

**NICE Local Government Public Health External Reference Group  
Meeting 8**

**Friday 15<sup>th</sup> March 2013**

**Venue: Dee, NICE offices, Level 1A, City Tower,**

**Piccadilly Plaza, Manchester, M1 4BD**

**Final Minutes**

<b>Attendees:</b>	<p><b><i>LGRG Members</i></b> Phillip Woodward (Chair), Liz Blenkinsop, Paul Brookes, Penny Byrne, Dave Burnham, Rachel Flowers, Dominic Harrison, John Illingworth, Ian Reekie, Derek Ward</p> <p><b><i>NICE Team</i></b> Mike Kelly, Victoria Axe, Patricia Mountain, Chris Carmona, Simon Ellis (via VC), Ruairaidh Hill, Antony Morgan (via VC), Karen Peploe (via VC), Pete Shearn, Catherine Swann (via VC)</p> <p><b><i>Observers</i></b> Jessica Fielding (NICE)</p>
<b>Apologies:</b>	<p><b><i>LGRG Members</i></b> Sharan Jones, Jonathan McShane, Maggie Rae, Carolyn Rule, Gerald Tompkins, Dagmar Zeuner</p>

<b>Author</b>	Victoria Axe
<b>File Ref</b>	Final minutes of LGRG 8 meeting 15 <sup>th</sup> March 2013
<b>Version</b>	Final
<b>Audience</b>	<b>LGRG members, NICE team, the public (via web publication)</b>

Item		Action
<b>1. Welcome and introductions</b>	<p>The Chair welcomed everyone to the eighth Local Government Reference Group (LGRG) meeting.</p> <p>The Chair informed the group that apologies had been received from Sharan Jones, Jonathan McShane, Maggie Rae, Carolyn Rule, Gerald Tompkins and Dagmar Zeuner.</p> <p>The Chair welcomed the observer, Jessica Fielding, to the meeting.</p> <p>There were no members of public observing the meeting.</p>	
<b>2. Declarations of Interests</b>	<p>The Chair asked the LGRG if they had any additional declarations of interest.</p> <p>There were no further declarations made.</p> <p>The previously declared interests, noted at earlier meetings of LGRG, are available here <a href="http://www.nice.org.uk/aboutnice/whatwedo/aboutpublichealthguidance/LGRG.jsp">http://www.nice.org.uk/aboutnice/whatwedo/aboutpublichealthguidance/LGRG.jsp</a></p>	
<b>3. Feedback on Briefings</b>	<p>Mike Kelly (MK) gave feedback on the publication of Walking and Cycling and Behaviour Change Briefings.</p> <p>MK also gave feedback on the Spatial Planning briefing that has currently been paused. The group noted that a Spatial Planning Briefing would be very useful within local government. The group also noted that the use of social media can be useful within place making. The LGRG suggested that NICE might use the same evidence base but reframe the document in the future.</p> <p>MK noted that NICE public health briefings will only be published if there is formally published NICE guidance on the topic.</p>	
<b>4. Process and Methods – Local Government Briefings</b>	<p>MK discussed the process and methods manual for the Local Government Briefings. MK noted that the pilot year of the Local Government Reference Group had come to an end and had been judged to be a success. MK noted that this revised manual will formally take effect from 1<sup>st</sup> April 2013.</p> <p>MK also noted that the process of drafting briefings will continue in the same form as in the pilot year, however Social Care briefings will be included in the remit in future. NICE will begin recruiting members with Social</p>	

	<p>Care expertise in the summer of 2013.</p> <p><b>Action: The LGRG members to inform MK of any amendments they feel should be made to the manual</b></p> <p><b>Action: MK to add community members in to the core membership list.</b></p> <p>The group asked if there would be a process for reviewing the briefings in the future. MK noted that the process of updating guidance and briefings is currently being reviewed by NICE, however in the interim public health would review briefings every two years.</p> <p><b>Action: The LGRG members to review the Public Health Outcomes Framework briefing to ensure it still meets needs and to look at the document on premature mortality. Members to feedback to MK.</b></p> <p>MK informed the group that they would shortly be invited to remain as formal members of the LGRG.</p> <p>It was noted that the manual now refers to “Local Government Briefings” instead of “Public Health Briefings”.</p> <p>MK formally thanked the LGRG for a successful year.</p>	<p><b>LGRG</b></p> <p><b>MK</b></p> <p><b>LGRG</b></p>
<p><b>5. Return on Investment - Consideration of the revised document and recommendations for amendment</b></p>	<p>Antony Morgan (AM) and Lesley Owen (LO) joined the meeting at 10.30am and presented the return on investment briefing and infographic.</p> <p>The group were informed that the infographic design has been borrowed from the American Public Health Association, however it is currently only in draft format and will need to be passed through the NICE Communication team.</p> <p>It was noted that this document will be helpful for communication purposes. The NICE team and communications team were asked to consider rewording the text in the red banner on page 2 of the infographic. It was suggested that previous briefings could be drafted in the same format.</p> <p>The main briefing was discussed and a number of comments were made. It was suggested that the paper should be redrafted with simplified statements.</p> <p><b>Action: The NICE team to revise according to LGRG direction and remove the detail</b></p> <p>The role of citizens’ preferences in decision making was discussed.</p>	<p><b>NICE Team</b></p>

