

| <b>Flu Vaccination – increasing uptake Public Health Advisory Committee meeting</b> |  |                   |
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| <b>Date:</b>  | 25/09/2017   |                   |
| <b>Location:</b>  | NICE Manchester office, Level 1A, City Tower, Piccadilly Plaza Manchester M1 4BT |                   |
| <b>Minutes:</b>   | Final  |                   |
| <b>Committee members present:</b>   |  |                   |
| Alan Maryon-Davis (Chair)   |  | (Present for all) |
| Rachel Johns (vice Chair)   |  | (Present for all) |
| Chris Bojke   |  | (Present for all) |
| Jakki Cowley  |  | (Present for all) |
| Graham Rushbrook  |  | (Present for all) |
| Christine Khiroya (Topic expert member)   |  | (Present for all) |
| Nicola Meredith (Topic expert member)   |  | (Present for all) |
| Rashmi Shukla (Topic expert member)   |  | (Present for all) |
| Alistair Story (Topic expert member)  |  | (Present for all) |
| Sarah Newsam (Core member)  |  | (Present for all) |

| <b>In attendance:</b> |  |                   |
|-----------------------|--|-------------------|
| Rachel Kettle         | Technical Advisor, NICE                            | (Present for all) |
| Nicki Mead            | Technical Analyst, NICE                            | (Present for all) |
| Daniel Davies         | Project Manager, NICE                              | (Present for all) |
| Ross Maconachie       | Technical Advisor (Health Economics), NICE         | (Present for all) |
| Clifford Middleton    | Guideline Commissioning Manager, NICE              | (Present for all) |
| Jane Lynn             | Business Analyst, Resource Impact Assessment, NICE | (Present for all) |
| Angela Edwards        | Public Health England                              | (Present for all) |

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| <b>Apologies:</b> |                     |
| Jo Cooke          | Core member         |
| Jane West         | Core member         |
| Andrew Hayward    | Topic expert member |
| Richard Watt      | (Core member)       |

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

The Chair welcomed the Committee members, attendees, and observers to the meeting. The Committee members and attendees introduced themselves.

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

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

The Chair confirmed the matter under discussion and asked everyone to verbally declare any interests that have arisen since the last meeting.

No new interests were declared.

The Chair noted that the interests declared did not prevent the attendees from fully participating in the meeting.

### **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 account of the meeting.

### **4. Summary of new evidence**

NM presented new evidence to the committee for discussion. No new recommendations were made following discussion.

### **5. Overview of stakeholder comments from draft guideline consultation**

NM gave an overview of the stakeholder comments received during consultation. The committee discussed the key themes that had arisen.

### **6. Amending the guideline: Section 1.2**

The committee discussed stakeholder comments on section 1.2 of the guideline and

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| made amendments to the recommendations   |
| <b>7. Amending the guideline: Section 1.3</b>  |
| The committee discussed stakeholder comments on section 1.3 of the guideline and made amendments to the recommendations        |
| <b>8. Amending the guideline: Section 1.4</b>  |
| The committee discussed stakeholder comments on section 1.4 of the guideline and made amendments to the recommendations        |
| <b>9. Amending the guideline: Section 1.5</b>  |
| The committee discussed stakeholder comments on section 1.5 of the guideline and made amendments to the recommendations        |
| <b>10. Amending the guideline: Section 1.6</b>   |
| The committee discussed stakeholder comments on section 1.6 of the guideline and made amendments to the recommendations        |
| <b>11. Amending the guideline: Section 1.7</b>   |
| The committee discussed stakeholder comments on section 1.7 of the guideline and made amendments to the recommendations        |
| <b>12. Amending the guideline: Who is it for? Terms used in this guideline. Putting this guideline into practice. Context</b>  |
| The committee discussed and agreed wording for these four sections of the guideline document, following consultation comments. |
| <b>13. Summary of the day and plan for day 2</b>   |
| There were no additional matters arising. The Chair thanked the group for their work and closed the first day of the meeting.  |

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**Date:** 26/09/17

**Location:** NICE Manchester office, Level 1A, City Tower, Piccadilly Plaza  
Manchester M1 4BT

**Minutes:** Draft

| <b>Committee members present:</b>       |                        |
|---|------------------------|
| Alan Maryon-Davis (Chair)               | (Present for all)      |
| Rachel Johns (vice Chair)               | (Present until item 6) |
| Chris Bojke                             | (Present for all)      |
| Jakki Cowley                            | (Present for all)      |
| Jo Cooke                                | (Present for all)      |
| Christine Khuroya (Topic expert member) | (Present for all)      |
| Nicola Meredith (Topic expert member)   | (Present until item 5) |
| Rashmi Shukla (Topic expert member)     | (Present for all)      |
| Alistair Story (Topic expert member)    | (Present for all)      |
| Sarah Newsam (Core member)              | (Present until item 5) |

| <b>In attendance:</b> |  |                   |
|-----------------------|--|-------------------|
| Rachel Kettle         | Technical Advisor, NICE                            | (Present for all) |
| Nicki Mead            | Technical Analyst, NICE                            | (Present for all) |
| Daniel Davies         | Project Manager, NICE                              | (Present for all) |
| Ross Maconachie       | Technical Advisor (Health Economics), NICE         | (Present for all) |
| Clifford Middleton    | Guideline Commissioning Manager, NICE              | (Present for all) |
| Jane Lynn             | Business Analyst, Resource Impact Assessment, NICE | (Present for all) |
| Angela Edwards        | Public Health England                              | (Present for all) |

| <b>Apologies:</b> |                     |
|-------------------|---------------------|
| Graham Rushbrook  | Core member         |
| Jane West         | Core member         |
| Andrew Hayward    | Topic expert member |
| Richard Watt      | Core member         |

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|---|
| <b>1. Welcome and objectives for the meeting</b>  |
| <p>The Chair welcomed the Committee members, attendees, and observers to the meeting. The Committee members and attendees introduced themselves.</p> <p>The Chair informed the Committee that apologies had been received. These are noted above.</p>   |
| <b>2. Confirmation of matter under discussion, and declarations of interest</b>   |
| <p>The Chair confirmed the matter under discussion and asked everyone to verbally declare any interests that have arisen since the last meeting.</p> <p>No new interests were declared.</p> <p>The Chair noted that the interests declared did not prevent the attendees from fully participating in the meeting.</p> |
| <b>3. Committee discussion sections</b>   |
| <p>NM presented the discussion sections of the guideline to the committee, and highlighted areas where clarification and further detail would be helpful in light of amendments to the guideline recommendations.</p> <p>The committee discussed these areas and agreed amended wording.</p>                          |
| <b>4. Research recommendations and prioritisation</b>   |
| <p>RK updated the committee on feedback received from NIHR on the research recommendations, and suggested areas where clarity could be improved.</p> <p>The committee discussed the research recommendations in the light of these comments and agreed amended wording.</p>   |
| <b>5. Revisions to draft responses to stakeholder comments</b>  |
| <p>The committee discussed the stakeholder comments received during consultation and agreed responses.</p>  |
| <b>6. Resource Impact discussion</b>  |
| <p>JL presented the resource impact implications of the guidance and sought volunteers from the committee for further involvement in the work.</p> <p>Volunteers came forward and JL agreed to contact following the meeting.</p>   |

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| <b>7. Summary of the day</b>  |
| The chair summarised the day.   |
| <b>8. Next steps and key dates</b>  |
| RK summarised the next steps that would be taken and gave the committee information on what the key dates would be. |
| <b>10. Any other business</b>   |
| There were no additional matters arising. The Chair thanked the group for their work and closed the meeting.        |