

## Workplace Health: Older Employees Committee meeting

**Date:** 25/6/2015

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

**Minutes:** FINAL

<b>Committee members present:</b>	
<b>John Britton</b> (Chair)	Present for items 1 – 13
<b>Susie Morrow</b> ( core member)	Present for items 1 – 13
<b>Mark Strong</b> ( core member)	Present for items 1 – 13
<b>Robert Baughan</b> (Topic member)	Present for items 1 – 13
<b>Mark Gabbay</b> (Topic member)	Present for items 1 – 13
<b>Rachel Jennings</b> (Topic member)	Present for items 1 – 13
<b>Keith Palmer</b> (Topic member)	Present for items 1 – 13
<b>Kim Sunley</b> (Topic member)	Present for items 1 – 13

<b>In attendance:</b>		
<b>Kay Nolan</b>	Associate Director, NICE	Present for items 1 – 7
<b>Hilary Chatterton</b>	Analyst, NICE	Present for items 1 – 13
<b>Patricia Mountain</b>	Project manager NICE	Present for notes 1-13
<b>Ruaraidh Hill</b>	Analyst, NICE	Present for items 1 – 13
<b>Rachel Kettle</b>	Analyst, NICE	Present for items 1 - 13
<b>Hugo Crombie</b>	Analyst, NICE	Present for items 1 - 13

<b>Observers:</b>	
<b>Melanie Carr NICE</b>	Present for items 1-7
<b>Andrew Harding NICE</b>	Present for items 1 – 7
<b>Fiona Glen NICE</b>	Present for item 1-7

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<b>Apologies:</b>	
<b>Paul Aveyard</b>	Core committee member
<b>Charlie Foster</b>	Core committee member
<b>Dagmar Zeuner</b>	Core committee member
<b>Christopher Ball</b>	Topic committee member
<b>Andrew Weyman</b>	Topic committee member
<b>Richard Preece</b>	Topic committee member
<b>Jane Leaman</b>	Vice chair Core committee member

### 1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the 5<sup>th</sup> meeting on Workplace Health: Older Employees.

No members of the public had registered to observe the meeting.

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 finalise the draft guideline for Workplace policies and approaches to promote and protect the health of older employees

The Chair asked that all PHAC meeting dates for PHAC D should be confirmed to both core and topic members as soon as they are confirmed, in order to reduce the risk of members being unable to attend

**Action: NICE to confirm PHAC D meeting dates to both core and topic members**

### 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: older employees

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

**Chris Ball –personal financial specific** - now employed as specialist adviser on the aging workforce by The Shaw Trust. He retains responsibility in that capacity for TAEN – the Age & Employment network

**Mark Strong – non personal financial interest non – specific** – MS is the Director of the Public Health section at SCHARR. SCHARR holds a number of contracts with

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NICE. MS does not directly work on any contract that relates to the matter under discussion.

**Keith Palmer – non personal financial specific** - Principal Investigator for a cohort study called Health & employment after fifty. This is relevant in relation to future recommendations for research.

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.

### 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.

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

### 5. Finalising draft recommendations 1 and 2

The NICE team had summarised the discussions at the previous PHAC meeting into draft recommendations for the PHAC to discuss and amend.

The PHAC worked in plenary through the draft recommendations 1 and 2 to agree final revisions before consultation.

**Action: NICE team to revise and circulate to the PHAC for final comment before guidance consultation**

**Action: NICE team to send an example of a published guidance to PHAC D for the next meeting to clarify how web links will look in the published version.**

**Action: NICE team to check the guideline template to clarify the 'who should take action section'**

### 6. Finalising draft recommendations 3 and 4

The PHAC worked in plenary through the draft recommendations 3 and 4 to agree final revisions before consultation.

**Action: NICE team to revise and circulate to the PHAC for final comment before guidance consultation**

### 7. Finalising draft recommendations 5 and 6

The PHAC worked in plenary through the draft recommendations 5 and 6 to agree

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final revisions before consultation.

**Action: NICE team to revise and circulate to the PHAC for final comment before guidance consultation**

### **8. Finalising draft recommendations 7 and 8**

The PHAC worked in plenary through the draft recommendations 5 and 6 to agree final revisions before consultation.

**Action: NICE team to revise and circulate to the PHAC for final comment before guidance consultation**

### **9.Gaps;10.Research recommendations**

Hilary Chatterton lead analyst for this guideline explained how the PHAC need to identify the gaps in the evidence that they have received in order to identify the research recommendations that are needed for this area. The PHAC discussed and listed a number of gaps and potential research recommendations.

**Action: NICE team to draft the potential research recommendations/evidence gaps according to PHAC direction and send to PHAC for comment**

### **11. Other sections – Section 4 context**

The PHAC discussed Section 4 of the guideline and agreed changes

### **12.Summary of the day and next steps**

The Chair summarised the agreed decisions and actions from the meeting.

Rachel Kettle summarised the next steps in the guidance development process

**Send draft recommendations to PHAC D - 30<sup>th</sup> July to 10<sup>th</sup> August 2015**

**Consultation on draft guidance - 16<sup>th</sup> September 2015 to 28<sup>th</sup> October 2015**

### **13. Any Other Business**

- PHAC members were reminded that NICE will only process expenses that are submitted within 3 months of the date incurred.
- PHAC members to check the list of affiliations to ensure their details are correct. Any errors please let Hilary Chatterton know
- Due to an internal restructure at NICE the team for this topic will change. The Chair and the PHAC thanked the current team for their work on this guideline.

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- **Action: NICE to confirm date of next meeting**

**Date of next meeting:**TBC

**Location of next meeting:** TBC