

**Public Health Advisory Committee C – Meeting 13 (4)**

**Date:** 24/03/15

**Location:** NICE offices, London SW1H 9NQ

**Minutes:** Draft

<b>Committee members present:</b>		
David Sloan (Chair)		(Present for notes 1 – 15)
Elizabeth Bayliss - Committee topic member		(Present for notes 1 – 15)
Michal Chantkowski - community topic member		(Present for notes 1 – 15)
Ross Cowan – community core member		(Present for notes 1 – 15)
Gail Findlay – topic member		(Present for notes 1 – 15)
Alison Giles – topic member		(Present for notes 1 – 15)
Eileen Kaner – core member		(Present for notes 1 – 15)
Stephen Morris – core member		(Present for notes 1 – 15)
Jasmine Murphy – core member		(Present for notes 1 – 15)
Chris Nield – topic member		(Present for notes 1 – 15)
Kamran Siddiqi – core member		(Present for notes 1 – 15)
Jane South – topic member		(Present for notes 1 – 15)
Geraldine Stone –community topic member		(Present for notes 1 – 15)
Karen Wint – community topic member		(Present for notes 1 – 15)

<b>In attendance:</b>		
Antony Morgan	NICE Associate Director	(Present for notes 1 – 15)
Tracey Shield	NICE Lead analyst	(Present for notes 1 – 15)
Peter Shearn	NICE Lead analyst	(Present for notes 1 – 15)
James Jagroo	NICE analyst	(Present for notes 8 – 15)
Patricia Mountain	NICE Project manager	(Present for notes 1 – 15)
<b>Contractors:</b>		
Anne Marie Bagnall	Leeds Beckett university	(Present for notes 1 – 15)

Jo Trigwell	Leeds Beckett university	(Present for notes 1 – 15)
Kevin Sheridan	University of East London	(Present for notes 1 – 15)
<b>Experts</b>		
Jennie Popay	University of Lancaster	(Present for notes (12- 15)

## 1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the 13<sup>th</sup> meeting of Public Health Advisory Committee (PHAC) C and the fourth meeting on Community engagement (update).

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.

There were no apologies were received.

The Chair informed the PHAC that Stephen Morris has been appointed as vice chair for PHAC C. NICE has a vice chair for situations of covering absences if the Chair is unavailable or delayed. Also any situation where the chair is deemed to have a conflict of interest in the matter under discussion, the vice chair can step into the role for that item/meeting.

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

- To hear expert testimony on Commissioning
- To hear expert testimony on New Deal for Communities research
- To discuss the findings from UK case study work prepared by Leeds Beckett University and University of East London
- To continue the process of drafting recommendations
- To discuss further opportunities for expert testimony

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## 2. Declarations of interest

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

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 C 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 all topic members to declare all interests and the core members to declare changes to previously declared interests and any interests specific to the topic under consideration at this meeting under the following categories

- financial or non-financial (specific or non-specific\*)
- financial interests can be personal [family] or non-personal.(specific or non specific\*)

\* An interest is 'specific' if it refers directly to the matter under discussion. For the purposes of this meeting, specific interests are defined as those relating to:

- 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 ‘

**Geraldine Stone – Community topic member:non financial personal specific: contributed to research on New deal communities**

The Chair and the Associate Director noted that the interests declared did not prevent the attendees at committee from fully participating in the meeting.

## 3. Orientation session include summary of running issues.

Antony Morgan, associate director for this guideline, gave a presentation outlining

where the PHAC is within the guideline development process. This included:

- A revised cost effectiveness review is in progress
- Cost consequence analysis report will be finalised by end of April and discussed at the next meeting
- Matrix are currently working on a review of published 'Social Return on Investment' work in the area of community engagement – to be presented at next PHAC meeting

The actions from the previous meeting had all been addressed or added to the agenda for this meeting. the next steps are:

- NICE team to re-draft recommendations and considerations based on discussions
- Send to PHAC for sub group members for them to consider revisions

#### **4,5. Report 8 studies: current and emerging UK practice**

Anne-Marie Bagnall and Jo Trigwell from Leeds Beckett University, and Kevin Sheridan from University of East London provided a summary of the findings from Case Study evidence on current and emerging UK practice.

The Committee then discussed the issues presented in relation to this guideline There was time for questions and discussion.

#### **6,7. Expert Testimony Commissioning**

Chris Nield, Consultant in Public Health at Sheffield City Council, topic member on PHAC C for this guideline gave expert testimony. This testimony provided a summary of findings on the role of commissioning in establishing good practice for community engagement, which has been identified as a potential gap in the evidence-base.

To inform this testimony Chris drew on:

- The views of a group of Directors of Public Health and Consultants across the north of England
- Developed a questionnaire to be completed directly and as an interview tool for telephone interviews
- Reviewed PH in Local Authority key policies, strategy and legislation to

identify the key issues in relation community engagement and the position of Public Health

Following the presentation there was time for questions and discussions.

### **8. Framing the recommendations**

Peter Shearn, joint lead analyst for this guideline, gave a brief presentation on framing the recommendations and asked the PHAC to discuss and propose what might be an appropriate framework to contextualise the recommendations included in the final guidance. In addition, the PHAC were asked to consider how the available 'logic diagrams' can inform the presentation of the guidance. The PHAC had commented by email on their preferences and their collated responses had been mailed to all the PHAC (PHAC C 13.4.7)

### **9. Introduction to drafting the recommendations**

Tracey Shield, joint lead analyst for this guideline, gave a brief overview reminding the members of the points to consider when drafting recommendations.

### **10, 11. Drafting recommendations - group work**

The Chair asked the PHAC to split into three groups, reflect on the evidence heard at this meeting and previously and to continue drafting recommendations.

The groups were facilitated by the PHAC members and Chair and the NICE team took notes. The members of the public remained in the room and were free to observe the groups' discussions.

### **12. Expert Testimony – New deal for communities (including questions and discussion)**

Professor Jennie Popay from the University of Lancaster gave a presentation which summarised her research on the New Deal for Communities, which has been identified as a potential gap in the evidence-base

There was time for questions and discussion.

### **13. Plenary discussion on draft recommendations**

A PHAC member from each of the three groups (see item 10) gave feedback in plenary on their discussions on drafting recommendations,. The PHAC discussed the group work feedback in plenary and agreed to continue to develop the draft recommendations in the three groups by email

Action: NICE team to re-draft recommendations and considerations based on

discussions (25th March to 10th April)

**Action: PHAC to continue to develop the recommendations by email within the sub groups**

**Action: NICE team to collate draft recommendations from groups and bring back to next meeting for plenary PHAC agreement at PHAC 5 & 6 on 3rd and 4th June 2015**

#### **14. Minutes of the meeting**

The minutes of the meeting (date) were agreed to be an accurate record of the meeting

#### **15. AOB/Summary of the day and the next steps**

The Chair summarised the items that had been discussed throughout the day.

The PHAC members made suggestions for expert witnesses

**Action: NICE team to consider additional expert testimony**

**Action: NICE team to look at draft NICE guideline on Older peoples and mental wellbeing guidance for overlaps**

**Action: NICE team to do a gap analysis of the evidence to help identify areas for research recommendations and to add to next PHAC meeting**

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

**The meeting closed at 4:20pm**

**DATE OF NEXT MEETING: 3rd and 4th June 2015 at NICE offices, London**