

**NICE Local Government Public Health External Reference Group
Meeting 7**

Friday 11th January 2013
Venue: Dee, NICE offices, Level 1A, City Tower,
Piccadilly Plaza, Manchester, M1 4BD

Final Minutes

Attendees:	<p><i>LGRG Members</i> Phillip Woodward (Chair), Liz Blenkinsop, Paul Brookes, Penny Byrne, Dave Burnham, Rachel Flowers, Dominic Harrison, John Illingworth, Ian Reekie, Carolyn Rule, Gerald Tompkins, Derek Ward, Dagmar Zeuner</p> <p><i>NICE Team</i> Mike Kelly, Victoria Axe, Chris Carmona, Tom Conyers, Stephen Judge, Gill Leng, Patricia Mountain, Catherine Swann (via VC)</p> <p><i>Observers</i> Rachel Kettle (NICE)</p> <p><i>Speaker</i> Mark Petticrew (London School of Hygiene and Tropical Medicine)</p>
Apologies:	<p><i>LGRG Members</i> Sharan Jones, Jonathan McShane, Maggie Rae</p>

Author	VA
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Version	Final
Audience	LGRG members, NICE team, the public (via web publication)

Item		Action
1. Welcome and introductions	<p>The Chair welcomed everyone to the seventh Local Government Reference Group (LGRG) meeting.</p> <p>The Chair informed the group that apologies had been received from Sharan Jones, Maggie Rae and Jonathan McShane.</p>	
2. Declarations of Interests	<p>The Chair asked the LGRG if they had any additional declarations of interest.</p> <p>There were no further conflicts of interest made.</p> <p>The previously declared interests, noted at earlier meetings of LGRG, are available here http://www.nice.org.uk/aboutnice/whatwedo/aboutpublichealthguidance/LGRG.jsp</p>	
3. Social Care Work Programme	<p>Gillian Leng (GL) gave a presentation on NICE's social care role which involved a discussion about the social care quality standards that the Health and Social Care directorate will be publishing after April 2013.</p> <p>John Illingworth arrived at 10.20am.</p> <p>The LGRG made a number of comments and suggestions in regards to GL's presentation.</p> <p>Action: The NICE Team to email GL's slides and a contact email address to the LGRG.</p>	NICE Team
4. Confidentiality	<p>Mike Kelly (MK) informed the LGRG that the LGA have recently produced two documents on Tobacco and Obesity which have certain similarities to the NICE Public Health Briefings. MK reminded the LGRG that all briefing documents should remain confidential until publication.</p>	
5. Feedback on briefings: Return on Investment, Effective Partnerships, Obesity	<p>MK gave feedback to the LGRG on previous briefings. The Obesity briefing will be road tested at Stockport on 16th January. The Return on Investment briefing has been rewritten and will be returning to a future LGRG meeting. The Effective Partnerships briefing has been paused pending the development of a process for developing evidence products which are not derived from existing NICE guidance.</p>	
6. Evidence and decision making outside the health sector	<p>Mark Petticrew (MP) of the London School of Hygiene and Tropical Medicine introduced himself to the group and gave a presentation on Evidence and decision making outside the health sector.</p> <p>MP gave the group more information on the research</p>	

	<p>project that is currently underway at LSHTM in public health engagement and decision-making in local government.</p> <p>The LGRG made a number of comments and suggestions in regards to MP's presentation.</p> <p>LGRG members wishing to work with Mark should contact him directly.</p> <p>MK thanked MP for his presentation. MP left the meeting at 12pm.</p>	
<p>7. Briefing paper 12 – Contraceptive Services</p>	<p>MK introduced the Contraceptive Services briefing and informed the LGRG that this guidance had not yet been published and therefore the discussion on this topic would be in a closed session. As soon as NICE receives confirmation from ministers the guidance will be published.</p> <p>Catherine Swann (CS) and Chris Carmona (CC) gave a brief summary of the Contraceptive Services briefing.</p> <p>The LGRG discussed the briefing and suggested a number of amendments. These involved amendments to the structure and the scope. It was also requested that the briefing mention "younger men" more frequently and discuss sexually transmitted diseases.</p> <p>Action: NICE team to circulate the Contraceptive Services unpublished guidance to the LGRG.</p> <p>Action: MK to contact officials to clarify the meaning of the directions in the Act.</p> <p>Action: CC and CS to look at the guidance for any reference to healthy living centres.</p> <p>The LGRG agreed that this briefing required a wider context and requested another more generic sexual health briefing in addition to this one.</p>	<p>NICE Team</p> <p>CC and CS</p> <p>CC and CS</p>
<p>8. Local Government Public Health Briefings Feedback</p>	<p>Stephen Judge (SJ) from NICE's Implementation team gave a presentation on the feedback NICE has received in regard to the local government briefings. It was noted that the feedback has been mostly positive and that the briefings have been very well received.</p> <p>MK noted that there will be further feedback gathered in the future.</p> <p>Action: NICE Team to email the LGRG SJ's presentation</p>	<p>NICE Team</p>

9. Shared Learning	<p>Tom Conyers gave a presentation on Shared Learning.</p> <p>Action: LGRG members to send through any recommendations for shared learning awards to the NICE Team.</p> <p>The difference between the terms “best practice” and “shared learning” was discussed.</p> <p>Carolyn Rule left the meeting at 2.30pm.</p>	LGRG
10. Process and Methods Manual	<p>MK informed the LGRG that the process and methods manual for the Local Government Reference Group is currently being revised. It will incorporate both social care and a process whereby NICE can draft briefings that are not based on existing NICE guidance. A copy of this manual will be brought to the next LGRG meeting.</p>	
11. Oldham Charter	<p>The Oldham Charter was an item for information for any members of the group who were planning a charter in their authorities. MK will be visiting Oldham soon with a member of the NICE Implementation team.</p> <p>It was noted that all should be reminded to reference appropriately.</p>	
12. LGRG – list of topics for future briefings	<p>MK informed the group that a briefing on Spatial Planning will be drafted shortly. There are also plans for a briefing on premature mortality.</p> <p>A briefing on safe guarding and abuse was suggested.</p> <p>NICE Guidance on Gambling was also suggested.</p> <p>Action: MK to feed this in to the topic selection process.</p>	MK
13. LGRG Next Steps	<p>MK presented the timelines for Batch 3 and Batch 4.</p> <p>Future LGRG meetings would take place on the following dates:</p> <p>8th February 2013 15th March 2013 12th April 2013</p>	
11. Minutes of the Last Meeting	<p>The minutes of LGRG 6 were accepted as a correct record of the last meeting.</p>	
12. AOB	<p>PW noted again that NICE is holding its annual Conference on 14th and 15th May and the first day will be on the new challenges of the new public health</p>	

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	within local government. MK reminded the group to contact Mark Petticrew with any further suggestions they may have.	
11. Close	The meeting closed at 3pm.	