

NICE PUBLIC HEALTH GUIDANCE

Tobacco harm-reduction

8th Meeting of the Programme Development Group

Tuesday 5th February 2013

Bollin, NICE Offices, Manchester

Final Minutes

Attendees:	<p><i>PDG Members</i> Linda Bauld (Chair), Paul Aveyard, Gretal Baron, John Britton, Barrie Dwyer, Ian Gray, Martin Jarvis, Ann McNeill, Linda Mercy, Marcus Munafo, Ruth Olding, Jan Sinclair, Gerry Stimson, Robert West, Marjon van der Pol, Martyn Willmore</p> <p><i>NICE Team</i> Simon Ellis, Hilary Chatterton, Rachel Kettle, Lesley Owen, Peter Shearn, Patti White, Victoria Axe</p> <p><i>Fieldwork Team</i> Fraser Battye (GHK), Oliver Jackson (GHK)</p> <p><i>Observers</i> Jess Fielding</p>
Apologies:	<p><i>PDG Members</i> Deborah Arnott, Shelley Mason, Lisa McNally, Heather Thomson</p>

Author	Victoria Axe, Simon Ellis, Hilary Chatterton
File Ref	Final minutes of PDG 8&9 meeting 5 th & 6 th February 2013
Version	Final
Audience	PDG members, NICE team, the public (via web publication)

Item		Action
<p>1. Welcome and objectives for the meeting</p>	<p>Due to adverse weather conditions Linda Bauld was delayed therefore John Britton took on the role of the Chair. The Chair welcomed the group to the eighth PDG meeting.</p> <p>The Chair outlined the objectives of the two day meeting which included: considering the stakeholder comments on the draft guidance; considering feedback from the fieldwork; considering the equality impact assessment of the draft guidance; agreeing revisions to the guidance; and discussing the plans for implementation support and the launch of the guidance.</p> <p>The Chair reminded the group that this would be the last opportunity to discuss changes and additions to the guidance.</p> <p>The Chair informed the PDG that apologies had been received from Deborah Arnott, Shelley Mason and Heather Thomson.</p>	
<p>2. Declarations of Interests</p>	<p>The Chair asked the PDG to declare any changes to their conflicts of interest.</p> <p>Gerry Stimson declared that he is the director of a company Knowledge Action Change, which has requested and received development funding from Nicoventures for a project to support smoking cessation in a closed setting. The Chair declared that Gerry Stimson would not take part in any discussions of the recommendations related to closed settings.</p> <p>Ian Gray declared he has been working with the Tobacco Control Collaborating Centre to deliver consultancy work in an eastern European country on behalf of WHO Euro. Ian also stated that he had been planning to take part in an advisory reference group about smoking cessation in prisons however this has been put on hold.</p> <p>There were no further additional conflicts.</p>	
<p>3. Minutes of the last meeting and matters arising</p>	<p>The Chair asked the PDG if they had any changes to the minutes of the last meeting.</p> <p>The minutes were confirmed as accurate.</p>	
<p>4. Stakeholder comments on the draft guidance - overview</p>	<p>Hilary Chatterton (HC) gave a presentation summarising the comments received from stakeholders at consultation.</p>	

	<p>The group were reminded that when they discuss electronic cigarettes they should avoid the use of the term “e-cigarettes” as this is the name of a specific manufacturer’s product.</p>	
5. Questions and discussion	<p>The PDG discussed the consultation comments.</p> <p>The timing of publication for the final guidance was noted as May 2013, which will be a period of great change within public health.</p> <p>The PDG discussed the importance of the timing for the MHRA decision about the regulation of other nicotine containing products like electronic cigarettes. It was noted that in the absence of a decision it would be difficult to finalise certain recommendations and these would have to be carefully worded.</p>	
6. Equality impact assessment	<p>Marjon van der Pol arrived at 10.40am.</p> <p>Patti White (PW) gave a presentation on the equality impact assessment of the draft guidance.</p> <p>The PDG agreed that some groups should be emphasised in the guidance because they have higher rates of smoking and nicotine dependence and are currently underserved.</p>	
7. Fieldwork findings	<p>Linda Bauld arrived at 11am and resumed her position as Chair.</p> <p>Fraser Battye and Oliver Jackson from GHK joined the meeting. They had no conflicts of interest to declare. GHK gave a presentation on the findings from fieldwork.</p>	
8. Questions and discussion	<p>Marcus Munafo arrived at 11.25am.</p> <p>The PDG were invited to ask questions.</p> <p>The PDG discussed the results and an issue around education and training was raised. There was a concern that the context set around the access points and stop smoking services in the new public health workforce was not mentioned.</p> <p>The PDG asked how much those involved in the fieldwork were driven by targets, payments, contracts and rewards. There was a further discussion around payment by results.</p> <p>John Britton left the meeting at 11.45am.</p> <p>The PDG asked what the commissioners and service</p>	

