

**NICE Local Government Public Health External Reference Group
Meeting 1**

Friday 16th March 2012
Venue: NICE offices, Level 1A, City Tower,

Piccadilly Plaza, Manchester, M1 4BD

Final Minutes

Attendees:	<p><i>LGRG Members</i> Liz Blenkinsop, Paul Brookes, Dave Burnham , Rachel Flowers, Sharan Jones, Jonathan McShane, Ian Reekie, Carolyn Rule (left at 3pm), Derek Ward, Phillip Woodward (Chair), Dagmar Zeuner</p> <p><i>NICE Team</i> Victoria Axe, Hilary Chatterton, Jane Huntley, Mike Kelly, Clare Wohlgemuth</p> <p><i>Observers</i> Sarah Gage (NICE), Bukky Gibson (NICE), Rachel Kettle (NICE), Pete Shearn (NICE)</p>
Apologies:	<p><i>LGRG Members</i> Penny Byrne, Maggie Rae, Gerald Tompkins</p> <p><i>NICE Members</i> Patricia Mountain, Tricia Younger</p>

Author	Victoria Axe
File Ref	Final minutes of LGRG meeting 16 th March 2012
Version	Final
Audience	LGRG members, NICE team, members of the public

Item		Action
1.1 Welcome and introductions	<p>The Chair welcomed everyone to the first Local Government Reference Group (LGRG) meeting. The Chair asked each member to introduce themselves to the group.</p> <p>The Chair informed the group that apologies had been received from Gerald Tompkins, Penny Byrne, Maggie Rae, Tricia Younger and Patricia Mountain.</p> <p>The Chair gave the group an overview of the general housekeeping.</p> <p>The Chair reminded the group that the LGRG meetings will be held in public.</p>	
1.2. Declarations of Interests	<p>The group individually declared their conflicts of interest.</p> <p><u>Personal Pecuniary Interest</u> None</p> <p><u>Personal Family Interest</u> Phillip Woodward declared that both his son and daughter in law work as physiotherapists in the health care industry, public and private sectors.</p> <p>Dagmar Zeuner declared that her partner is a publisher of a sports magazine to promote open water swimming (H2Open, ZG Publishing).</p> <p><u>Non-personal pecuniary Interest</u> Dagmar Zeuner declared that she is Director of Public Health in Richmond with the potential to receive grants and commission R&D work.</p> <p>It was noted that all Directors of Public Health may have advocacy interests.</p> <p><u>Personal non-pecuniary interest</u> Ian Reekie declared that he is the lay Vice Chair of the North Lincolnshire Clinical Commissioning Group.</p> <p>Phillip Woodward declared he has recently been appointed as a Trustee to the Council of the Royal Society for Public Health.</p> <p>Rachel Flowers declared that, as a DPH, she influences commissioners.</p>	
1.3. Update on Terms of Reference	<p>Mike Kelly (MK) gave an update on the Terms of Reference and Standing Orders. These are waiting to</p>	

and Standing Orders	be reviewed by the Senior Management Team of NICE and then the Board at NICE. Once these have been looked at they will be brought back to the LGRG.	
1.4. Aims of the meeting	<p>MK gave a presentation on the aims of today's meeting of the Local Government Reference Group. MK informed the group that they would be looking at two draft briefings and would be asked to comment on these drafts and inform the future development of these products.</p> <p>Action: Simon Wilde, the Communication Lead for LGRG at NICE, to be invited to the next meeting in May.</p>	NICE Team
1.5. Template for briefing papers	MK showed the group an example of the template of the briefing papers. The suggestions taken from the induction meeting were incorporated to create a new template.	
1.6. Discussion of Template for briefing papers	There was a discussion among the group about the briefing paper template and suggestions made about the proposed layout.	
1.7.1 Briefing Paper 1 – Physical Activity Evidence and sources for the briefing	MK gave a presentation to explain how NICE develop guidance recommendations. MK showed the group a list of current NICE guidance on Physical Activity. MK gave a brief overview of the recommendations that were made in each of these pieces of guidance.	
1.7.2. Briefing Paper 1 – Physical Activity	<p>MK introduced Briefing Paper 1 – Physical Activity.</p> <p>The group discussed the content and structure of the Physical Activity Briefing Paper. The group considered the document in regards to the effectiveness, cost effectiveness, epidemiology, return on investment, key audiences and local data. The group suggested recommendations for amendment.</p> <p>Action: NICE implementation team to check the statistics on COPD in the Physical Activity briefing paper</p> <p>Action: NICE Team to add a statement of clarification alongside the CMO web link</p>	<p>NICE Team</p> <p>NICE Team</p>
1.7.3. Briefing Paper 1 – Physical Activity • Summary of next steps	<p>The NICE Team thanked the group for their comments.</p> <p>Action: The NICE Team will redraft the briefing paper and bring it back to the next meeting.</p>	NICE Team

