

**NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE**  
**Public Health Advisory Committee E – Meeting 5**  
**Workplace policy and management practices to improve the health**  
**and wellbeing of employees**  
**Wednesday 23rd and Thursday 24th July 2014**  
**Mercure Hotel, Portland Street, Manchester, M1 4PH**

**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, D'Arcy Myers ( 10am – 1.30pm), Ivan Robertson, Matt Taylor ( left at 3.30), Jeremy Wight, Mandy Wardle.</p> <p><b><i>NICE Team</i></b> Nicola Ainsworth, Jaimella Epsley, Alastair Fischer (left at 1.30), Ruaraidh Hill, Jane Huntley, Patricia Mountain, Caroline Mulvihill.</p> <p><b><i>Expert</i></b> Sarah Page (12.30 – 1.30pm), Prospect, union for professionals.</p> <p><b><i>Review Team (from the Institute for Employment Studies, Work Foundation,, Lancaster University)</i></b> Jim Hillage</p>
<b>Apologies:</b>	<p><b><i>PHAC Members</i></b> Jane Royle</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 first day of a two day meeting (5 &amp; 6) 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 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 two day meeting:</p> <ul style="list-style-type: none"> <li>• To hear the last expert testimony</li> <li>• To finalise the findings of the revised third evidence review</li> <li>• To discuss and finalise the economic modelling report</li> <li>• To continue to draft the guidance namely, the recommendations, considerations, gaps in the evidence 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://www.nice.org.uk/Get-Involved/Meetings-in-public/Public-Health-Advisory-Committees">http://www.nice.org.uk/Get-Involved/Meetings-in-public/Public-Health-Advisory-Committees</a></p> <p><b>Non personal pecuniary:</b>  <b>Jim Hillage</b> – Institute for Employment Studies, Work Foundation, Lancaster University has been successful in their bid to provide evidence reviews for NICE Workplace policies and approaches to promote and</p>	

	<p>protect the health of older employees.  <b>Sarah Page</b> – no interests declared</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>	
<b>3. Minutes and matters arising</b>	<p>All actions from the meeting of 13<sup>th</sup> June 2014 have been completed and the minutes were signed-off as a true record.</p>	
<b>4,5 Economic modelling update and discussion</b>	<p>Alastair Fischer, health economist at NICE, and Jim Hillage from IES, presented the next iteration of the economic modelling, following PHAC comment at the previous meeting.</p> <p>The PHAC also viewed a draft of the costing tool that is being developed by the NICE costing team to support this guidance.</p> <p>There was time for questions and discussion.</p> <p><b>Action: IES to finalise the economic model, following PHAC direction</b></p>	<b>Contractors</b>
<b>6. Expert testimony Prospect, Union for professionals</b>	<p>Sarah Page gave expert testimony to the PHAC. Sarah is the health and safety officer for Prospect, union for professionals. She is also on the Board of Trustees for the Faculty of Occupational Medicine (lay member nominated by the TUC).</p> <p>Prospect has 114,000 members across hundreds of companies and public bodies. Their members are engineers, scientists, managers and specialists in areas as diverse as agriculture, defence, energy, environment, heritage, shipbuilding, telecoms and transport.</p> <p>Sarah's presentation focused on the key components that contribute to a healthy workplace, the current workplace climate/culture and future outlook.</p> <p>The Chair thanked Sarah for her expert testimony.</p>	
<b>7,8 Drafting recommendations</b>	<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 revise draft recommendations and circulate to the PHAC for final comment before guidance consultation</b></p> <p><b>Action: NICE team to draft additional</b></p>	<p><b>NICE</b></p> <p><b>NICE</b></p>

	<b>recommendations based on PHAC direction and circulate to the PHAC for final comment before guidance consultation</b>	
<b>9,10 Summary of the day/AOB</b>	<p>The Chair summarised the actions from the meeting.</p> <p>The Chair and PHAC thanked Jim Hillage and the team from the Institute for Employment Studies, Work Foundation and Lancaster University, for their work.</p>	
The meeting closed at 4.30pm		

**NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE**  
**Public Health Advisory Committee E – Meeting 6**  
**Workplace policy and management practices to improve the health and wellbeing of employees**  
**Wednesday 23rd and Thursday 24th July 2014**  
**Mercure Hotel, Portland Street, Manchester, M1 4PH**

