

## Community Engagement (Update) Committee meeting 5

**Date:** 3<sup>rd</sup> June 2015

**Location:** NICE London Office

**Minutes:** Final



<b>Committee members present:</b>		
David Sloan (Chair)		(Present for notes 1 – 9)
Stephen Morris (Core)		(Present for notes 1 – 9)
Eileen Kaner (Core)		(Present for notes 3 – 9)
Geraldine Stone (Community Topic)		(Present for notes 1 – 9)
Jasmine Murphy (Core)		(Present for notes 1 – 9)
Jane South (Topic)		(Present for notes 1 – 9)
Kamran Siddiqi (Core)		(Present for notes 1 – 9)
Alison Giles (Topic)		(Present for notes 1 – 9)
Chris Nield (Topic)		(Present for notes 1 – 9)
Karen Wint (Community Topic)		(Present for notes 1 – 9)
Elizabeth Bayliss (Community Topic)		(Present for notes 1 – 9)
Ross Cowan (Community Core)		(Present for notes 1 – 9)
Michal Chantkowski (Community Topic)		(Present for notes 1 – 9)

<b>In attendance:</b>		
Kay Nolan	Associate Director	(Present for notes 1 – 9)
Tracey Shield	Analyst	(Present for notes 1 – 9)
James Jagroo	Analyst	(Present for notes 1 – 9)
Lesley Owen	Health Economist	(Present for notes 1 – 4)
Victoria Axe	Project Manager	(Present for notes 1 – 9)
Clive Pritchard	Contractor Matrix	(Present for notes 1 – 4)

<b>Observers:</b>	
Tim Irish	(Present for notes 1 – 9)
Jane Lynn	(Present for notes 1 – 9)
Joan Paredes	(Present for notes 1 – 9)

**Apologies:**

Gail Findlay	Committee member
Peter Shearn	NICE Analyst

**1. Welcome and objectives for the meeting**

The Chair welcomed the Committee members and attendees to the fourteenth meeting for PHAC C and the 5<sup>th</sup> meeting on Community Engagement.

No members of the public asked to observe the meeting.

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

The Chair informed the Committee that Antony Morgan had left NICE and the Chair formally conveyed his best wishes to Antony from the team. The Chair also informed the Committee that he would no longer be Chairing the group once the guideline for Community Engagement had published. It was noted that Kay Nolan would be the Associate Director for this meeting and at the next meeting Adrienne Cullum would be taking on the Senior Technical Analyst role.

The Chair outlined the objectives of the meeting, which included:

- Considering the findings of the health economic analyses.
- Refining and agreeing the draft guidance prior to consultation stage - including recommendations, considerations, research recommendations and the context sections.

**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:

- Activities to ensure that community representatives are involved in developing, delivering or managing services to promote, maintain or protect the community's health and wellbeing
- Local activities to improve health by supporting community engagement

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

**Michal Chantkowski Non-personal, financial, non-specific :**

Director of North East Community Solutions CIC (salaried), a social enterprise delivering interventions to improve health and wellbeing of BME people, some of them community engagement interventions; Current and past funding from grant making bodies (e.g. British Heart Foundation), as well as public sources (e.g. Sunderland City Council, Gateshead Borough Council, South Tyne and Wear PCT [now defunct], Healthwatch Sunderland); Also an employee of the international community organisation of Sunderland, a registered charity working to improve the quality of life of BME people in the North East of England – the organisation has in the past delivered community engagement interventions in the area of health and it might happen in the future; Involvement in both organisations means his work might be affected by the guidelines.

**Michal Chantkowski Personal non-financial specific interest**

MC has been appointed a Trustee-Director of the Sunderland Black and Minority Network Ltd, an infrastructure support organisation for BME organisations within the City of Sunderland, which advocates on behalf of BME organisations and communities.

