

NICE PUBLIC HEALTH PROGRAMME GUIDANCE PROMOTION OF PHYSICAL ACTIVITY IN CHILDREN

9th and 10th Meeting of the Programme Development Group

Wednesday 11th June 2008

City Tower, Level 24, Piccadilly Plaza,
Manchester M1 4BD

Minutes

Attendees:	<p>PDG Members Gordon Andrews, Barry Causer, Issy Cole-Hamilton, Ashley Cooper, Lindsey Dugdill, John Hutton, Chris Laws, Patricia Maude, Suzanne Priest, Gareth Stratton (Chair), John Stevens (11th only), Paul Trueman, Malcolm Tungatt, Kim Twine, Esther van Sluijs, Sarah Vaughan-Roberts, Jonathan Williams.</p> <p>NICE Hilary Chatterton, Hugo Crombie, Simon Ellis, Melinda Kay (11th only), Mike Kelly (11th only), Susan Murray (TC), Bhash Naidoo.</p> <p>Contractors Nick Cavill, Charlie Foster.</p> <p>Observers Alexandra Rogers – Greenstreet Berman.</p>	
Apologies:	<p>Apologies for 11th June - PDG Members Vicki Birchwood, Peter Cooper, Martin Hagger.</p> <p>Apologies for 11th June – NICE team Patricia Mountain.</p>	
Authors	Patricia Mountain, Hilary Chatterton, Simon Ellis	
File Ref		
Version	Chair approved 020908	
Audience	PDG members, NICE team, the public (via web publication)	

Item	Day 1	Action
1	<p>Welcome, Introductions and Aims of the Meeting The Chair welcomed Members to the ninth meeting.</p> <p>Apologies were received from Vicki Birchwood, Peter Cooper, Martin Hagger</p> <p>The Chair outlined the objectives of the two day meeting;</p> <ul style="list-style-type: none"> • To consider the stakeholder comments on the evidence – (Day 1) • To finalise the recommendations for consultation – (Days 1 and 2) • To finalise the considerations and gaps for consultation (Day 2) <p>The Chair stressed this was the last opportunity to shape the guidance before it is released for consultation on 18th August. By the end of Day 2, a complete set of Recommendations, Considerations and Gaps was required.</p>	
2	<p>Declarations of Interests</p> <p>The PDG, NICE and reviewers were asked to give verbal declarations of interests that were additional to their written declarations or specific to the topics for discussion today.</p> <p>No conflicts of interest were declared.</p>	
3	<p>Minutes of previous meeting (22nd May 2008) and matters arising</p> <p>The minutes of the previous meeting were not available so will be tabled and agreed at the next PDG meeting in October. All matters arising are dealt with within the agenda</p>	NICE team
4	<p>Overview of stakeholder comments on the evidence</p> <p>The consultation closed on Monday 9th June. The comments from stakeholders were tabled (PAC 9.3). Hilary Chatterton gave a short presentation to provide an overview of the stakeholder comments.</p> <p>There was a discussion about how the issues would be addressed in the recommendations. The additional evidence provided by stakeholders will be assessed against the criteria used for the reviews and a formal response produced for the committee meeting in October.</p>	
5	<p>Recommendation on national mass media campaign</p> <p>The Chair explained that as this recommendation is the only national one, it should be dealt with separately from the other recommendations.</p> <p>In order to help the PDG with finalising the recommendation, Nick Cavill talked to a tabled paper that summarised the findings from the VERB</p>	

	papers. (PAC 9.4 - PAC 9.7). The whole PDG then considered the recommendation.	
6.	New structure for the recommendations The NICE team had developed a new structure for the recommendations based on the suggestions at the last meeting (PAC9.5) Hilary Chatterton presented the structure and made suggestions for where each of the recommendations might fit within the framework.	
7	Finalising the recommendations - Round 1 The Chair asked the PDG to divide into 3 groups to work on the recommendations which would apply to the following audiences, addressing up to two recommendations in each round: <ul style="list-style-type: none"> • Local policy makers and planners • Local provider organisations • Local practitioners/individuals 	
8	Round 1 feedback from each group The Chair asked each group to present the recommendations they had worked on and then asked for feedback from the whole group.	
9	Finalising the recommendations – Round 2 The PDG broke into the same groups and each group continued to amend the recommendations from the previous round in line with the comments from the whole group.	
10	Round 2 feedback from each group Again, the Chair asked each group to present the recommendations they had worked on and then asked for feedback from the whole group.	
11	Finalising the recommendations – Round 3 The PDG broke into the same groups and each group continued to amend the recommendations from the previous round in line with the comments from the whole group.	
12	Summary of the day, agreed action and next steps The Chair thanked members and presenters and gave an outline of the next PDG meeting tomorrow. He explained that there would be some time to review all of the recommendations as a whole group and make any final changes to them, and review the Considerations and Gaps.	
13	Any Other Business Dinner at 7.30pm.	
Close	The Chair thanked all attendees and closed the meeting at 5.15pm	