1.8.1. Briefing Paper 2 – Workplace health Evidence and sources for the briefing	<p>MK described current NICE guidance on Workplace Health and gave a brief overview of the recommendations that were made in each of these pieces of guidance.</p>	
1.8.2. Briefing Paper 2 – Workplace health	<p>MK introduced Briefing Paper 2 – Workplace Health.</p> <p>The group discussed the content and structure of the Workplace Health Briefing Paper. The group considered the document in regards to the effectiveness, cost effectiveness, epidemiology, return on investment, key audiences and local data. The group suggested recommendations for amendment.</p> <p>Action: NICE Team to consider adding the Cornwall Council weblink in the text.</p> <p>The Chair read out comments from absent LGRG members and these comments were considered.</p>	<p>NICE Team</p>
1.8.5. Briefing Paper 2 – Workplace health <ul style="list-style-type: none"> Summary of next steps 	<p>There were a number of comments made about the presentation of the briefing and the group asked if they could see an example of a “mock-up” document. It was agreed that adding visuals to these briefings if appropriate to the topic would be useful. It was suggested that the briefings do not include photographs or background shading.</p> <p>Action: NICE Team to discuss with the communication and editorial teams at NICE about bringing an example of the layout of this document to the next meeting</p> <p>The group were reminded that there will not be a meeting in April because of local government purdah.</p> <p>Action: NICE Team to email the future meeting dates to the group.</p> <p>Action: NICE Team to include in the agenda for the next meeting some “next steps” in regards to the development of the briefings.</p>	<p>NICE Team</p> <p>NICE Team</p> <p>NICE Team</p>
1.9. Summing up: Summary of the discussions, agreed actions and next steps	<p>The Chair thanked the group for their useful and informative feedback.</p>	
2.1. Recommendations	<p>MK informed the group of the list of upcoming topics over the next year. These are as follows:</p>	

<p>for further Local Government Briefings or Public Health Guidance</p>	<ul style="list-style-type: none"> • Tobacco, health and local government • Alcohol, health and local government • Population health, the wider determinants and health inequalities • Return on investment • Behaviour change • Obesity and the role of local government • Contraceptive Services • Health equity • Partnership working <p>The Chair asked if, in addition to these topics, there were any other topics that the group would like to suggest.</p> <p>The possibility of a Sexual Health Services briefing rather than Contraceptive Services briefing was discussed. It was agreed to take the Sexual Health services suggestion to the CPHE Topic Selection Quarterly Review Meeting.</p> <p>The topic of Substance Misuse including Needle Exchange was mentioned as a possibility. This will go to the Quarterly Review Meeting too.</p> <p>MK suggested that the Reference Group should consider the Public Health Local Government Fact Sheet issued by the DH last year at the next meeting.</p> <p>Action: MK and the Chair to liaise on the agenda setting for the next meetings</p> <p>MK suggested that for future meetings links to the guidance on which the briefings are based would be emailed to the group prior to the meeting.</p>	<p>MK and PW</p>
<p>2.2. Any Other Business</p>	<p>The Chair reminded the group that members of the public are invited to attend this meeting. The group were asked if they could think of any ways that NICE can advertise these meetings to members of the public.</p> <p>It was suggested that NICE could approach Local Links and invite members of the LGA.</p> <p>If was agreed that the public should be aware that they are able attend to attend these meetings if they wish to and that NICE should continue to include them.</p> <p>Action: NICE Team to take on board all suggestions and formulate a process for advertising future LGRG meetings.</p>	<p>NICE Team</p>

	<p>It was suggest that members of the Communications team should attend the Reference Group routinely.</p> <p>The Chair mentioned that at this point in future meetings the group will look at the minutes of the previous meeting.</p> <p>The Chair asked the group to confirm with the staff at NICE as to whether or not they can attend future meetings.</p> <p>The Chair asked that all expenses be submitted within three months of the meeting and that all members of the group send the NICE team biographies for the website.</p> <p>MK gave an update on Public Health England and the progress of Public Health Quality Standards.</p> <p>MK informed the group that at the next meeting in May NICE will demonstrate the Return on Investment tool.</p> <p>MK also invited members of the LGRG to attend a workshop on Methods of Undertaking Economic Evaluation on Public Health Projects in a Changing Environment on Friday 30th March at the NICE offices in London.</p> <p>The Chair thanked the Group for attending and for their helpful comments.</p>	
2.3. Close	The meeting closed at 3.15pm.	