**Jane South Non-personal financial interest:**

Part of the research team led by Dr Anne-Marie Bagnall, Leeds Beckett University that has been commissioned by NICE to undertake NICE Community Engagement stream 2, component 1a – map of the literature on current and emerging community engagement policy and practices. Co-author on the report and have written the short sections on the map of concepts and policy; Part of the same research team led by Dr Anne-Marie Bagnall, Leeds Beckett University that has been commissioned by NICE to undertake NICE Community Engagement stream 2, component 1b – map of current practice based on a case study approach. JS primary role is to provide methodological advice around case study design and analysis.

**Jane South Personal non-financial interest**

Currently seconded to Public Health England as a public health academic (on an honorary contract 2 days/week) from February 2014 until March 2015 to further dissemination of evidence and learning on community centred wellbeing and participatory approaches. This has since been extended until March 2016 and JSI will work in an advisory role within the Health and Wellbeing Directorate, PHE; As part of this work JS wrote a concept paper on community approaches and developed the Family of Community centred approaches presented in PHAC C 13.4.8 – Community Engagement: family of community-centred approaches. This has been published as a Guide and Briefing by PHE/NHS England in February 2015. As part of her role in PHE, JS is also involved in speaking at various events and conferences; Has been on the advisory group for component 1 conducted by EPPI centre – A systematic review on “Community Engagement for health via coalitions, collaborations and partnerships”; As an academic, JS have co-authored two papers in 2014 relating specifically to community engagement/community participation.

**Elizabeth Bayliss Non personal, financial interest**

Chief Executive, Social Action for Health - a community development charity that works in the area of community engagement on a local level in east and west London

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.

**Action: The NICE Team to run through all previously declared conflicts of interest and to re-categorise them. The NICE team to send the revised table to the committee for them to approve prior to consultation.**

**3. Presentations**

Kay Nolan, Associate Director at NICE, gave an overview and reminder as to where the committee were in the guideline process and gave an update on the actions agreed at the last meeting. It was noted that these two meetings would be the last opportunity to jointly refine the draft recommendations prior to consultation.

**Action: The NICE Team to provide the committee with the draft consultation guideline on Older People – Independence and Mental Wellbeing.**

The Committee then discussed the issues presented in relation to this guideline.

The Chair introduced Clive Pritchard from Optimity, Matrix who gave a presentation on the Health economic analyses: social return on investment and update on cost consequence analyses: approaches to improve health and reduce health inequalities. Clive took questions from the group. The Committee then discussed the issues presented in relation to this guideline.

The Chair introduced James Jagroo, Technical Analyst at NICE, who gave a presentation on the Equality Impact Assessment process at NICE and discussed areas that the PHAC would need to keep in mind when finalising the draft recommendations. The Committee then discussed the issues presented in relation to this guideline.

The Chair introduced Tracey Shield, Technical Analyst at NICE, who gave a presentation about the process of drafting recommendations.

**4. Questions and discussion**

The Committee discussed all of the information they had heard and were given the opportunity to ask questions.

**5. Drafting recommendations**

The Committee drafted recommendations based on all of the evidence they had previously heard.

**Action: The NICE Team and the Committee to consider examples to support practicable implementation prior to the next meeting.**

#### **6. Agreeing the “context and other sections” section of the guideline**

The Committee discussed other sections of the guideline and agreed the content.

#### **7. Summary of the day, taking stock and next steps**

The Chair summarised the discussions of the day.

**Action: The Committee to read the draft considerations before the next meeting.**

#### **8. Minutes of the 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.

#### **9. Any other business**

There was no other business.

## Community Engagement (Update) Committee meeting 6

**Date:** 4<sup>th</sup> June 2015

**Location:** NICE London Office

**Minutes:** Draft

<b>Committee members present:</b>	
David Sloan (Chair)	(Present for notes 1 – 10)
Stephen Morris	(Present for notes 1 – 10)
Eileen Kaner	(Present for notes 1 – 8)
Geraldine Stone	(Present for notes 1 – 10)
Jasmine Murphy	(Present for notes 1 – 10)
Jane South	(Present for notes 1 – 10)
Kamran Siddiqi	(Present for notes 1 – 10)
Gail Findlay	(Present for notes 1 – 10)
Alison Giles	(Present for notes 1 – 8)
Chris Nield	(Present for notes 1 – 10)
Karen Wint	(Present for notes 1 – 10)
Elizabeth Bayliss	(Present for notes 1 – 10)
Ross Cowan	(Present for notes 1 – 10)
Michal Chantkowski	(Present for notes 1 – 10)