**Draft 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, D’Arcy Myers, Ivan Robertson ( out of the room 11.45am – 12noon), Mandy Wardle ( left at 3.30pm)</p> <p><b><i>NICE Team</i></b>  Nicola Ainsworth, Ruaraidh Hill, Jane Huntley, Patricia Mountain, Caroline Mulvihill.</p>
<b>Apologies:</b>	<p><b><i>PHAC Members</i></b>  Jane Royle, Matt Taylor, Jeremy Wright</p> <p><b><i>NICE team</i></b>  Jaimella Epsley, Alastair Fischer.</p>

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 second day of a two day meeting (5 &amp; 6) 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 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 second day :</p> <ul style="list-style-type: none"> <li>• To continue to draft the recommendations, considerations, gaps in the evidence 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 asked the PHAC to declare any changes or additions to their interests.</p> <p><b>Personal pecuniary interest:</b> Ivan Robertson re-declared that he is a Director of Robertson Cooper Ltd, which is a University of Manchester spin-off company that offers advice and products relating to psychological well-being at work.</p> <p>The Chair and the Associate Director noted the declaration and agreed that Ivan Robertson would not participate in this part of the meeting. Ivan volunteered to leave the room if any discussions related to his pecuniary interest.</p> <p>Ivan Robertson left the meeting 11.45am – 12noon as there was a discussion on audit tools in which Ivan may have a commercial interest.</p>	
<p><b>3. Drafting recommendations</b></p>	<p>The PHAC continued to work through the draft recommendations, revising one by one. Additional</p>	

<p><b>continued</b></p>	<p>draft recommendations were identified by the PHAC.</p> <p><b>Action: NICE team to revise draft recommendations and circulate to the PHAC for final comment before guidance consultation</b></p> <p><b>Action: NICE team to draft additional recommendations based on PHAC direction and circulate to the PHAC for final comment before guidance consultation</b></p>	<p>NICE</p> <p>NICE</p>
<p><b>4. Drafting considerations</b></p>	<p>The NICE team had prepare a draft version of the considerations for PHAC discussion</p> <p>The PHAC discussed and agreed revisions and additions to the considerations</p> <p><b>Action: NICE team to revise draft considerations and circulate to the PHAC for final comment before guidance consultation</b></p> <p><b>Action: NICE team to draft additional considerations based on PHAC direction and circulate to the PHAC for final comment before guidance consultation</b></p>	<p>NICE</p> <p>NICE</p>
<p><b>5. Drafting gaps in the evidence and research recommendations</b></p>	<p>The NICE team had prepare a draft version of the gaps in the evidence and potential research recommendations for PHAC discussion</p> <p>The PHAC discussed and agreed revisions and additions to the research recommendations</p> <p><b>Action: NICE team to revise draft research recommendations and circulate to the PHAC for final comment before guidance consultation</b></p> <p><b>Action: NICE team to draft additional research recommendations based on PHAC direction and circulate to the PHAC for final comment before guidance consultation</b></p>	<p>NICE</p> <p>NICE</p>
<p><b>6. Glossary terms and context for the guidance</b></p>	<p>The NICE team had drafted a glossary of terms used in the guidance throughout the guidance development process.</p> <p>The PHAC discussed and revised.</p> <p><b>Action: NICE team to revise the glossary based on PHAC direction and circulate to the PHAC for final comment before consultation</b></p>	<p>NICE</p>
<p><b>7,8 Next steps and key dates</b></p>	<p>Jane Huntley, associate director at NICE, summarised the next steps in the guidance development process and the next steps in the guidance development</p>	

	<p>process</p> <ul style="list-style-type: none"> <li>• Draft guidance circulated to PHAC E for comment - 18th August to 29th August 2014</li> <li>• Draft guidance consultation – 24th September to 5th November 2014</li> <li>• NICE to consider comments and amend draft guidance where necessary</li> <li>• The next meeting is a two day meeting on Wednesday 3rd and Thursday 4th December 2014 at the NICE offices in Manchester, to discuss the draft guidance, stakeholder comments and finalise the guidance</li> </ul>	
<p><b>8,9 Summary of the day/AOB</b></p>	<p>The Chair summarised the agreed decisions and actions from the meeting. The Chair and the associate director thanked the PHAC for their productive work over the two day meeting.</p> <p>PHAC members are reminded that NICE will only process expenses that are submitted within 3 months of the date incurred.</p>	
<p>The meeting closed at 3.00pm</p>		

**Date, time and venue of next meeting: Wednesday 3rd and Thursday 4th December 2014 , NICE Manchester office**