

Public Health Advisory Committee B – Meetings 8 & 9

Oral Health Improvement

11th & 12th June 2014

NICE offices, Level 1A, City Tower
Piccadilly Plaza, Manchester M1 4BT

Final Minutes

Attendees:	<p><i>PHAC Members</i> Alan Maryon-Davis (Chair), Jo Cooke ,Brendan Collins, Jakki Cowley, Sabrina Fuller, Rachel Johns, Rebecca Harris, Elizabeth Kay, Martin Landers , Mandy Murdoch, Peter Sims (PHAC 8 only), Richard Watt.</p> <p><i>Co-optee</i> Ben Atkins</p> <p><i>NICE Team</i> Simon Ellis, Linda Sheppard, Lesley Owen (PHAC 8 only),Charlotte Haynes, Patricia Mountain, Tracey Shield (PHAC 9 only), Lyndsay Unwin (PHAC 9 3pm – 4.00pm),Louisa Wall, Clare Wohlgemuth (PHAC 8 only).</p> <p><i>Contractors</i> Word of Mouth Research: Adam Crozier, Dominic McVey(PHAC 8 only 11.15am -12.40pm) York Health Economics Consortium (YHEC): Lindsay Claxton, Matthew Taylor (PHAC 8 only 1.30pm – 2.15pm)</p> <p><i>Apologies</i> Daniela DeAngelis</p>
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Author	PM
File Ref	PHAC B Draft minutes of PHAC 8 & 9 meeting
Version	Final
Audience	PHAC members, NICE team, members of the public

Item		Action
<p>1. Welcome and objectives for the meeting</p>	<p>The Chair, Alan Maryon-Davis, welcomed the members of the Public Health Advisory Committee (PHAC B) to the first day of a two day meeting (PHACs 8 and 9) on Oral Health Improvement.</p> <p>The members of the public were also welcomed to the meeting. The members of the public had been briefed already, both verbally and in writing by the NICE team, and the Chair reminded them of the protocol for members of the public, i.e. their role is to observe and they may not speak or ask questions. Also, no filming or recording of the meeting is permitted.</p> <p>The Chair reminded all present that the PHAC is independent and advisory, and that its decisions and recommendations to NICE do not represent final NICE guidance; and they may be changed as a result of public consultation.</p> <p>The Chair outlined the objectives of the two day meeting which included:</p> <ul style="list-style-type: none"> • To consider stakeholders comments on the draft guidance • To consider the findings from the fieldwork • To consider the equality impact assessment of the guidance • To discuss revisions and finalise the guidance • To discuss plans for dissemination and implementation. <p>The Chair informed the PHAC that apologies had been received. These are noted above</p>	
<p>2. Declarations of Interests</p>	<p>The Chair explained that verbal declarations of interest are a standing item on every agenda and are recorded in the minutes as a matter of public record. The Chair asked the PHAC and attendees at the table, to declare any changes to the interests already declared, and any additional declarations.</p> <p>Non Personal pecuniary interest – Brendan Collins: works for a university that may bid for funding. His post is wholly funded through in a project for Wirral Council. This post involves evaluating public health programmes and supporting prioritisation.</p> <p>Personal family interest – Brendan Collins : Since May 2014 his sister has worked for MEDiGO. This is a company used by people arranging health treatment abroad.</p> <p>Non-personal pecuniary interest- Elizabeth Kay: works for an organisation (University Peninsula Schools of Medicine and Dentistry) that has been</p>	

	<p>contracted to deliver a separate piece of NICE Oral health guidance: Oral health promotion approaches for dental health practitioners</p> <p>Previous declarations of interest can be viewed in the previous minutes which are available on the NICE website here http://guidance.nice.org.uk/PHG/61</p>	
3. Minutes of the last meeting	<p>The minutes of PHAC 8 and PHAC 9 were reviewed by the committee.</p> <p>It was agreed that both were an accurate record, with minor amendments to the attendee list.</p>	
4,5 Overview of stakeholder comments	<p>Linda Sheppard (LS), lead analyst for this guidance, outlined the main themes and key issues as identified in the stakeholder comments on the draft guidance consultation, which closed on 15th May 2014.</p> <p>The PHAC discussed how the comments would be addressed in the recommendations.</p> <p>A formal response to stakeholder comments will be published October 2014.</p>	
6. Fieldwork presentation	<p>Adam Crozier and Dominic McVey from Word of Mouth Research gave a presentation on the fieldwork commissioned for this guidance.</p> <p>The aim of fieldwork was to test draft guidelines with a broad range of practitioners expected to implement recommendations.</p> <p>The data came from ten focus groups and fifteen individual interviews in London, Birmingham, Manchester and York in April 2014.</p> <p>The participants were: local government; NHS; Public Health England; early years services; schools; school governors; community based organisations supporting vulnerable groups.</p> <p>The PHAC discussed the fieldwork and considered the impact on the draft recommendations.</p>	
8. Equality Impact Assessment	<p>Clare Wohlgemuth (CW), analyst at NICE, gave a short presentation on Oral health: Equality Impact Assessment.</p> <p>The NICE equality scheme sets out how it meets its obligations under the Equality Act 2010 and Human Rights Act 1998, under which NICE has a duty to have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity, and foster good relations. NICE guidelines also address health inequalities arising from socioeconomic factors and Inequities in access for disadvantaged groups.</p>	

