

Tobacco Suite – Public Health Advisory Committee Meeting 15

Date: 1 September 2021

Location: Virtual Meeting via Zoom

Minutes: Final

Committee members present:	
Paul Lincoln (Chair)	Present for notes 1-8
Rachel Chapman (Core Member)	Present for notes 1-8
Louis Levy (Core Member)	Present for notes 1-8
John Macleod (Core Member & Vice Chair)	Present for notes 1-8
David McDaid (Core Member)	Present for notes 1-8
Ruairidh Milne (Core Member)	Present for notes 1-8
Ann Nevinson (Core Member)	Present for notes 1-5
Matthew Alford (Topic Expert Member)	Present for notes 1-8
Gary Bickerstaffe (Topic Expert Member)	Present for notes 1-8
John Britton (Topic Expert Member)	Present for notes 1-8
Tim Coleman (Topic Expert Member)	Present for notes 1-8
Yvonne Hermon (Co-opted Topic Expert Member)	Present for notes 1-8
Arran Woodhouse (Topic Expert Member)	Present for notes 1-8
Qasim Chowdary (Public Health England Topic Adviser)	Present for notes 1-8

In attendance:		
Chris Carmona	Technical Adviser, NICE	Present for notes 1-8
Sarah Catchpole	Medical Editor, NICE	Present for notes 1-8
Lucinda Evans	Meetings in Public Coordinator	Present for notes 1-8
James Jagroo	Senior Technical Analyst, Public Health Guidelines	Present for notes 1-8
Edgar Masanga	Business Analyst, NICE	Present for notes 1-8
Clifford Middleton	Guideline Commissioning Manager, NICE	Present for notes 1-8
Adam O'Keefe	Project Manager, Public Health Guidelines	Present for notes 1-8

Lesley Owen	Technical Adviser (HE), NICE	Present for notes 1-8
Karen Peploe	Senior Technical Analyst, Public Health Guidelines	Present for notes 1-8
Jean Ryan	Programme Manager, Public Health Guidelines	Present for notes 1-8
Bryn White	Project Manager, Public Health Guidelines	Present for notes 1-8

Apologies:

Elena Ratschen	Co-opted Topic Expert Member
Graham Moore	Co-opted Topic Expert Member
Martyn Willmore	Public Health England Topic Adviser
Sarah Willett	Associate Director, Public Health Guidelines

1. Welcome and objectives for the meeting

The Chair welcomed the committee members and attendees to the 15th meeting on Tobacco suite: preventing uptake, promoting quitting and treating dependence (update). The committee members and attendees introduced themselves.

The Chair informed the committee that apologies had been received. These are noted above. The Chair welcomed the members of the public to the meeting and outlined the objectives.

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 Tobacco suite: preventing uptake, promoting quitting and treating dependence (update).

The Chair asked everyone to verbally declare any new interests that are not listed in the registry. The following new interest was declared:

Name	Role	Declarations of Interest, date declared	Type of interest	Decision taken
Rachel Chapman	Core Member	Appointment as Consultant in Public Health at University Hospitals Coventry and Warwickshire NHS Trust and	Direct - financial	Declare and participate Rationale: Non-specific

		Coventry City Council. Involved in work to implement NHS LTP tobacco control plans		
<p>The Chair and a senior member of the developer's team noted that neither this declaration nor other interests previously declared would prevent the attendees from fully participating in the meeting.</p>				
<p>3. Minutes of last meeting</p>				
<p>The minutes of the previous meeting were accepted as a true and accurate record of the meeting.</p>				
<p>4. Presentation on general themes and stakeholder comments</p>				
<p>The Chair introduced James Jagroo (JJ), Senior technical Analyst, who presented the committee with a themed summary of the consultation feedback. The Committee had the opportunity to discuss each of the identified themes and proposed action.</p>				
<p>5. Discussion on stakeholder comments and review of recommendations</p>				
<p>JJ led the group discussion on the specific stakeholder comments which required Committee discussion. The Committee then considered whether any of the comments impacted on the recommendations as currently drafted. The rationale for any proposed change was discussed and the subsequent action agreed.</p>				
<p>6. Prioritisation of research recommendations</p>				
<p>The Committee considered whether any of the stakeholder comments or the day's discussions affect the recommendations for research and if any of these should be flagged as a priority.</p> <p>The committee drafted one new research recommendation and included in the guideline as a prioritisation for research.</p>				
<p>7. Equality Impact Assessment</p>				
<p>Chris Carmona, Technical Adviser, 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 updates agreed.</p>				
<p>8. Summary of the day and next steps.</p>				
<p>The Chair advised that the second day of the meeting was to be cancelled as the</p>				

required discussions were had in this meeting.

The Chair summarised 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 the Committee for final review.

An embargoed release of the guideline is due to go out to stakeholders on 16 November 2021 for a factual accuracy check and the guideline is due to publish on 30 November 2021.