

## Weight management guideline committee 1 meeting minutes

### Weight Management Guideline Update – Committee Meeting 1

**Date:** 18/06/2021

**Location:** Virtual

**Minutes:** Final

<b>Committee members present:</b>	
Marie Burnham (Chair) (MB)	Present for notes 1 – 10
Kate Anderson	Present for notes 1 – 10
Margaret Ashwell	Present for notes 1 – 10
Nivedita Aswani	Present for notes 1 – 10
Rachel Batterham	Present for notes 1 – 10
Jamie Blackshaw	Present for notes 1 – 10
Sarah Britton	Present for notes 1 – 10
Twané Celliers	Present for notes 1 – 10
Preetpal Doklu	Present for notes 1 – 10
Phoebe Kalungi	Present for notes 1 – 10
Omar Khan	Present for notes 1 – 10
Sarah le Brocq	Present for notes 1 – 10
Kathryn Melia	Present for notes 1 – 10
Helen Parretti	Present for notes 1 – 10
Suzy Taylor	Present for notes 1 – 10

<b>In attendance:</b>		
Alex Allen (AA)	Technical Analyst	Present for notes 1 – 10
Victoria Axe (VA)	Guideline Commissioning Manager	Present for notes 1 – 10
Linsay Claxton (LC)	Technical Adviser – Health Economics	Present for notes 1 – 10
Amy Finnegan (AF)	Information Services	Present for notes 1 – 10
Kusal Lokuge (KL)	Technical Analyst – Health Economics	Present for notes 1 – 10
Jon Littler (JL)	Project Manager	Present for notes 1 – 10
Joshua Pink (JP)	Technical Adviser – Health Economics	Present for notes 1 – 10
Shreya Shukla (SSh)	Technical Adviser	Present for notes 1 – 10
Susan Spiers (SSp)	Associate Director	Present for notes 1 – 10
Erin Whittingham (EW)	Public Involvement Programme Lead	Present for notes 1 – 3
Miaoqing Yang (MY)	Technical Analyst – Health	Present for notes 1 – 10

## Weight management guideline committee 1 meeting minutes

	Economics	
--	-----------	--

<b>Apologies:</b>	
Mfon Archibong	Committee member
Billy White	Committee member

<b>1. Welcome and objectives for the meeting</b>				
<p>The Chair welcomed the committee members and NICE attendees to the first weight management guideline committee.</p> <p>The Chair informed the committee that apologies had been received which are noted above.</p> <p>The Chair then outlined the objectives of the meeting, which would include introductions from all the teams and key individuals involved in the development of this guideline.</p> <p>The Chair asked all committee members to verbally declare any interests that have arisen since the last meeting. The Chair and senior members of the Developer team noted that the interests previously declared, did not prevent the attendees from fully participating in the meeting. The following interests were declared:</p>				
Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
Nivedita Aswani	Paediatric Lifestyle Weight Management Specialist	Peer Reviewer for National Paediatric Diabetes Quality Improvement Programme	Non-financial, professional and personal	Declare and participate Not specific to the scope of the guideline
Nivedita Aswani	Paediatric Lifestyle Weight Management Specialist	Member of the Methodology and Dataset Group of the National Paediatric Diabetes Audit	Non-financial, professional and personal	Declare and participate Not specific to the scope of the guideline
Nivedita Aswani	Paediatric Lifestyle Weight Management Specialist	Local Authority Appointed School Governor for large Academy Trust State Secondary School and Lead governor for Safeguarding, Behaviour and Inclusion	Non-financial, professional and personal	Declare and participate Not specific to the scope of the guideline
Rachel Batterham	Specialist/academic with an interest in weight management	RCP documentary – Why obesity should be recognized as a disease.	Non-financial, professional and personal	Declare and participate

## Weight management guideline committee 1 meeting minutes

Rachel Batterham	Specialist/academic with an interest in weight management	Organised a meeting for 50 – 100 parliamentarians at Number 10 on how increased understanding of obesity holds the key to tackling obesity. No payment received.	Non-financial, professional and personal	Declare and participate
Sarah le Brocq	Lay Member	BBC News article – “Living with Obesity - <a href="https://www.bbc.co.uk/news/uk-57419041">https://www.bbc.co.uk/news/uk-57419041</a>	Non-financial, professional and personal	Declare and participate Comment piece not specific to the scope of the guideline
Sarah le Brocq	Lay Member	BBC Interview on Experience of Obesity - <a href="https://www.bbc.co.uk/news/av/uk-57475692">https://www.bbc.co.uk/news/av/uk-57475692</a>	Non-financial, professional and personal	Declare and participate Comment piece not specific to the scope of the guideline

The Chair then gave a presentation to the committee on her role, the function of a guideline committee and the members’ responsibilities within it.

### 2. The role of the Project Manager

The Chair introduced JL (Project Manager) and JD (Administrator) who presented details to the committee on their roles throughout guideline development.

The Chair thanked YM for her presentation.

### 3. Introduction to the Public Involvement Programme

The Chair introduced EW (PIP Lead) who presented to the committee on her role as a contact for lay members and the role the Public Involvement Programme plays in guideline development.

The Chair thanked EW for her presentation.

### 4. The role of the Guideline Commissioning Manager

The Chair introduced VA (Guideline Commissioning Manager) who presented details to the committee on her role as the Guideline Commissioning manager and the function of the Commissioning Team throughout development.

The Chair thanked VA for her presentation.

### 5. Information services presentation

The Chair introduced AF (Information Officer) who presented to the committee on the role Information Service play in guideline development.

The Chair thanked AF for her presentation.

## Weight management guideline committee 1 meeting minutes

<b>6. Guideline Development</b>
<p>The Chair introduced SSh (Technical Lead) and KL (Technical Analyst – Health Economics) who presented to the committee on the role of GUT and health economics in guideline development.</p> <p>The Chair thanked SSh and KL for their presentations.</p>
<b>7. Scope summary and clinical leads</b>
<p>The Chair introduced SSh (Technical Lead) who presented a summary of the Weight management guideline update scope to the committee.</p> <p>The Chair thanked SSh for her presentation.</p>
<b>8. Review Protocols</b>
<p>The Chair introduced AA (Technical Analyst) who presented the first review protocols to the committee with the support of SSh (Technical Lead).</p> <p>The committee discussed and gave feedback on these protocols and the Chair thanked AA for his presentation.</p>
<b>9. Health economic prioritisation</b>
<p>The Chair introduced MY (Technical Analyst – Health Economics) and KL (Technical Analyst – Health Economics) who presented their plans for health economic prioritisation to the committee.</p> <p>MY and KL responded to committee queries and the Chair thanked MY and KL for their presentations.</p>
<b>10. AOB, Summary and next steps</b>
<p>The Chair thanked the committee for their time and contribution to the meeting and reminded the committee of the date of the next meeting.</p>

**Date of next meeting:** 05/08/2021

**Location of next meeting:** Virtual