

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE
Public Health Advisory Committee E – Meeting 7
Workplace policy and management practices to improve the health
and wellbeing of employees
Wednesday 3rd and Thursday 4th December 2014
NICE Manchester Office, Level 1A, City Tower
Piccadilly Plaza, Manchester, M1 4BT
Final Minutes

Attendees:	<i>PHAC Members</i> Paul Lincoln(Chair), Ralph Bagge , Elaine Harris, Diana Kloss, Mark Gabbay (from 10:45- 1.00pm), Maria Karanika-Murray, D'Arcy Myers, Ivan Robertson, Mandy Wardle(from 10:45). <i>NICE Team</i> Nicola Ainsworth, Jessica Fielding, Alastair Fischer, Ruaraidh Hill (from 10:40), Jane Huntley, Patricia Mountain, Caroline Mulvihill.
Apologies:	<i>PHAC Members</i> Ruth Hall, Matt Taylor, Jeremy Wight.

Author	PM
File Ref	
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 welcomed the Public Health Advisory Committee (PHAC E) to the first day of a two day meeting (7 & 8) 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"> • To consider and discuss the stakeholder comments from the draft guideline consultation • To consider the equity impact assessment for the guideline • To amend the guideline taking stakeholder comments into account • To finalise the guideline • To consider the implementation, costings analysis and press communication of the guideline 	
<p>2. Declarations of Interests</p>	<p><u>Declarations of Interests</u></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. Previous declarations of interest can be viewed on the NICE website here : http://www.nice.org.uk/Get-Involved/Meetings-in-public/Public-Health-Advisory-Committees</p> <p>The NICE policy on Declarations of Interests has recently been updated and the categories revised. The declarations of interest will be published as part of the final guideline.</p> <p>The Chair asked everyone to verbally declare the</p>	

	<p>interests they had made in writing at the time of their application to join the PHAC and also to declare any additional interests that may have arisen since then under the following categories.</p> <ul style="list-style-type: none"> • financial or non-financial (specific or non-specific*) • financial interests can be personal [family] or non-personal.(specific or non specific*) <p><i>*Specific and non-specific interests</i></p> <ul style="list-style-type: none"> • An interest is 'specific' if it refers directly to the matter under discussion. • An interest is 'non-specific' if it does not refer directly to the matter under discussion. <p>Additional Interests declared were:</p> <p>PHAC members Maria Karanika-Murray: Personal non financial – specific – providing expert testimony for this guideline in July 2014.</p> <p>NICE staff Ruaraidh Hill – Personal financial non-specific: Ruaraidh is a practitioner in traumatic experience management; and a provider of workplace health and wellbeing programmes</p> <p>The Chair and the Associate Director (Jane Huntley) noted that the interests declared did not prevent the attendees at committee from fully participating in the meeting.</p>	
<p>3. Minutes and matters arising</p>	<p>All actions from the meeting of 23rd & 24th July 2014 have been completed and the minutes were agreed as a true record.</p>	
<p>4. Summary of stakeholder comments from draft guideline consultation</p>	<p>The draft guideline was sent to stakeholders for comment between 24th September 2014 and 5th November 2014. Comments were received from 31 registered stakeholder organisations. Caroline Mulvihill, lead analyst for this guidance at NICE presented a summary of stakeholder comments and key issues arising from those.</p>	
<p>5. Equity impact assessment – issues for consideration</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 (EIA) form is completed. This exercise</p>	

	<p>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>Ruaraidh Hill, analyst at NICE, explained that Equity impact assessment is a standard part of the NICE process (and is required to fulfil statutory duties). Ruaraidh gave a short presentation highlighting the key issues arising from the stakeholder comments, and gave examples of areas within the draft guidance that may need to be considered by the PHAC when finalising the recommendations.</p> <p>There was time for questions and discussion. Action: NICE team to finalise the Equality impact Assessment</p>	NICE
7. General discussion – amending the guideline	The PHAC discussed in plenary how the stakeholder comments impact on draft recommendations the equality impact assessment.	
8. Finalising recommendations 1 and 2	<p>The PHAC worked through the recommendations 1 and 2, considering the specific points made by stakeholders and the Equality Impact Assessment</p> <p>Action point: NICE team to revise the draft recommendations as advised by the PHAC and circulate for final comment</p>	NICE
9. Finalising recommendations 3 and 4	<p>The PHAC worked through the recommendations 3 and 4, considering the specific points made by stakeholders and the Equality Impact Assessment</p> <p>Action point: NICE team to revise the draft recommendations as advised by the PHAC and circulate for final comment</p>	NICE
10. Finalising recommendations 5 and 6	<p>The PHAC worked through the recommendations 5 and 6, considering the specific points made by stakeholders and the Equality Impact Assessment</p> <p>Action point: NICE team to revise the draft recommendations as advised by the PHAC and circulate for final comment</p>	NICE
11. Finalising recommendations 7 and 8	<p>The PHAC worked through the recommendations 7 and 8, considering the specific points made by stakeholders and the Equality Impact Assessment</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 actions from the meeting.	
The meeting closed at 4.30pm		