	There was a discussion around the economic and financial benefits of public health interventions and it was suggested that the briefing note indicates that interventions save money to the whole system.	
<b>6. Return on Investment - summary of discussions</b>	<p>The Chair summarised the discussions and noted the suggested amendments. The LGRG agreed that this document should return to road testing.</p> <p><b>Action: The NICE Team to organise a road test for this briefing.</b></p> <p><b>Action: The LGRG to consider how best to amend the title of the briefing.</b> The title "Value for Money" was suggested.</p> <p>It was suggested the infographic should be linked in to the main briefing.</p> <p>MK formally thanked AM and LO for their work on these documents. AM and LO left the meeting at 11.40am.</p>	<p><b>NICE Team</b></p> <p><b>LGRG</b></p>
<b>7. Contraceptive Services Briefing – feedback from Road Testing</b>	<p>Chris Carmona (CC) and Catherine Swann (CS) joined the meeting at 11.45am and gave feedback on the road test for the contraceptive services briefing.</p> <p>It was noted that this document is consistent with the advice that will shortly be sent around to local government from the Department of Health.</p> <p><b>Action: The NICE Team to confirm whether or not the advice from the Department of Health covers GP access.</b></p>	<b>NICE Team</b>
<b>8. Contraceptive Services Briefing – Final viewing</b>	<p>The LGRG were invited to discuss the final version of the contraceptive services briefing.</p> <p>It was agreed that the briefing equally covers both male and female audiences.</p> <p><b>Action: The NICE Team to add a link to the legislation document to the briefing.</b></p> <p>MK informed the group that the NICE guidance on Contraceptive Services will shortly be viewed by ministers. Publication will follow after that.</p> <p>CC and CS left the meeting at 12.20am.</p>	<b>NICE Team</b>
<b>9. Next Steps</b>	MK reaffirmed that the members will be invited to remain on the group.	

	<p>The Chair discussed the issue of having LGRG meetings cross site between London and Manchester. It was noted that the Local Government Reference Group will remain a Manchester based group and that attendance in London for committee members will not be an option for the reasons outlined by MK at the meeting.</p> <p>MK noted that from now on the meetings would be held bi-monthly.</p> <p><b>Action: The NICE Team to send the LGRG the dates of the next meeting.</b></p> <p>Dominic Harrison left the meeting at 1pm.</p> <p>Rachel Flowers left the meeting at 1.10pm.</p>	<b>NICE Team</b>
<b>10. Obesity Briefing – feedback from road testing</b>	<p>Simon Ellis (SE) and Karen Peploe (KP) joined the meeting at 1.15pm and gave feedback on the road test for the obesity briefing.</p>	
<b>10. Obesity Briefing – final viewing</b>	<p>The LGRG were invited to discuss the final version of the obesity briefing.</p> <p>There were suggested amendments made to some areas of wording in the briefing.</p> <p>It was suggested that the introduction specifies who the target audience is, and the national/local context was discussed. The LGRG also discussed the alignment of staff and the appointment of champions and there was a suggestion to amend the wording in this area.</p> <p><b>Action: The NICE Team to look at the original Obesity guidance for the evidence base that supports some of the recommendations within the briefing.</b></p> <p>The Chair mentioned the public health responsibility deal and noted that this might be something to consider within the briefing.</p>	<b>NICE Team</b>
<b>11. Social Emotional Wellbeing</b>	<p>Ruaraidh Hill, Antony Morgan and Peter Shearn joined the meeting at 1.50pm and asked for a steer from the LGRG in regard to how to frame a briefing on promoting social and emotional wellbeing.</p> <p>The LGRG gave feedback.</p> <p>The group generally welcomed the development of a briefing on social and emotional wellbeing. A number of queries were raised. It was suggested that this topic</p>	

	<p>would be too large for one briefing and therefore consideration of social and emotional wellbeing for a broad range of groups should be split into a suite of briefings.</p> <p><b>Action: The LGRG to email any further suggestions and key documents to the NICE team.</b></p>	<b>LGRG</b>
<b>12. LGRG Next Steps</b>	<p>MK presented the timelines for the future publication of briefings. It was confirmed that there would not be an issue with purdah.</p> <p>It was noted that future LGRG meetings would take place on the following dates:</p> <p>10<sup>th</sup> May 2013 12<sup>th</sup> July 2013 13<sup>th</sup> September 2013</p>	
<b>13. Minutes of the Last Meeting</b>	<p>The minutes of LGRG 7 were accepted as a correct record of the last meeting.</p>	
<b>14. AOB</b>	<p>MK noted that the Communications Team within NICE would not be taking forward an app for the public health outcomes framework.</p> <p>MK informed the group that he had attended the Local Government Chronicle event with a view to NICE sponsoring a Public Health award for the following year's event.</p> <p>It was requested that we add sleep deprivation into the NICE topic selection process.</p> <p><b>Action: The NICE team to add "Further suggestions for topics for briefings" as a standing item for future agendas.</b></p>	<b>NICE Team</b>
<b>11. Close</b>	<p>The meeting closed at 2.30pm</p>	