

**NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE**

**Implementing Vitamin D Guidance**

**11<sup>th</sup> Meeting of the Public Health Advisory Committee A**

**4<sup>th</sup> September 2014**

**Broadway House, London**

**Confirmed Minutes**

<b>Attendees:</b>	<p><b><i>PHAC Members</i></b> Susan Jebb (Chair), Mireia Jofre Bonet (left the meeting at 3:30pm), Alison Lloyd, Adrian Martineau, Eleanor McGee, Colin Michie, Judy More, Toby Prevost, Frances Quinn, Joyce Rothschild</p> <p><b><i>NICE Team</i></b> Jane Huntley, Adrienne Cullum, Rupert Franklin, Alastair Fischer, Caroline Mulvihill, Louisa Regan, Tonya Gillis (arrived at 11:30am and left the meeting at 1:30pm)</p> <p><b><i>Review Team (York Health Economics Consortium (YHEC))</i></b> Julie Glanville (via TC, joined the meeting at 10:55am and left the meeting at 11:30am)</p> <p><b><i>Observers</i></b> Andrew Dillon (Chief Executive Officer, NICE) (left the meeting at 2:45pm)</p>
<b>Apologies:</b>	<p><b><i>PHAC Members</i></b> Chris Packham, Amanda Sowden, Lucy Yardley, Hilary Powers</p>

<b>Author</b>	Project Manager
<b>File Ref</b>	Final minutes of PHAC A 11 <sup>th</sup> meeting 4 <sup>th</sup> September 2014 for Chair approval
<b>Version</b>	Final
<b>Audience</b>	<b>PHAC members, NICE team, members of the public</b>

Item		Action

<p><b>1. Welcome and objectives for the meeting</b></p>	<p>The Chair welcomed the Public Health Advisory Committee (PHAC) to the eleventh committee A meeting and the third committee meeting on the Implementing Vitamin D Guidance.</p> <p>The chair welcomed Andrew Dillon, the NICE Chief Executive Officer as an observer to the meeting.</p> <p>The chair also welcomed Louisa Regan: a member of the NICE implementation team, and Rupert Franklin: a project manager in the NICE CPH team. She noted that Tonya Gillis, a member of the NICE communications team would be joining the meeting later in the morning.</p> <p>The chair noted that Julie Glanville a member of the review team from YHEC, would be joining the meeting in the morning by teleconference.</p> <p>The Chair informed the PHAC that apologies had been received. These are noted above.</p> <p>The Chair noted that Professor Hilary Powers from SACN was unable to attend today but had been sent the papers for comment.</p> <p>The Chair welcomed the two members of 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, i.e. their role is to observe and they may not speak or ask questions. Also, no filming or recording of the meeting is permitted.</p> <p>The Chair reminded all present that the PHAC is independent and advisory, and that its decisions and recommendations to NICE do not represent final NICE guidance; and they may be changed as a result of public consultation.</p> <p>The Chair outlined the objectives of the meeting which included:</p> <ul style="list-style-type: none"> <li>• Reviewing the comments received from stakeholders during the public consultation</li> <li>• Reviewing the results of the call for evidence</li> <li>• Reviewing the equity impact assessment of the guideline</li> <li>• Finalising the recommendations and draft recommendations in the guideline</li> </ul>	
<p><b>2. Declarations of Interests</b></p>	<p>The Chair explained that verbal declarations of interest are a standing item on every agenda and are recorded in the minutes as a matter of public record. The Chair asked everyone to verbally declare any interests.</p>	

	<p>Those declarations previously minuted can be found on our PHAC website <a href="#">here</a>.</p> <p>Eleanor McGee declared that she has been asked to be a member of a group looking at universal supplementation of the healthy start vitamins.</p> <p>There were no further additional conflicts of interest.</p> <p>The Chair and the Associate Director confirmed that the interests declared did not prevent the attendees at committee from fully participating in the meeting.</p>	
<p><b>3. Minutes and matters arising</b></p>	<p>The Chair asked the PHAC if they had any changes to the minutes of the last meeting.</p> <p>The Chair confirmed that all matters arising had been completed or were in hand.</p> <p>The minutes were confirmed as accurate.</p>	
<p><b>4. Stakeholder comments</b></p>	<p>The Chair thanked the NICE team for their work in reviewing the stakeholder comments that had been received during consultation.</p> <p>Adrienne Cullum (AC) gave an overall summary of the comments She noted that stakeholders had generally been supportive of the guideline. She highlighted some themes that had been raised and explained NICE's proposed responses to those comments.</p> <p>The group discussed these comments and made suggestions for amendments to the guideline.</p>	
<p><b>5. Call for evidence and update to review 1</b></p>	<p>Julie Glanville (JG) joined the meeting by teleconference.</p> <p>AC explained that a call for evidence had been put out during the stakeholder consultation in order to identify whether there was further relevant evidence available that should be considered in the guideline. In addition, YHEC considered evidence that NICE or the PHAC had identified since the original search had been performed.</p> <p>AC and JG explained the findings from the additional papers that were identified.</p> <p>The group discussed the evidence statements and amended them accordingly.</p>	

<b>6. Equity impact</b>	<p>Caroline Mulvihill (CM) gave a presentation to the group on the equality impact assessment that accompanies the guideline.</p> <p>She highlighted where the recommendations currently address equality issues. She noted that stakeholders had suggested further equality considerations to be addressed.</p> <p>The group discussed CM's presentation and considered where there may be further equalities issues to address in the guideline.</p>	
<b>7. Implementation and launch</b>	<p>Tonya Gillis gave a presentation about the work of the press team and their role at the launch of the guideline.</p> <p>Louisa Regan gave a presentation about the role of the implementation adviser and asked the group to highlight potential implementation opportunities following the publication of the guideline. The group discussed this and suggested some potential opportunities to aid with implementation.</p>	
<b>8. Drafting research recommendations</b>	<p>The group reviewed the research recommendations in light of the stakeholder comments and made some amendments</p> <p><b>Action: NICE team to finalise the amendments to the research recommendations</b></p>	<b>NICE</b>
<b>9. Drafting recommendations and considerations</b>	<p>The group reviewed the recommendations and considerations in light of the stakeholder comments and made some amendments.</p> <p><b>Action: NICE team to finalise the amendments to the recommendations and considerations</b></p>	<b>NICE</b>
<b>10. Other sections of the guidance – includes policy, glossary, appendixes</b>	<p>The group was asked to make the NICE team aware of any changes which needed to be made to the other sections of the guideline.</p> <p><b>Action: PHAC members to alert the NICE team to changes which need to be made to other sections of the guideline</b></p>	<b>PHAC</b>
<b>11. Summary of the day and Next steps</b>	JH explained the process to the guideline's publication and provided an overview of key dates.	
<b>12. Any other business</b>	The Chair thanked the group for their hard work on the guideline.	

	Earlier in the meeting, Andrew Dillon thanked the group for their contribution to the work of NICE.	
<b>13. Close</b>	The meeting closed at 4:20pm.	