

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

**Meeting 12**

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

**Venue: 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), Paul Brookes, Dave Burnham, Penny Byrne, Theresa Heritage, John Illingworth, Sharan Jones, Jonathan McShane,(left 2.20) , Ian Reekie,</p> <p><b><i>NICE Team</i></b> Victoria Axe, Una Canning (via VC), Hilary Chatterton (until 10.50) Mike Kelly, Rachel Kettle Antony Morgan (via VC), Patricia Mountain, Kay Nolan. Clare Wohlgemuth (via VC)</p> <p><b><i>Observers</i></b> Tracey Shield (NICE),Clare McLeod (NICE),Karen Grimsrud Public Health Agency Canada (via VC)</p>
<b>Apologies:</b>	<p><b><i>LGRG Members</i></b> Maggie Rae, Dagmar Zeuner, Liz Blenkinsop, Rachel Flowers, Dominic Harrison, Derek Ward</p>

<b>Author</b>	PM
<b>File Ref</b>	
<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>	The Chair welcomed everyone to the twelfth Local Government Reference Group (LGRG) meeting. The chair welcomed a new member Theresa Heritage, and conveyed the apologies received.	
<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, 4 Health Checks Briefing</b>	<p>Hilary Chatterton, analyst at NICE, introduced the first draft of Health Checks Briefing, and asked for feedback on its progress so far.</p> <p>There was time for discussion and comment. The LGRG were positive on the progress so far, and made recommendations for amendment.</p> <p>Hilary explained that this is the first draft of the Briefing and that it is not directly a derivative of one piece of NICE published guidance, but uses as an evidence base, several pieces of published NICE guidance.</p> <p>There was a discussion on the framing of the document and the challenges of creating a useful document with a readable feel.</p> <p>The option of detailing actions/pathways possibly within a separate info graphic document was discussed.</p> <p><b>Action: NICE to revise and bring to a later LGRG meeting</b></p>	<b>NICE</b>
<b>5,6 Community Engagement Briefing</b>	<p>Antony Morgan, associate director at NICE, introduced the first draft of the Briefing. This Briefing is based on NICE guidance published in 2008 that is currently being updated.</p> <p>The discussion centred on the role of local authorities in community engagement and the skills that they already have, and the gaps that may need addressing within this Briefing. The LGRG offered to give good practice examples to support the Briefings.</p> <p><b>Action: LGRG members to email good practice examples to antony.morgan@nice.org.uk</b></p> <p><b>Action: NICE to revise and bring to a later LGRG</b></p>	<b>LGRG NICE</b>

	<b>meeting.</b>	
<b>7,8. Body mass index for intervening to prevent ill health among black, Asian and other minority ethnic groups</b>	Rachel Kettle, analyst at NICE, feedback on the road testing of the Body mass index for intervening to prevent ill health among black, Asian and other minority ethnic groups Briefing. The Briefing had been well received and was felt to be useful.	
<b>9, 10 Access to services Briefing – Feedback from road testing/final viewing</b>	Kay Nolan, associate director at NICE, introduced the Briefing and gave the feedback from the road testing. The Briefing had been well received and was felt to be useful. Briefing was discussed further and some final amendments were suggested. The title of the Briefing had been discussed at two earlier meetings, and LGRG asked NICE to consider the title further.	
<b>11. Local Government declaration on tobacco control</b>	<p>Mike Kelly, CPH Director referred the LGRG to the Local Government Declaration on Tobacco Control. This originated from Newcastle Council and can be found here.  <a href="https://www.newcastle.gov.uk/sites/drupalncc.newcastle.gov.uk/files/wwwfileroot/care_and_wellbeing/nclde_declaration_v1.pdf">https://www.newcastle.gov.uk/sites/drupalncc.newcastle.gov.uk/files/wwwfileroot/care_and_wellbeing/nclde_declaration_v1.pdf</a></p> <p>The LGRG supported the declaration in principle and were supportive of NICE being a signatory to the declaration. Mike Kelly agreed to take that forward</p> <p><b>Action: Mike Kelly to take to NICE Senior Management team for their consideration following further discussion with Phil Boorman.</b></p>	
<b>12. Spatial planning discussion</b>	<p>John Illingworth, LGRG member, gave a presentation to LGRG on spatial planning issues within his local area and his concerns over the lack of NICE guidance on Spatial Planning.</p> <p>Mike Kelly explained that NICE was working on PH guidance on Spatial Planning but this was currently paused. Presently, there is a consultation on which Quality Standards NICE will take forward in its schedule of work. One of the options is for a Quality Standard on Spatial Planning. As Quality Standards are based on published NICE guidance, Mike Kelly would therefore refer back to Department of Health to determine whether guidance on spatial planning could be re-started.</p>	
<b>13. Public Advisory Committees and Process</b>	Mike Kelly explained that from April 2013, responsibility for the developing NICE public health guidance changed to a new process and methods that uses the six new Public Health Advisory Committees	

	<p>(PHACs). The membership of these committees is partly generalist and partly topic expert.</p> <p>The Briefings which are produced by the LGRG are derivative products of NICE published guidance so the publication programme for PH Guidance will influence the options of titles of Public Health Briefings in the future. Social Care Briefings will start in 2014 and three new members will represent the social care perspective.</p> <p><b>Action point: List of future Briefings to be added to a future meeting</b></p>	<b>NICE</b>
<b>14. Recommendations for future Local Government Briefings</b>	The Chair asked the LGRG if they wished to make any recommendations for future local government briefings. There were no suggestions made.	
<b>15.LGRG next steps</b>	<ul style="list-style-type: none"> <li>• <b>Body Mass Index and Improving Access to Services- publication 22<sup>nd</sup> January 2014</b></li> <li>• <b>Community Engagement Briefing – publication February 2014</b></li> <li>• <b>Health Checks Briefing - publication February 2014</b></li> <li>• <b>Substance misuse Briefing- publication 31<sup>st</sup> May 2014</b></li> <li>• <b>Looked After Children Briefing- publication 31<sup>st</sup> May 2014</b></li> </ul>	
<b>16.Minutes of the last meeting</b>	The minutes of LGRG 11 were accepted as an accurate record of the meeting.	
<b>17.AOB</b>	<p>The Chair asked the committee to attend as many meetings as possible to ensure quoracy, and to let Denise Jarrett know whether they are able to attend or to send apologies as early as possible before the meeting.</p> <p>The lack of awareness of the Briefings by some relevant agencies was noted.</p> <p><b>Action point: Internal Steering Group to discuss</b></p>	
<b>Close</b>	The meeting closed at 2.30 pm	