

**Oral health promotion approaches for dental teams Public Health
Advisory Committee meeting**

Date: 23/07/15

Location: Broadway House, Tothill Street, London, SW1H 9NQ

Minutes: Draft

Committee members present:	
Susan Jebb (Chair)	(Present for notes 1-11)
Ben Atkins – topic member	(Present for notes 1-11)
Perpetua Chisenga – community topic member	(Present for notes 1-11)
Gillian Davies – topic member	(Present for notes 2 -11)
Rebecca Harris – topic member	(Present for notes 1-11)
Alison Lloyd – community core member	(Present for notes 1-11)
Mandy Murdoch – topic member	(Present for notes 1-11)
Chris Packham – core member	(Present for notes 1-11)
Michael Wheeler - topic member	(Present for notes 1-11)
Lucy Yardley – core member	(Present for notes 1-11)

In attendance:		
NICE team:		
Simon Ellis	NICE Associate Director	(Present for notes 6 – 11)
Linda Sheppard	NICE senior technical analyst	(Present for notes 1 – 11)
Lakshmi Murthy	NICE senior technical analyst	(Present for notes 1 – 7)
Patricia Mountain	NICE project manager	(Present for notes 1 – 11)
Louisa Regan	NICE implementation adviser	(Present for notes 3 – 11)
Apologies:		
Joyce Rothschild	Core member	
Mireia Jofre Bonet	Core member	
Toby Prevost	Core member	
Amanda Sowden	Core member	

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the 17th meeting of Public Health Advisory Committee (PHAC) A and the third and final meeting on Oral health promotion approaches for dental teams.

The Committee members and attendees introduced themselves.

The Chair welcomed the members of the public to the meeting. The members of the public had been briefed already, both verbally and in writing by the NICE team, and the Chair reminded them of the protocol for members of the public, whose role is to observe (they should not speak or ask questions). No filming or recording of the meeting is permitted. The Chair reminded all present that the Committee is independent and advisory, that its decisions and recommendations to NICE do not represent final NICE guidance, and that they may be changed as a result of public consultation.

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 consider the comments from stakeholders on the draft guideline
- To consider the equality impact assessment
- To finalise the recommendations, considerations and research recommendations.

2. Declarations of interest

The Chair explained that verbal declarations of interest are a standing item on every agenda and a matter of public record.

The PHAC comprises both core members who are standing members of PHAC A, and topic members who are members solely for this guideline.

Previous declarations of interest can be viewed on the NICE website here <http://www.nice.org.uk/get-involved/meetings-in-public/public-health-advisory-committees>

The Chair asked everyone to verbally declare any interests that have arisen since the last meeting or changes to previously declared interests under the following categories:

- financial or non-financial (specific or non-specific*)
- personal [family] or non-personal

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* An interest is 'specific' if it refers directly to the matter under discussion.

For the purposes of this meeting, the matter under discussion was defined as '*approaches for delivering oral health promotion messages to dental patients.*'

No new interests were declared.

All the interests declared will be published as an appendix to the final guideline.

Action: NICE to send the table of interests declared to PHAC members to confirm that they are recorded accurately

3. Minutes of the last meeting

The minutes were agreed as an accurate record of the meeting. All actions had been completed or were on the agenda for this meeting.

4, 5. Overview of stakeholder comments – presentation

Linda Sheppard, senior technical analyst for this guideline, presented an overview of the comments from the consultation with registered stakeholders during 6 week consultation period 29th May – 10 July 2015. This included: which organisations commented; an overview of their comments and suggestions for change to the recommendations, based on the comments received.

The Chair asked the PHAC to consider these comments when revising the recommendations.

5. Equality impact assessment – presentation and discussion

The NICE equality scheme sets out how it meets its obligations under the Equality Act 2010 and Human Rights Act 1998, under which NICE has a duty to have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity, and foster good relations. NICE guidelines also address health inequalities arising from socioeconomic factors and inequities in access for disadvantaged groups.

For all NICE guidelines, an Equality Impact Assessment (EIA) form is completed. This exercise entails considering not just equality in relation to groups sharing the Equality Act's protected characteristics, but also health inequalities arising from socioeconomic factors and with inequities in access to services or care for certain disadvantaged groups.

Lakshmi Murthy gave examples of areas within the draft guidance that may need to be considered by the PHAC when finalising the recommendations, using the comments made by stakeholders on the EIA during the consultation.

6,7 Revisions to the recommendations and considerations

The PHAC worked through the draft recommendations in plenary session, considering the specific points made by stakeholders on the draft guidance and the Equality Impact Assessment, revising and refining the recommendations.

Action point: NICE team to revise the draft recommendations as advised by the PHAC and circulate for final comment

The PHAC reviewed the considerations and discussed and agreed the final revisions, in light of the stakeholder comments received.

Action: NICE team to revise considerations as advised by the PHAC and circulate for final comment

The PHAC recommended that the title of the guideline needed to be revised so that it better reflected the content and context of the guidance.

8. Finalising the research recommendations

The PHAC discussed the draft research recommendations and agreed a final list.

Action point: NICE team to revise the research recommendations as advised by the PHAC and circulate for final comment.

9. Summary of the day and next steps

Louisa Regan, NICE implementation adviser, explained that the implementation team would like input from the PHAC on the development of any implementation resources and asked for volunteers from the PHAC to participate.

Any draft tools that are developed by the implementation team will be sent to the PHAC during their consultation period for comment.

Action: PHAC members to send examples of good practice or tools/resources for practitioners to Louisa.regan@nice.org.uk

The Chair summarised the main decisions and actions agreed. The Chair thanked the members for their hard work on this guideline.

Simon Ellis, associate director for this guideline, outlined the next steps in the guideline development process:

- **NICE team to revise the recommendations, considerations and**

research recommendations as directed by the PHAC

- **NICE team to circulate the draft guideline to committee members from 8th September to 21st September – to check that we have captured everything correctly**
- **NICE team to meet with the Chair to review comments from members**
- **NICE to undertake internal sign-off and issue the final guideline on 11th December**

10. Any other business

PHAC members were reminded that NICE will only process expenses that are submitted within 3 months of the date incurred.

The meeting closed at 4:15 pm