

**Tobacco Suite - Public Health Advisory Committee meeting 0 a/b**

**Date:** 15/1/19

**Location:** Avonmouth House, London

**Minutes:** Final

<b>Committee members present:</b>	
<b>Sharon Hopkins</b> (Chair)	Present for all items
<b>Rachel Chapman</b>	Present for items 4 onwards
<b>John Macleod</b>	Present for items 4 onwards
<b>Ruairidh Milne</b>	Present for items 4 onwards
<b>Ann Nevinson</b>	Present for items 4 onwards
<b>Derek Ward</b>	Present for items 4 onwards
<b>Matthew Alford</b> (Topic Lay Expert)	Present for all items
<b>Sanjay Agrawal</b> (Topic Expert)	Present for items 3 onwards
<b>Gary Bickerstaffe</b> (Topic Expert)	Present for items 3 onwards
<b>John Britton</b> (Topic Expert)	Present for items 3 onwards
<b>Martin Willmore</b> (Public Health England Technical Adviser)	Present for items 4 onwards

<b>In attendance:</b>		
Olivia Crane	Technical Analyst, NICE	Present for all items
Lise Elliott	Programme Manager, NICE	Present for all items
Paul Levay	Information Specialist, NICE	Present for items 4 onwards
Clifford Middleton	Guideline Commissioning Manager, NICE	Present for items 4 onwards
Lesley Owen	Technical Adviser (HE), NICE	Present for all items
Robby Richey	Technical Adviser, NICE	Present for all items
Sarah Willett	Associate Director, NICE	Present for items 1 - 4

<b>Apologies:</b>	
Amanda Amos	Topic expert member
Tim Coleman	Topic expert member
Helene Dyson	Core member
Stuart Lines	Core member
David McDaid	Core member

**1. Welcome, apologies, introductions and objectives**

The Chair welcomed the Topic Experts and attendees to the meeting. The Committee members and attendees introduced themselves.

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

The Chair confirmed the objectives for the morning session.

**2. NICE guideline development process and methods including any questions and answers.**

Oliva Crane gave an overview of the processes and methods used during guideline development including the use of GRADE within the evidence reviews.

**3. Declarations of Interest**

Lise Elliott gave a short presentation on NICE’s policy on declaring conflicts of interest. The Committee were then given opportunity to ask any questions and seek clarification.

**4. Afternoon Welcome, apologies, introductions and objectives**

The Chair welcomed the full Committee of topic experts and core members. The Committee introduced themselves and apologies from core members were noted as above.

**5. Declarations of Interest. Confirmation of matter under discussion relation to Tobacco: prevention cessation and harm reduction.**

The Chair confirmed the matter under discussion and asked everyone to verbally declare any interests not previously declared. The following interests were declared:

<b>Committee</b>	<b>Declaration</b>	<b>Classification</b>	<b>Decision</b>
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<b>member</b>			
<b>John Britton</b>	Has authored publications in the area	Direct, Non-financial professional and personal	Decision pending following submission and review of list of publications

Having reviewed the register of declarations of interest, 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.

### **6. Minutes of previous meeting.**

Minutes of the previous meeting were reviewed, and the minutes were signed off as final.

### **7. Introduction to the NICE Public Involvement Programme.**

Mark Rasburn, Public Involvement Adviser, NICE gave an overview of the programme and the Committee were given the opportunity to ask questions.

### **8. Editorial Introduction**

Linda Grainger, Senior Medical Editor at NICE gave an overview of the editorial process involved in the development of a guideline. The Committee were given the opportunity to ask questions

### **9 & 10. Discussion and sign off amalgamation approach.**

Olivia Crane gave an overview of the planned amalgamation approach to bring the 8 Tobacco related guidelines together into 1 updated guideline.

The Committee discussed the approach and agreed to continue discussions in tomorrow's meeting.

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

The Chair summarised the discussion from the day and confirmed that the Committee will reconvene tomorrow, 16 January @ 9.30.

**Tobacco Suite - Public Health Advisory Committee meeting 0 a/b**

**Date:** 16/1/19

**Location:** Avonmouth House, London

**Minutes:** Final

<b>Committee members present:</b>	
<b>Sharon Hopkins</b> (Chair)	Present for all items
<b>Rachel Chapman</b>	Present for all items
<b>Ruairidh Milne</b>	Present for all items
<b>Ann Nevinson</b>	Present for all items
<b>Derek Ward</b>	Present for items 1 - 4
<b>Matthew Alford</b> (Topic Lay Expert)	Present for all items
<b>Sanjay Agrawal</b> (Topic Expert)	Present for all items
<b>Gary Bickerstaffe</b> (Topic Expert)	Present for all items
<b>John Britton</b> (Topic Expert)	Present for all items
<b>Tim Coleman</b> (Topic Expert)	Present for all items
<b>Martin Willmore</b> (Public Health England Technical Adviser)	Present for all items

<b>In attendance:</b>		
Olivia Crane	Technical Analyst, NICE	Present for all items
Lise Elliott	Programme Manager, NICE	Present for all items
Debra Hunter	Project Manager NICE	Present for all items
Paul Levay	Information Specialist, NICE	Present for all items
Clifford Middleton	Guideline Commissioning Manager, NICE	Present for all items
Lesley Owen	Technical Adviser (HE), NICE	Present for all items
Robby Richey	Technical Adviser, NICE	Present for items 1 - 4
Sarah Willett	Associate Director, NICE	Present for all items

<b>Observers:</b>	
Stacey Chang-Douglass	Methods and Economics team, NICE

<b>Apologies:</b>	
Amanda Amos	Topic expert member
Helene Raynsford	Core member
Stuart Lines	Core member
David McDaid	Core member
John Macleod	Core member

**1. Welcome, apologies, and objectives**

The Chair welcomed the Committee, NICE attendees and observers to the meeting.

The Chair confirmed the objectives for the morning session.

**2. Declarations of Interest. Confirmation of matter under discussion relation to Tobacco: prevention cessation and harm reduction.**

The Chair confirmed the matter under discussion and asked if any further declarations were to be made: No new interests were declared.

**3. Discussion and sign off amalgamation approach**

The Committee continued the discussion from the previous meeting and agreed the approach for sign off.

**4 & 5. Review protocols and search**

Olivia Crane gave a presentation covering the protocols, outlining the review questions with inclusion and exclusion criteria and agreed outcomes. The Committee discussed each review question and agreed the relevant protocol.

**6. Expert Witnesses**

Olivia Crane asked the Committee to consider any perceived gaps in evidence where expert witness testimony may have to be considered. The Committee discussed and suggested areas where they felt testimony would be necessary.

**7. Economic modelling and the HE subgroup**

Lesley Owen gave a presentation outlining the economic modelling approach. Requests were also made by Lesley for individuals from the Committee to volunteer

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to be part of a health economic committee subgroup.

### **8. Summary and next steps**

The Chair summarised the discussions and decisions from the day. The Chair also highlighted the Committee roles that the NICE team are actively looking to co-opt onto the committee. Committee members were asked to consider if any further areas of expertise needed to be covered by co-opted members