

**NICE Local Government Public Health External Reference Group
Meeting 3**

Friday 29th June 2012

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

Piccadilly Plaza, Manchester, M1 4BD

Final Minutes

Attendees:	<p><i>LGRG Members</i> Liz Blenkinsop(LB), Paul Brookes (PB), Penny Byrne (PYB), Dave Burnham (DB), John Illingworth (JI), Sharan Jones (SJ) , Ian Reekie (IR), Carolyn Rule (CR), Gerald Tompkins (GT), Derek Ward (DW), Phillip Woodward (Chair),</p> <p><i>NICE Team</i> Victoria Axe, Hilary Chatterton, Simon Ellis (by VC), Mike Kelly, Rachel Kettle, Patricia Mountain, Lesley Owen (by VC), Peter Shearn (pm only) Catherine Swann, Clare Wohlgemuth</p> <p><i>Observers</i> Ruairaidh Hill (NICE), James Jagroo (NICE)</p>
Apologies:	<p><i>LGRG Members</i> Rachel Flowers, Maggie Rae, Jonathan McShane, Dagmar Zeuner</p> <p><i>NICE Members</i> Jane Huntley, Antony Morgan</p>
Author	PM
File Ref	Final minutes of LGRG 3 meeting 29 th June 2012
Version	Final
Audience	PDG members, NICE team, the public (via web publication)

Item		Action
1. Welcome and introductions	<p>The Chair welcomed everyone to the third Local Government Reference Group (LGRG) meeting.</p> <p>The Chair welcomed the member of the public to the meeting.</p> <p>The Chair informed the group that apologies had been received from Rachel Flowers, Maggie Rae, Jonathan McShane, Dagmar Zeuner.</p>	
2. Declarations of Interests	<p>The Chair asked the LGRG if they had any additional conflicts of interest to declare.</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. Feedback from Road Testing	<p>Members of the NICE team had visited Gloucester to share the drafts of Local Government briefings 1, 2 and 3. Simon Ellis, associate director at NICE, presented the feedback. The group were invited to discuss the general feedback received and incorporate this into the final drafts of the Briefings prior to publication.</p> <p>Mike Kelly to email Dame Carol Black to update her on the publication dates for the Local Government briefings</p>	NICE team
4. Physical Activity – Final Viewing	<p>Hilary Chatterton, analyst at NICE, asked for final comment on the <i>Local government public health briefing on physical activity</i>, and gave feedback from the “Road Testing” exercise in Gloucester referred to above.</p> <p>There was time for general discussion and feedback. A final version will now be developed by the NICE team for publication at the end of July.</p> <p>Action: NICE team to check the evidence on Barclays Cycle Hire (Boris bikes) and London cycling</p> <p>Action: Editors to make the final decision on how to format the links and footnotes.</p>	<p>NICE team</p> <p>NICE team</p>
5. Workplace Health – Final Viewing	<p>Clare Wohlgemuth, analyst at NICE, asked for final comment on the <i>Local government public health briefing on workplace health</i> and gave feedback from the “Road Testing” exercise in Gloucester referred to above.</p> <p>There was time for general discussion and feedback.</p>	

	<p>A final version will now be developed by the NICE team for publication at the end of July.</p> <p>ACTION: NICE Team to email the LGRG on date of publication with the links to the Briefings on the NICE website.</p>	NICE team
6. Tobacco – Final Viewing	<p>Simon Ellis, associate director at NICE and Lesley Owen technical advisor (health economics) at NICE, asked for final comment on <i>Local government public health briefing on tobacco</i>.</p> <p>There was time for general discussion and feedback having regard also to the comments received during the “Road Testing” in Gloucester referred to above.</p> <p>A final version will now be developed by the NICE team for publication at the end of July.</p>	
7. Briefing Paper 4 – Population health, the wider determinants and health inequalities	<p>Catherine Swann, associate director at NICE, and Rachel Kettle, analyst at NICE introduced the first draft of the Local Government briefing on <i>Local Government public health briefing on Population health, the wider determinants and health inequalities</i></p>	
<p>8, 9</p> <p>Briefing paper 4:</p> <ul style="list-style-type: none"> Consideration of the document 	<p>The group discussed the content and structure of the Population Health Briefing Paper. The group considered the document in regards to the effectiveness, cost effectiveness, epidemiology, return on investment, key audiences and local data.</p> <p>The group suggested a number of amendments.</p> <p>Action: Second version to come to LGRG 4 meeting 27th July</p> <p>Action: JI to send NICE his scrutiny report</p>	NICE team JI
10. Briefing Paper 5 – Alcohol, health and local government	<p>Peter Shearn , analyst at NICE, introduced the first draft of the Local Government briefing on <i>Local Government public health briefing on alcohol health and local government</i>.</p>	
<p>11, 12 Briefing Paper 5:</p> <ul style="list-style-type: none"> Consideration of the document Summary of the discussions, agreed actions 	<p>The group discussed the content and structure of the Alcohol Briefing Paper. The group considered the document in regards to the effectiveness, cost effectiveness, epidemiology, return on investment, key audiences and local data.</p> <p>The group suggested a number of amendments.</p> <p>Action: NICE team to revise the briefing paper</p> <p>Final version to come to LGRG 4 meeting 27th July</p>	NICE team
13. Web viewer Format of LGRG Briefing	<p>Ann Horrell, editorial adviser at NICE, gave a presentation on the format and appearance of the LGRG briefings on the web once they go live in July.</p> <p>Action: NICE team to check if the web pages can be linked to social media sites.</p>	NICE team

14. Communication Strategy – for noting	<p>Philip Woodward drew the committee's attention to the revised Communication strategy. There were final amendments requested by the committee.</p> <p>Action point: LGRG to email Mike Kelly with amendments and queries. NICE team to finalise and bring back to a future meeting.</p> <p>Action point: NICE team to create a slide set for briefings to ensure consistency</p> <p>Action point: NICE public health team to liaise with Comms and implementation team to consider highlighting the briefings by site visits</p> <p>Mike Kelly, centre director at NICE, updated the committee on the progress on the web pages for the Local government briefing paper.</p> <p>Action point: NICE team to add to LGRG agenda for July meeting</p>	<p>NICE team</p> <p>NICE team</p> <p>NICE team</p> <p>NICE team</p>
15. Suggestions for further Local Government Briefings or Public Health Guidance	<p>The Chair asked for suggestions for future briefing papers. Suggestions included:</p> <ul style="list-style-type: none"> • Best Practice for Procurement in local health gain • MECC for Local Authorities • Obesity and local communities • Sexual health services • Early interventions to prevent dementia • Encouraging screening • Poverty <p>Action point: NICE team to feed these suggestions back to the NICE Public Health topic selection process.</p>	
16. LGRG Next Steps	<p>Mike Kelly reminded the LGRG of the coming dates for the process. The briefings will be amended and approved by the NICE team, to be published at end of July.</p>	
17. Minutes of the Last Meeting	<p>Minutes of LGRG 2 were accepted as a correct record.</p>	
18. AOB	<p>Action point: NICE team to confirm agenda timings for July meetings</p> <p>Mike Kelly formally thanked the CPHE team for their input and support of the Local Government briefing papers, and the set up of the LGRG committee.</p> <p>Mike highlighted that this work had been done with no extra resource, and in addition to an already heavy workload.</p>	
19. Close	<p>The meeting closed at 3pm</p>	