<b>In attendance:</b>		
Kay Nolan	Associate Director	(Present for notes 1 – 10)
Tracey Shield	Analyst	(Present for notes 1 – 10)
Adrienne Cullum	Analyst	(Present for notes 1 – 10)
James Jagroo	Analyst	(Present for notes 1 – 10)
Patricia Mountain	Project Manager	(Present for notes 1 – 10)

<b>Observers:</b>	
Jane Lynn	(Present for notes 1 – 10)

<b>Apologies:</b>	
Jasmine Murphy	Core member
Chris Neild	Topic Member
Karen Wint	Community topic member
Peter Shearn	analyst

### **1. Welcome and objectives for the meeting**

The Chair welcomed the Committee members and attendees to the fifteenth meeting for PHAC C and the 6<sup>th</sup> meeting on Community Engagement. The Committee members and attendees introduced themselves.

No members of the public asked 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:

- Refining and agreeing the draft guidance prior to consultation stage - including recommendations, considerations, research recommendations and the context sections.

### **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:

- Activities to ensure that community representatives are involved in developing, delivering or managing services to promote, maintain or protect the community's health and wellbeing
- Local activities to improve health by supporting community engagement

**There were no further declarations of interest made. No members of the public had registered to observe this meeting.**

### **3,4 NICE Press: media handling processes**

Kay Nolan, associate director at NICE gave a short presentation about NICE Press and the medial handling process. When the guideline is published, NICE will want spokespeople from the PHAC who can be available for media interviews. Members were asked to volunteer

**Action: PHAC members who would like to volunteer for comms/media work to contact Laura Gibson [laura.gibson@nice.org.uk](mailto:laura.gibson@nice.org.uk)**

#### **5., 6, Drafting considerations**

Tracey Shield gave a short introduction to the consideration section of the guideline. The PHAC discussed the draft considerations in plenary and agreed/refined the considerations.

**Action: NICE team to refine the draft considerations following PHAC direction and send to PHAC for final comment before guidance consultation.**

#### **7. Drafting recommendations including research recommendations**

The committee examined in plenary session each draft recommendation and amended/agreed prior to the draft guideline consultation. They discussed gaps in the evidence and finalised research recommendations to bridge those gaps.

The NICE team presented some potential areas for research recommendations based on the reviews presented and discussed at previous meetings. PHAC were asked to consider these and to identify gaps in the evidence. These were discussed and revised and additional ones suggested.

**Action: NICE team to refine the draft recommendations following PHAC direction and send to PHAC for final comment before guidance consultation.**

**Action: NICE team to refine the draft research recommendations following PHAC direction and send to PHAC for final comment before guidance consultation.**

#### **8. Context and other sections**

The committee discussed other sections of the draft guideline that had not been discussed so far.

The PHAC discussed in plenary session the working definition of Community Engagement within the context of the guideline. Due to time constraints it was agreed to continue this discussion by email.

**Action: PHAC to agree the definition of Community engagement by email, facilitated by the NICE team.**

The PHAC discussed the draft glossary and agreed/refined terms.

**Action: NICE team to refine the draft glossary following PHAC direction and send to PHAC for final comment before guidance consultation.**

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

The Chair summarised the agreed actions and Kay Nolan explained the next steps in the guidance development.

Next steps

- NICE team revise draft guideline
- Draft guideline will be edited
- Come to PHAC for comment 7<sup>th</sup> -17<sup>th</sup> July 2015
- Meet with Chair to discuss PHAC comments
- Draft guideline undergoes internal sign off
- Consultation scheduled for 12<sup>th</sup> August 2015

### **10. Any other business**

Kay Nolan thanked the Chair and the PHAC for their hard work on this guidance. The Chair thanked the NICE team, past & present, for their contribution & hard work on this topic.

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

**Date of next meeting:** 14<sup>th</sup>/15<sup>th</sup> October 2015

**Location of next meeting:** TBC