

## Community Engagement Committee meeting

**Date:** 16/10/2015

**Location:** London: ITA venues, 28 Portland Place, London W1B 1LY

**Minutes:** Final

<b>Committee members present:</b>		
David Sloan (Chair)		(Present for notes 1 – 7)
Eileen Kaner (Core)		(Present for notes 1 – 7)
Jane South (Topic)		(Present for notes 1 – 7)
Kamran Siddiqi (Core)		(Present for notes 1 – 7)
Gail Findlay (Topic)		(Present for notes 1 – 7)
Alison Giles (Topic)		(Present for notes 1 – 7)
Ross Cowan (Community Core)		(Present for notes 1 – 7)
Michal Chantkowski (Community Topic)		(Present for notes 1 – 7)
Jasmine Murphy (Core)		(Present for notes 1 – 7)
Chris Nield (Topic)		(Present for notes 1 – 7)
Karen Wint (Community Topic)		(Present for notes 1 – 7)
Stephen Morris (Core)		(Present for notes 1 – 7)

<b>In attendance:</b>		
Adrienne Cullum	Technical Lead	(Present for notes 1 – 7)
Tracey Shield	Senior Technical Analyst	(Present for notes 1 – 7)
Jennifer Heaton	Assistant Project Manager	(Present for notes 1 – 7)
James Jagroo	Senior Technical Analyst	(Present for notes 1 – 7)

<b>Apologies:</b>	
Geraldine Stone	Community topic member
Elizabeth Bayliss	(Community Topic)

## 1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the 7<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: to finalise the guidance on 'Community Engagement', to be published in March 2016.

## Introductions

## 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.

No new interests were declared.

## 3. Questions and discussion

The Committee discussed finalising research recommendations.

The Committee discussed and agreed revisions to draft recommendations and implementation section.

**ACTION: Eileen Kaner to provide information on evaluation framework**

## 4. Other issues

The Chair summarised the main decisions and actions agreed.

Adrienne outlined the next steps These are:

- The guideline is being edited on 2nd to 6th November (i.e. NICE team have a

really quick turn-around post PHAC – so any additional tasks / information members have promised at the meeting need to get to Adrienne and Tracey ASAP)

- PHAC sent updated guideline for final comment 10th to 23rd November.
  - NICE to include declaration of interest record for comment
- NICE team discuss amended guideline with Chair in November and December
- Internal approval for guideline during January / February 2016
- Publication planned 4th March 2016

#### **5. Any other business**

The Chair thanked all NICE staff and committee members for their hard work on this guideline

**Date of next meeting:** 5/11/15 (Drugs misuse prevention)

**Location of next meeting:** London, NICE offices, 10 Spring Gardens, SW1A 2BU