

**NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE**  
**Public Health Advisory Committee E – Meeting 4**  
**Workplace policy and management practices to improve the health**  
**and wellbeing of employees**

**Friday 13th June 2014**  
**Bollin meeting room, NICE Manchester Office, Level 1A, City Tower**  
**Piccadilly Plaza, Manchester, M1 4BT**

**Final Minutes**

<b>Attendees:</b>	<p><b><i>PHAC Members</i></b> Paul Lincoln(Chair), Ralph Bagge , Ruth Hall, Elaine Harris, Diana Kloss, Mark Gabbay, Maria Karanika-Murray (arrived 11.10), D’Arcy Myers(until 3pm), Jayne Royle(until 3pm), Ivan Robertson, Matt Taylor, Jeremy Wight, Mandy Wardle.</p> <p><b><i>NICE Team</i></b> Hilary Chatterton, Alastair Fischer, Ruaraidh Hill, Jane Huntley, Patricia Mountain, Caroline Mulvihill</p> <p><b><i>Experts</i></b> Jayne Hayward (10.45am -12pm) Jenifer Lord (10.45am -12pm), Richard Preece (12pm - , Paul Winter (10.00am – 12noon)</p> <p><b><i>Review Team (from the Work Foundation, Institute for Employment Studies, Lancaster University)</i></b> Charles Levy, Tyna Taskila (12pm – 3pm)</p>
<b>Apologies:</b>	<p><b><i>PHAC Members</i></b> Jane Parry</p>

<b>Author</b>	PM
<b>File Ref</b>	
<b>Version</b>	Final
<b>Audience</b>	<b>PHAC members, NICE team, members of the public</b>

Item		Action
<p><b>1. Welcome and objectives for the meeting</b></p>	<p>The Chair welcomed the Public Health Advisory Committee (PHAC E) to the fourth meeting on Workplace policy and management practices to improve the health and wellbeing of employees.</p> <p>The Chair informed the PHAC that apologies had been received. These are noted above.</p> <p>The Chair welcomed the invited experts, and Maria Karanika-Murray, who has joined the PHAC as a topic member.</p> <p>The Chair welcomed the members of the public 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 meeting:</p> <ul style="list-style-type: none"> <li>• To hear expert testimony</li> <li>• To discuss the findings of the revised third evidence review.</li> <li>• To discuss the draft economic modelling report</li> <li>• To consider drafting recommendations, considerations and research recommendations</li> </ul>	
<p><b>2. Declarations of Interests</b></p>	<p><b><u>Declarations of Interests</u></b></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 to declare any changes to their interests. Previous declarations of interest can be viewed on the NICE website here <a href="http://guidance.nice.org.uk/PHG/57">http://guidance.nice.org.uk/PHG/57</a></p> <p>Additional interests declared were:</p> <p><b>Personal non-pecuniary:</b>  <b>Richard Preece:</b> non-executive director of the Health at Work Community interest Company which provides some workplace health services; director of HK Consulting Ltd a provider of advice to businesses on</p>	

	<p>workplace health improvement  <b>Matthew Taylor-</b>  <b>Paul Winter</b> - Public speaking advocating benefits improving the health of employees</p> <p><b>Personal pecuniary:</b>  <b>Richard Preece</b> - director of Nestor Primecare Services Ltd which provides occupational health support to a small number of employers.  <b>Tyna Taskila:</b> has conducted academic research in Holland and Finland related to return to work and employment of people with cancer and received funding from governmental and non-profit organisations; Co-Chair of the European CanWon (Cancer and Work) network which has received four years of funding (2012-2015) from the COST (European Cooperation in Science and Technology).</p> <p><b>Personal family interest:</b>  <b>Richard Preece</b> – His wife is a director HK Consulting Ltd a provider of advice to businesses on workplace health issues; his wife is Head of occupational Health for Public Health England</p> <p><b>Non personal pecuniary:</b>  <b>Charles Levy</b> – His research under The Work Foundation’s Big Innovation Centre is sponsored by a consortium of partners including GlaxoSmithKline and Unilever</p> <p><b>Tyna Taskila</b> - researcher at The Work Foundation at the Centre for Workforce Effectiveness, which is mainly funded mainly through competitively tendered research contracts. Her work is in receipt of a grant educational grant from F. Hoffmann-La Roche Ltd. for the conduction of research investigating the impact of schizophrenia on labour markets in the UK, Germany, Spain and Canada.</p> <p><b>Maria Karanika-Murray- no interests declared</b></p> <p><b>Jayne Hayward – no interests declared</b>  <b>Jenifer Lord – no interests declared</b></p> <p>The Chair and the Associate Director agreed that the interests already declared did not prevent the attendees at committee from fully participating in the meeting.</p>	
<p><b>3. Minutes and matters arising</b></p>	<p>All actions from the meeting on 2<sup>nd</sup> May 2014 have been completed and the minutes were signed-off as a true record, with a small amendment to the attendee list.</p>	