	<p>For all NICE guidelines, an equality impact assessment form is completed. This exercise entails considering not just equality in relation to groups sharing the Equality Act's protected characteristics but also health inequalities arising from socioeconomic factors and with inequities in access to services or care for certain disadvantaged groups.</p> <p>CW gave examples of areas within the draft guidance that may need to be considered by the PHAC when finalising the recommendations.</p>	
9. Economic considerations	<p>Lesley Owen, health economics adviser at NICE gave an overview on the economic analysis, with regard to stakeholder comments that related to cost effectiveness. A summary paper was tabled at the meeting.</p> <p>Lindsay Claxton and Matthew Taylor (YHEC) gave an update on the model. The PHAC agreed that some additions to the modelling would be beneficial, and therefore the model needed to be re-run and the report consequently updated.</p> <p>Action: Changes to the model will be undertaken and the outcome emailed to PHAC members for final comment</p>	YHEC/NICE
11,12 Revising the recommendations	<p>LS gave a short presentation covering:</p> <ul style="list-style-type: none"> • A reminder of the original referral from the Department of Health • A reminder of the process of drafting NICE guidelines • Asked the PHAC to consider the stakeholder comments impact on the draft recommendations • Asked the PHAC to consider the impact of the evidence from the fieldwork on the draft guidance • Asked the PHAC to consider the impact of the Equality Impact Assessment on the draft guidance <p>The PHAC worked through the recommendations in Sections 1 and 2, considering the specific points made by stakeholders; the Equality Impact Assessment and the fieldwork report comments by section the Fieldwork report and the draft guidance document.</p> <p>Action point: NICE team to revise the draft recommendations as advised by the PHAC and circulate for final comment</p>	NICE
12,13.Summary of the day/AOB	The Chair summarised the agreed decisions and actions from the meeting.	

The meeting closed at 4.30pm		

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Oral Health Improvement

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Day 2

Item		Action
1. Welcome and objectives for the meeting	<p>The Chair, Alan Maryon-Davis, welcomed the members of the Public Health Advisory Committee (PHAC B) to the second day of the two day meeting (the ninth PHAC meeting on Oral Health Improvement meeting).</p> <p>The members of the public were also welcomed to the meeting. The members of the public had been briefed already, both verbally and in writing by the NICE team, and the Chair reminded them of the protocol for members of the public, i.e. their role is to observe and they may not speak or ask questions. Also, no filming or recording of the meeting is permitted.</p> <p>The Chair reminded all present that the PHAC is independent and advisory, and that its decisions and recommendations to NICE do not represent final NICE guidance; and they may be changed as a result of public consultation.</p>	
2. Declarations of Interests	<p>The Chair explained that verbal declarations of interest are a standing item on every agenda and are recorded in the minutes as a matter of public record. The Chair asked the PHAC and attendees at the table, to declare any changes to the interests already declared, and any additional declarations.</p> <p>Previous declarations of interest can be viewed in the minutes of previous meetings which are available on the NICE website here http://guidance.nice.org.uk/PHG/61</p> <p>There were no further declarations of interest.</p>	
3. Revising the recommendations continued	<p>The whole PHAC continued to discuss and finalise the recommendations, referring to sections 3 and 4 from the final guidance document.</p> <p>Action point: NICE team to complete the revisions in line with PHAC comments, and circulate to the PHAC for final comment</p>	NICE

<p>5. Revising the recommendations and considerations</p>	<p>The whole PHAC continued to discuss and finalise the recommendations, referring to sections 3 and 4 from the final guidance document)</p> <p>Action point: NICE team to complete the revisions in line with PHAC comments, and circulate to the PHAC for final comment</p> <p>The PHAC identified and agreed additional considerations</p> <p>Action point: NICE team to record considerations and circulate to the PHAC for final comment</p>	<p>NICE</p> <p>NICE</p>
<p>6. Finalising the research recommendations</p>	<p>Charlotte Haynes, analyst at NICE, gave a short presentation highlighting comments from stakeholders that specifically address either potential gaps in the evidence or an areas that may impact on research recommendations, and the Equality Impact Assessment.</p> <p>The relevant studies from National Institute Health Research (NIHR) were also listed.</p> <p>The PHAC discussed the draft research recommendations and agreed a final list,</p>	
<p>7. Communication and implementation</p>	<p>Lyndsay Unwin communications lead at NICE for this guidance, gave a short presentation.</p> <p>Lyndsay discussed with the PHAC the arrangements for the publication of the guidance and advised on interaction with the media. Any volunteers to act as media representatives for this guidance to contact Lyndsay or Simon Ellis at NICE.</p> <p>Louisa Wall, implementation lead for this guidance, gave an overview on how the future implementation of the guidance will be supported.</p>	
<p>8. Summary of the day and next steps</p>	<p>The Chair summarised the agreed decisions and actions from the meeting.</p> <p>Simon Ellis summarised the next steps in the guidance development process and the next steps in the guidance development process:</p> <ul style="list-style-type: none"> • Complete the revisions to the guidance, as directed by PHAC • Edit the guidance document • Circulate the revised guidance document for final comment by PHAC members • Final revisions to the guidance as directed by PHAC 	

	<ul style="list-style-type: none">• Final revisions to the guidance agreed with the Chair• Final sign off of guidance by NICE Guidance Executive• Publish final guidance October 2014	
9. AOB	<p>The Chair thanked the PHAC for their hard work and commitment The Chair thanked the NICE team</p> <ul style="list-style-type: none">• PHAC members were reminded that NICE will only process expenses that are submitted within 3 months of the date incurred.	
The meeting closed at 4.00pm		