

## Workplace older employees Committee meeting

**Date:** 05/11/15

**Location:** NICE Manchester office, Level 1A, City Tower, Piccadilly Plaza

Manchester M1 4BT

**Minutes:** FINAL

<b>Committee members present:</b>	
John Britton	(Present for notes 1 – 10)
Jane Leaman	(Present for notes 1 – 10)
Mark Strong	(Present for notes 1 – 10)
Keith Palmer	(Present for notes 1 – 10)
Richard Preece	(Present for notes 1 – 10)
Dagmar Zeuner	(Present for notes 1 – 10)
Susie Morrow	(Present for notes 1 – 10)
Mark Gabbay	(Present for notes 1 – 10)
Robert Baughan	(Present for notes 1 – 10)

<b>In attendance:</b>		
Caroline Mulvihill	Technical Lead, NICE	(Present for notes 1 – 10)
Hugo Crombie	Senior Technical Analyst NICE	(Present for notes 1 – 10)

## PHAC D - Committee minutes – 5<sup>th</sup> November 2015

Jennifer Heaton	Assistant Project Manager, NICE	(Present for notes 1 – 10)
John Davidson	Associate Director - Media Relations, NICE	(Present for notes 1 – 10)
Emilene Coventry	Editorial Adviser, NICE	(Present for notes 1 – 10)
James Jagroo	Senior Technical Analyst, NICE	(Present for notes 8 – 10)

### Apologies:

Patrick Saunders	Committee member
Andrew Weyman	Committee member
Hilary Angwin	Committee member
Kim Sunley	Committee member
Rachel Jennings	Committee member
Christopher Ball	Committee member
Shalu, Kanal	NICE Media Relations Executive
Ciara Donnelly	NICE, Senior Business Analyst - Resource Impact Assessment
Josephine Kavanagh	NICE, Technical Analyst
Stephanie Fernley	NICE, Programme Manager
Carmel Thomason	NICE, Implementation Adviser

### 1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the 7<sup>th</sup> meeting on Workplace older employees. The Committee members and attendees introduced themselves.

No members of the public asked to observe the meeting.

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

## PHAC D - Committee minutes – 5<sup>th</sup> November 2015

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

- Consider the draft guideline consultation comments
- Consider the equality impact assessment for the guideline
- Amend and finalise the guideline taking into account stakeholder comments
- Receive an update on implementation, costings and communications for the guideline
- Introduce the next guideline topic on workplace health

### **Introductions**

### **2. Confirmation of matter under discussion, and declarations of interest**

The Chair confirmed that, for the purpose of managing conflicts of interest, the matter under discussion was workplace health.

The Chair asked everyone to verbally declare any interests that have arisen since the last meeting.

No new interests were declared.

### **3. Minutes of last meeting**

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

The Chair confirmed that all matters arising had been completed or were in hand.

### **4. Presentations**

The Chair introduced Hugo Crombie, senior technical analyst, NICE, who gave a presentation on the summary of stakeholder comments from draft guideline consultation

The Committee then discussed the issues presented in relation to this guideline. The Chair thanked Hugo for their presentation.

Hugo took questions from the group.

Hugo presented the key equality issues highlighted in the stakeholder comments.

## 5. Questions and discussion

The Committee discussed amending the guideline and were given the opportunity to ask questions.

An annotated version of the guideline was prepared which summarised stakeholder feedback on each recommendation and guideline section (tabled). For each recommendation where relevant, Hugo summarised the stakeholder feedback to start the discussion .

For each guideline NICE receives a list of potentially related NIHR research. Caroline discussed the pieces of research that seem directly relevant. Caroline noted that the Committee should keep this in mind when considering the research recommendations to ensure that they do not recommend research that is already underway.

## 7. Other issues

Emilene Coventry, Editorial Adviser at NICE spoke to the Committee about tasks around the publication of the guideline and how the members can be involved. Emilene took questions from the Committee.

John Davidson, Associate Director in the Media Relations team at NICE gave a presentation on the role of the role of the communications lead. John also discussed the launch of the delaying disability guideline NG16. John took questions from the Committee.

## 8. Introduction to the next guideline topic – workplace health: support for employees with disabilities and long-term conditions

Caroline introduced the Public Health internal guideline team who are currently working on the next topic to be considered by the Committee. James Jagroo gave a short presentation outlining the background and introducing the workplace health topic to the committee.

James took questions from the Committee.

## 9. Next steps and key dates

Caroline ran through the next steps in the guideline process. These included:

- PHAC to comment on draft guideline: 30/11/2015      09/12/2015

## PHAC D - Committee minutes – 5<sup>th</sup> November 2015

- Guidance Executive sign off: 22/02/16
- Publication: 24/03/2016

### 10. Any other business

The Chair thanked the Committee for their contribution to the development of the guideline.

**Date of next meeting:** 5<sup>th</sup> February 2016 – Workplace health: support for employees with disabilities and long-term conditions

**Location of next meeting:** NICE Manchester offices, Dee Room  
Level 1A, City Tower, Piccadilly Plaza  
Manchester M1 4BT