<p><b>4. Expert Paper 1 – Insight and experience from a medium sized organisation, Ipswich Building Society</b></p>	<p>Paul Winter, Chief Executive of the Ipswich Building Society and Chair of the BITC (Business in the Community) Business Action on Public Health group gave expert testimony to the PHAC.</p> <ul style="list-style-type: none"> <li>• The Ipswich Building Society is an independent mutual. It has 9 branches and approximately 110 staff. Staff are recognised as the organisations most valuable asset</li> <li>• Health and wellbeing are encouraged by             <ul style="list-style-type: none"> <li>○ Volunteer scheme for 15 years</li> <li>○ Health and wellbeing programme since 2008</li> <li>○ Leading by example, with healthy behaviours such as physical activity</li> <li>○ Encourage healthy behaviours, such as exercise, by rewards</li> <li>○ Provide facilities, such as fridges, free breakfast so that the staff get into healthy eating habits</li> </ul> </li> </ul> <p>Following the presentation there was time for questions and discussion.</p> <p>The Chair thanked Paul for his testimony.</p>	
<p><b>5,6 Expert Paper 2 – Insight and experiences of micro organisations, Representatives from Federation of Small Businesses (Manchester and North Cheshire branch).</b></p>	<p>Jayne Hayward and Jenifer Lord are training specialists and have extensive experience of managing within micro-organisations. They were recommended by the Federation of Small Businesses to give a perspective from micro-organisations to give expert testimony to the PHAC.</p> <p>They gave a joint presentation; the theme of which was that organisations should ‘set the scene’ for a positive culture through positive values that promote health and well-being.</p> <p>The Chair thanked both for their expert testimony.</p>	
<p><b>7,8 Expert Paper 3 – What is the role and value of occupational health services in supporting line managers?</b></p>	<p>Richard Preece is a specialist in occupational medicine and is the Medical Director of Saga Healthcare. Richard provided an occupational health perspective in his expert testimony which included:</p> <ul style="list-style-type: none"> <li>• A challenge to widely held assumptions on what constitutes good working practice, eg. flexible working is always advantageous in an organisation</li> <li>• Highlighted the difficulties in finding peer reviewed evidence for this area</li> </ul> <p>There was time for questions and discussion. The PHAC made the point that publicly funded research, such as NIHR, could have workplace health as an outcome measure, to increase the available evidence</p> <p>The Chair thanked Richard for his testimony.</p>	

<p><b>9. Evidence 3 review - revised</b></p>	<p>The IES consortium has revised evidence review 3 with extra evidence since the last PHAC meeting.</p> <p>Tyna Taskila provided an update on these extra findings and any implications for evidence statements. The PHAC noticed a discrepancy in the numbering of the evidence statements on the slides and the numbering within the updated review.</p> <p><b>Action: IES to clarify that NICE has received the latest version of Review 3</b></p> <p><b>Action: IES to look at the feasibility of the re-presentation of the data on effect sizes using a common metric</b></p>	<p><b>Contractors</b></p> <p><b>Contractors</b></p>
<p><b>10. Draft economic modelling report</b></p>	<p>Charles Levy, IES consortium presented the first draft of the economic modelling report. The Aim of delivering economic modelling around:</p> <ul style="list-style-type: none"> <li>• Health and safety interventions</li> <li>• Ergonomic interventions</li> <li>• Line manager awareness</li> <li>• Early referral &amp; intervention</li> <li>• Lifestyle change interventions</li> </ul> <p>By using</p> <ul style="list-style-type: none"> <li>• Costs (Inputs)</li> <li>• Effectiveness (Activities, outputs, outcomes)</li> <li>• Financial impact (impact)</li> </ul> <p>There was time for questions and discussion.</p> <p><b>Action point: IES to continue to work on the economic modelling and submit to the next meeting</b></p>	<p><b>Contractors</b></p>
<p><b>11. Expert paper 4 – The evidence from work psychology</b></p>	<p>Maria Karanika-Murray a Chartered Psychologist who is a , new topic member of PHAC, gave expert testimony on the findings from her study on work related health and wellbeing, focusing on:</p> <ul style="list-style-type: none"> <li>• Workplace context</li> <li>• Formal policies and practices</li> <li>• Leadership</li> <li>• Characteristics of the job</li> </ul> <p>There was time for questions and discussion. The Chair thanked Maria for her testimony.</p>	
<p><b>12. Drafting recommendations – discussion</b></p>	<p>The PHAC discussed how the expert testimony heard at the meeting would impact on draft recommendations and agreed further areas for recommendations</p> <p><b>Action: NICE team to draft additional recommendations, based on PHAC direction, and bring back to the next meeting</b></p>	<p><b>NICE</b></p>

<b>13. Drafting considerations</b>	<p>The PHAC discussed how the expert testimony heard at the meeting would impact on draft considerations and agreed further areas for considerations</p> <p><b>Action: NICE team to draft additional considerations , based on PHAC direction, and bring back to the next meeting</b></p>	<b>NICE</b>
<b>14. Drafting research recommendations and gaps in the evidence</b>	<p>The PHAC discussed how the expert testimony heard at the meeting would impact on draft research recommendations and potential gaps, and agreed further areas for research recommendations.</p> <p><b>Action: NICE team to draft additional research recommendations, based on PHAC direction, and bring back to the next meeting</b></p> <p><b>Action: NICE team to synthesise the evidence statements and the draft recommendations and bring back to the next meeting</b></p>	<p><b>NICE</b></p> <p><b>NICE</b></p>
<b>15. Summary of the day and next steps/AOB</b>	<p>The Chair summarised the actions from the meeting</p> <p>The next meeting is on Wednesday 23rd and Thursday 24th July at Mercure Hotel, Portland Street, Manchester, M1 4PH</p> <p>PHAC members were reminded that NICE will only process expenses that are submitted within 3 months of the date incurred</p>	
The meeting closed at 4.30pm		