

**Workplace health: Long-term sickness absence and capability for work
Committee meeting**
Date: 19/07/2019

Location: Manchester

Minutes: Final

Committee members present:		
Kaveh Asanati (Topic expert)		(Present for notes 1 – 12)
Rob Allan (Topic Expert)		(Present for notes 1 – 12)
Ralph Bagge		(Present for notes 1 – 12)
Colin Ellis (Topic Expert)		(Present for notes 1 – 12)
Mark Gabbay (Co-opted member)		(Present for notes 1 – 12)
Judith Hooper		(Present for notes 1 – 12)
Paul Lincoln (Chair)		(Present for notes 1 – 12)
Nayab Nasir		(Present for notes 1 – 12)
Louise Thomson (Topic Expert)		(Present for notes 1 – 12)
Ann Williams		(Present for notes 1 – 12)
Gwenllian Wynne-Jones (Topic Expert)		(Present for notes 1 – 12)
Lorna Young (Topic Expert)		(Present for notes 1 – 12)

In attendance:		
Danielle Conroy	Project Manager, NICE	(Present for notes 1 – 12)
Markus Fally	Research Fellow, NICE (observing)	(Present for notes 1 – 12)
Annette Mead	Senior Medical Editor, NICE	(Present for notes 1 – 12)
Lesley Owen	Health Economic Adviser, NICE	(Present for notes 1 – 12)
Karen Peploe	Senior Technical Analyst, NICE	(Present for notes 1 – 12)
Robby Richey	Technical Adviser, NICE	(Present for notes 1 – 12)
Nick Staples	Guideline Commissioning Manager, NICE	(Present for notes 1 – 9)
Daniel Smithson	Technical Analyst, NICE (observing)	(Present for notes 1 – 12)

PHAC 7 minutes

Nicky Tyson	OD and Training Specialist, NICE (observing)	(Present for notes 1 – 12)
-------------	--	----------------------------

Apologies:

Obaghe Edeghere	Consultant Epidemiologist
Lise Elliott	Programme Manager
Justine Karpusheff	Guideline Commissioning Manager
Rashmi Shukla	Public Health Consultant
Amanda Sowden	Research/Methodologist
Sarah Willett	Assistant Director
Neil Wood	Public Health England

1. Welcome, apologies, introductions and objectives for the meeting

The Chair welcomed the Committee members, NICE attendees and public observers to the seventh and final meeting on Workplace health: long-term sickness absence and capability for work.

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

The Chair explained that the meeting was not quorate as Topic Experts outnumbered Core members therefore any changes to the recommendations discussed today will be finalised and agreed outside of the meeting with all committee members.

The Chair outlined the objectives of the meeting which were to review feedback received from stakeholder consultation, consider any appropriate response and any necessary changes to the recommendations.

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: long-term sickness absence and capability for work.

The Chair asked everyone to verbally declare any new interests since the last meeting.

Rob Allan and Louise Thomson both declared that have been recruited as Topic Experts for the 'Mental wellbeing at work' guideline update.

The Chair, NICE team and committee were satisfied that this did not constitute a conflict of interest.

PHAC 7 minutes

Paul Lincoln declared he is co-investigator on a MRC funded research project on the links between trade and health and Chair of a PHE Alcohol Advisory group.

The NICE team and committee were satisfied that these did not constitute a conflict of interest.

These interests will be recorded on the DOI register.

No other new interests were declared.

3. Minutes from the previous meeting

The minutes were signed off as an accurate account of meetings 5 and 6.

4. Presentation on general themes and stakeholder comments

Karen Peploe, Senior Technical Analyst presented the overall findings from the consultation feedback.

Stakeholders had no major concerns however a few matters required further clarification and discussion with the committee.

Some of the main themes included certification of sickness absence by allied health professionals, making workplace adjustments, line managers' communication skills and confidentiality.

5. Discussion on stakeholder comments

The Committee had the opportunity to discuss each of the identified themes and proposed action.

Overall the Committee were pleased that the guidance had generally been well-received by stakeholders.

6. Discussion and review of recommendations

Karen Peploe, Senior Technical Analyst and Robby Richey, Technical Adviser led the group discussion on the specific stakeholder comments which required committee input.

7. Review of recommendations

Karen Peploe, Senior Technical Analyst led the Committee review of the recommendations.

The Committee considered whether any of the consultation comments impacted on the recommendations as currently drafted. The rationale for any proposed change was

PHAC 7 minutes

discussed and the subsequent action provisionally agreed.

This will be finalised with the whole of committee outside of the meeting.

8. Review of recommendations continued

As above.

9. Prioritisation of research recommendations

Committee considered whether any of the discussions today affect the recommendations for research and if any of these should be flagged as a priority.

10. Equality Impact Assessment

Karen Peploe, Senior Technical Analyst led the discussion on the Equality Impact Assessment in relation to the Committee's work. Any necessary changes as a result of consultation feedback were discussed and provisionally agreed.

This will be finalised with the whole of committee outside of the meeting.

11. Summary of the day and next steps

The Chair summarised what had been covered throughout the day and advised that the NICE team would draft a response to all consultation comments and make any agreed changes to the guideline documents, before sending these to Committee for final review.

An embargoed release of the guideline is due to go out to stakeholders week commencing 4 November for a factual accuracy check and the guideline is due to publish on 20 November.

12. Any other business

Danielle Conroy, Project Manager provided an update on the Digital Pathway and gave Topic Experts the opportunity to be part of the Centre for Guidelines Expert Adviser Panel.

The Chair thanked the Committee members, Topic Experts and NICE team for their hard work and dedication on producing this guideline.