present for items 1 – 8
<b>Robert Baughan</b> (Topic member)		Present for items 1 – 8
<b>Mark Gabbay</b> (Topic member)		Present for items 1 – 5.1
<b>Rachel Jennings</b> (Topic member)		Present for items 1 – 8
<b>Keith Palmer</b> (Topic member)		Present for items 1 – 8
<b>Kim Sunley</b> (Topic member)		Present for items 1 – 8
<b>Andrew Weyman</b> (Topic member)		Present for items 4.1 – 8

<b>In attendance:</b>		
<b>Kay Nolan</b>	Associate Director, NICE	Present for items 1 – 8
<b>Hilary Chatterton</b>	Analyst, NICE	Present for items 1 – 8
<b>Peter Shearn</b>	Analyst, NICE	Present for notes 1 – 4.3
<b>Ruaraidh Hill</b>	Analyst, NICE	Present for items 1 – 8
<b>Nicola Ainsworth</b>	Analyst, NICE	Present for items 1 – 8
<b>Alastair Fischer</b>	Health economist, NICE	Present for items 1 – 5.1
<b>Denise Jarrett</b>	Project Coordinator, NICE	Present for items 1 – 8
<b>Matt Taylor</b>	YHEC, Economic Contractor	Present for items 1 – 4.1
<b>Alex Filby</b>	YHEC, Economic Contractor	Present for items 4.1
<b>Annette Cox</b>	IES, Contractor	Present for items 1 - 8

<b>Tyna Taskila</b>	The Work Foundation, Contractor	Present for items 1 - 8
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**Observers:**

<b>Claire Mcleod</b>	Present for items 4.2 – 4.3
<b>Andrew Harding</b>	Present for items 1 – 8
<b>Fiona Glen</b>	Present for item 5.1

**Apologies:**

<b>Paul Aveyard</b>	Core committee member
<b>Charlie Foster</b>	Core committee member
<b>Christopher Ball</b>	Topic committee member
<b>Richard Preece</b>	Topic committee member

**1. Welcome and objectives for the meeting**

The Chair welcomed the Committee members and attendees to the 4<sup>th</sup> meeting on Workplace Health: Older Employees. The Committee members and attendees introduced themselves.

The Chair welcomed the members of the 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, whose role is to observe (they should not speak or ask questions). No filming or recording of the meeting is permitted. The Chair reminded all present that the Committee is independent and advisory, that its decisions and recommendations to NICE do not represent final NICE guidance, and that they may be changed as a result of public consultation.

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

The Chair outlined the objectives of the meeting, which included:

- To continue the process of developing the guideline on Workplace policies and approaches to promote and protect the health of older employees
- Presentation and discussion of health economics modelling
- Receive an update on the evidence reviews and the second call for evidence
- Receive an update on the recommendations and considerations from the

evidence heard today
<b>Introductions</b>
<b>2. Confirmation of matter under discussion, and declarations of interest</b>
<p>The Chair confirmed that, for the purpose of managing conflicts of interest, the matter under discussion was workplace health: older employees</p> <p>The Chair asked everyone to verbally declare any interests that have arisen since the last meeting.</p> <ul style="list-style-type: none"> <li>- There were no new declarations of interest made.</li> </ul> <p>The Chair and a senior member of the Developer's team noted that the interests declared did not prevent the attendees from fully participating in the meeting.</p>
<b>3. Minutes of last meeting</b>
<p>The Chair asked the Committee if it wanted any changes made to the minutes of the last meeting. The Committee agreed that the minutes were a true and accurate account of the meeting.</p> <p>The Chair confirmed that all matters arising had been completed or were in hand.</p>
<b>4. Presentations</b>
<p><b>4.1.</b> The Chair introduced Matt Taylor and Alex Filby, York Health Economics Consortium who gave a presentation and update on the health economics.</p> <p>Matt and Alex took questions and comments from the committee</p> <p>The Committee then discussed the issues presented in relation to this guideline.</p> <p><b>4.2.</b> The Chair introduced Annette Cox, Institute for Employment Studies and Tyna Taskila, The Work Foundation, who gave a presentation to summarise:</p> <ul style="list-style-type: none"> <li>- updates on the search for evidence</li> <li>- updates on findings from the 3<sup>rd</sup> review.</li> </ul> <p>Annette and Tyna took questions and comments from the group.</p> <p>The Committee discussed the updates and the implications to the draft recommendations and considerations.</p> <p><b>4.3.</b> The Chair introduced Pete Shearn, NICE, who gave a presentation on the scope of the forthcoming guideline on Workplace health: support for employees with</p>

disabilities and long-term conditions

The Committee then discussed the issues presented in relation to the scope for the forthcoming guideline on Workplace health: support for employees with disabilities and long-term conditions. The Committee thanked Matt, Alex, Annette, Tyna and Pete for their presentations and contribution to the development of the guideline.

## 5. Drafting recommendations

**5.1.** The Chair introduced Ruaraidh Hill and Hilary Chatterton, NICE, who gave an overview of the evidence the PHAC have heard to date and introduced the draft recommendations and considerations arising from the previous meeting(s).

The Committee discussed the updates to and gaps in the evidence. They also discussed and further developed the draft recommendations and considerations, and were given the opportunity to ask questions

## 6. Next steps

**Action: NICE team to circulate an updated version of the draft recommendations to the Committee for comment before the next meeting.**

**Action: NICE team to recirculate all evidence review documents to the Committee before the next meeting.**

**Action: The Committee are to contemplate any questions they may want to ask stakeholders to consider when the guideline is out for consultation**

## 8. Any other business

The NICE project team have spoken with employees from Department of Health who are involved in the working longer steering group as they are interested in the potential recommendations that will be made in the Workplace health: older employees guideline.

The NICE team will keep the Committee informed of any developments in this area.

**Action: NICE team to circulate a weblink from the working longer steering group to the Committee**

**Date of next meeting:** 25/6/2015

**Location of next meeting:** The Bollin, NICE Manchester office