Final minutes of PDG 8&9 meeting 5th & 6th February 2013

	<p>users' reactions were to the "smoke less" suggestion. It was reiterated that the evidence shows people who cut down on smoking are more likely to stop. It was noted that the PDG should strengthen the recommendation around this for commissioners and providers.</p> <p>Fraser and Oliver left the meeting at 12pm.</p>	
9. Revising the recommendations	<p>The PDG began to revise the recommendations. John Britton returned to the meeting at 12.45pm.</p> <p>A number of amendments were made to the guidance.</p>	
10. Summary of the day and any Other Business	<p>There was no other business.</p>	
11. Close	<p>The meeting closed at 4.40pm.</p>	

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9th Meeting of the Programme Development Group

Wednesday 6th February 2013

Bollin, NICE Offices, Manchester

Final Minutes

Attendees:	<p><i>PDG Members</i> Linda Bauld (Chair), Deborah Arnott, Paul Aveyard, Gretal Baron, John Britton, Barrie Dwyer, Ian Gray, Martin Jarvis, Ann McNeill, Linda Mercy, Marcus Munafo, Ruth Olding, Jan Sinclair, Gerry Stimson, Heather Thomson, Robert West, Marjon van der Pol,</p> <p><i>NICE Team</i> Simon Ellis, Hilary Chatterton, Rachel Kettle, Lesley Owen, Peter Shearn, Patti Whie, Victoria Axe, Mandy Harling (Implementation), Edgar Masanga (Implementation), Tonya Gillis via TC (Communications)</p>
Apologies:	<p><i>PDG Members</i> Shelley Mason, Lisa McNally, Martyn Willmore</p>

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Item		Action
<p>1. Welcome and objectives for the meeting</p>	<p>The Chair welcomed the group to the ninth and last PDG meeting.</p> <p>The Chair outlined the objectives of the day which included agreeing the final revisions.</p> <p>The Chair informed the PDG that apologies had been received from Martyn Willmore and Shelley Mason.</p>	
<p>2. Declarations of Interests</p>	<p>There were no further conflicts of interest.</p>	
<p>3. Finalising the recommendations</p>	<p>Hilary Chatterton gave a summary of the amendments that were made to the guidance during the previous day. The PDG approved the changes and made further amendments.</p>	
<p>4. Revising the considerations</p>	<p>The PDG reviewed the consultation comments on the considerations section and a number of amendments were made.</p>	
<p>5. Revising the gaps and research recommendations</p>	<p>The PDG made a number of amendments to the gaps and suggested the priority areas for research.</p>	
<p>6. Revising other guidance sections</p>	<p>The PDG finalised all other guidance sections for publication.</p> <p>John Britton left the meeting at 12.15pm.</p>	
<p>7. Implementation support, resources and tools</p>	<p>Mandy Harling (MH), Edgar Masanga (EM) and Tonya Gillis (TG) joined the meeting at 1pm.</p> <p>MH and EM outlined their plans for implementation support, including costing tools for the guidance.</p>	
<p>8. Discussion and suggestions from the PDG</p>	<p>The PDG made a number of suggestions for the types of support and resources that could help implementation.</p> <p>The PDG gave some examples of good practice.</p> <p>MH and EM asked for any volunteers who could work with them on developing implementation resources.</p> <p>Action: PDG members who wish to volunteer to contact the NICE team.</p>	<p>PDG</p>
<p>9. Communications,</p>	<p>Tonya Gillis (TG) asked the PDG for their views on the key messages for the final guidance.</p>	

<p>launch and handling</p>	<p>TG reminded the PDG to send through any press queries to the Communications team at NICE.</p> <p>TG asked if any PDG members would like to volunteer to write some short articles, or to give case studies of their own experiences.</p> <p>Action: PDG members who wish to volunteer to contact the NICE Team.</p> <p>TG asked the PDG to promote the guidance once it is published within their own organisations.</p> <p>MH, EM and TG left the meeting at 1.40pm.</p>	<p>PDG</p>
<p>7. Next steps and any Other Business</p>	<p>Simon Ellis (SE) informed the PDG of the next steps prior to publication of the final guidance. The PDG would receive the final guidance on 1st March and they would have until 14th March to comment. The guidance would be published on 22nd May 2013.</p> <p>A number of PDG members asked if they could be involved in the creation of the NICE Pathway.</p> <p>Action: NICE team to involve some PDG members in developing the Pathway.</p> <p>The Chair thanked the PDG for all of their hard work on the guidance.</p> <p>SE thanked the PDG and the Chair for their work over the last 18 months.</p> <p>The PDG thanked the NICE team for their work and input on the guidance.</p> <p>There was no other business.</p>	<p>NICE Team</p>
<p>8. Close</p>	<p>The meeting closed at 2.00pm.</p>	