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Minutes

Attendees:	<p><i>PDG Members</i> Gordon Andrews, Barry Causer, Issy Cole-Hamilton, Ashley Cooper, Peter Cooper (12th only), Lindsey Dugdill, John Hutton, Chris Laws, Patricia Maude, Suzanne Priest, Gareth Stratton (Chair), Paul Trueman, Malcolm Tungatt, Kim Twine, Esther van Sluijs, Sarah Vaughan-Roberts, Jonathan Williams.</p> <p><i>NICE</i> Hilary Chatterton, Hugo Crombie, Simon Ellis, Patricia Mountain (12th only), Susan Murray (TC), Bhash Naidoo.</p> <p><i>Contractors</i> Nick Cavill, Charlie Foster.</p> <p><i>Observers</i> Alexandra Rogers – Greenstreet Berman.</p>	
Apologies:	<p><i>Apologies for 12th June - PDG Members</i> Vicki Birchwood, Martin Hagger, John Stevens.</p> <p><i>Apologies for 12th June – NICE team</i> Mike Kelly</p>	
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Version	Chair approved 020908	
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Item	Day 2	Action
1	<p>Welcome, Introductions and Aims of the Meeting The Chair welcomed Members to the tenth meeting.</p> <p>Apologies were received from Vicki Birchwood, Martin Hagger, John Stevens and Mike Kelly.</p> <p>The Chair outlined the objectives for the second day of the meeting;</p> <ul style="list-style-type: none"> • Finalise the recommendations for consultation • Finalise the considerations and gaps for consultation <p>The Chair explained that following the meeting the NICE team will edit and insert them into the draft guidance template.</p> <p>The draft guidance will be circulated on Thursday 26th June for final PDG comments by Thursday 3rd July, however these should be limited to relatively minor editorial issues.</p> <p>The Chair stressed that this meeting was the last opportunity to make any significant amendments or additions.</p>	
2	<p>Declarations of Interests</p> <p>The PDG, NICE and reviewers were asked to give verbal declarations of interests that were additional to their written declarations or specific to the topics for discussion today.</p> <p>No conflicts of interest were declared.</p>	
3	<p>Finalising the recommendations – final versions from each group</p> <p>The Chair asked each group to present their revised recommendations to the whole PDG.</p> <p>This information was then collated by the NICE team to distribute as a tabled paper after lunch for group review.</p>	
4	<p>Considerations</p> <p>The Chair asked the PDG to discuss and revise the considerations. The wording and structural changes were collated by the NICE team. The Chair asked that if the PDG members had anything further to add to the considerations they should write them and forward them to the NICE team for inclusion in the document to be circulated on the 26th June.</p>	NICE Team PDG members
5	<p>Finalising recommendations – group consensus</p> <p>The collated recommendations were available on the main screen to view as a whole group. The PDG made final amendments and the Chair requested that the PDG continued their electronic correspondence to finish developing the recommendations on adolescent girls and on facilities recommendations. The Chair thanked the group for all their work.</p>	

6.	<p>Gaps in the evidence</p> <p>The whole PDG discussed and revised the collated gaps. The paper PAC 10.3 Gaps in the evidence to be circulated for further electronic discussion.</p>	NICE team PDG members
7	<p>Summary of the day, agreed action and next steps</p> <p>The Chair thanked the members for their hard work over the two days. He asked that the PDG continue to comment electronically but explained that the recommendations could not be substantially changed from this point on.</p> <p>Following the meeting, the NICE team will edit and insert the recommendations, considerations and gaps in the evidence into the draft guidance template and circulate on 26th June for final PDG comments by 3rd July.</p>	NICE team PDG members
8	<p>Any Other Business</p> <p>Nil of note</p>	
Close	The Chair thanked all attendees and closed the meeting at 4pm.	