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Public Health Advisory Committee E – Meeting 8
Workplace policy and management practices to improve the health and wellbeing of employees
Final Minutes

Attendees:	<p>PHAC Members Paul Lincoln(Chair), Ralph Bagge , Elaine Harris, Diana Kloss, Mark Gabbay (from 10:15am), Maria Karanika-Murray, D’Arcy Myers, Jane Royle, Ivan Robertson (left the room 10:10 to 10:35am), Matt Taylor, Mandy Wardle</p> <p>NICE Team Nicola Ainsworth, Ruaraidh Hill, Alexa Forrester ,Jane Huntley, Patricia Mountain, Caroline Mulvihill, Maroulla Whitely</p>
Apologies:	<p>PHAC Members Ruth Hall, Jeremy Wright</p>

Item		Action
1. Welcome and objectives for the meeting	<p>The Chair welcomed the Public Health Advisory Committee (PHAC E) to the second day of a two day meeting (7 & 8) 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. No members of the public had requested to observe this meeting</p> <p>The Chair outlined the objectives of the second day :</p> <ul style="list-style-type: none"> • Consider the implementation, costings analysis and press communication of the guideline • To continue to draft the recommendations, considerations, gaps in the evidence and research recommendations 	
2. Declarations of Interests	<p><u>Declarations of Interests</u></p> <p>The Chair asked the PHAC to declare any changes or additions to their interests.</p>	

	There were no additional declarations made	
3. Amending the guideline – recommendations 9 and 10	<p>The PHAC worked through the recommendations 8 and 9, considering the specific points made by stakeholders and the Equality Impact Assessment</p> <p>Ivan Robertson has a specific financial interest as 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 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 specific financial interest.</p> <p>Ivan Robertson left the meeting 10.10am – 10:35 as there was a discussion on audit tools in which Ivan may have a commercial interest.</p> <p>Action point: NICE team to revise the draft recommendations as advised by the PHAC and circulate for final comment</p>	NICE
4. Summary of relevant NIHR research	<p>For each guideline NICE receives a list of potentially related research from the National Institute of Health Research.</p> <p>Ruaraidh Hill analyst at NICE, gave a short presentation outlining these to make the PHAC aware of ongoing relevant research before they were asked to agree the research recommendations for this guidance, so that they did not recommend research that is already underway.</p>	
5. Implementation, costings and communications	<p>Maroulla Whitely, costing analyst for this guideline, gave a short presentation explaining that NICE develops tools to assist local commissioners and service providers in assessing local cost impact or savings from implementing the NICE guidance</p> <p>Alexa Forrester, implementation lead for this guideline explained that NICE supports the delivery of support and the endorsement of the guideline practical tools including audit tools The implementation team need the input of the PHAC input on the development of any implementation resources and will be in contact with members.</p> <p>Alexa and Maroulla asked for volunteers from the PHAC to help with the development of these tools. Several PHAC members agreed. All of the PHAC members will receive the tools during their consultation period for comment.</p>	

	<p>alexa.forrester@nice.org.uk Implementation Adviser maroulla.whiteley@nice.org.uk Costing Analyst</p> <p>Jane Huntley reminded the PHAC that the guidance is still confidential until publication. Any press queries should be directed to the communications lead for this guideline – Alice Law alice.law@nice.org.uk Press office: 0845 003 7782</p>	
<p>6,7,8 ,9 Finalising the guideline: research recommendations; gaps in the evidence and considerations and other sections of the guideline</p>	<p>The PHAC worked through the guideline section by section, identifying: gaps in the evidence for research recommendations section of the guideline.</p> <p>The PHAC discussed the draft research recommendations and agreed a final list. Action point: NICE team to revise the research recommendations as advised by the PHAC and circulate for final comment.</p> <p>The PHAC discussed the draft considerations, in light of the stakeholder comments received, and agreed a final list. Action: NICE team to revise considerations as advised by the PHAC and circulate for final comment</p> <p>The PHAC discussed the areas of the guideline that had not been covered within the earlier items on the agenda. The PHAC worked through these one by one, agreeing revisions. Action: NICE team to revise the remaining sections as advised by the PHAC and circulate for final comment.</p>	<p>NICE</p> <p>NICE</p> <p>NICE</p>
<p>10. Final agreement</p>	<p>The Chair asked the members individually if they were content with the content of the guideline. All agreed</p>	
<p>11 Next steps and key dates</p>	<p>Jane Huntley, associate director at NICE, summarised the next steps in the guideline development process and the next steps in the guidance development process</p> <ul style="list-style-type: none"> • Draft final guideline circulated to PHAC E for final comment - 19th January to 2nd February 2015 • NICE Guidance Executive signs off final guideline – 3rd March 2015 • Any changes to the guideline is made post Guidance Executive and last final edit • Guideline published – 27th May 2015 (delayed from April due to pre-election purdah) 	
<p>8,9 Summary of the day/AOB</p>	<p>The Chair summarised the agreed decisions and actions from the meeting. The Chair thanked the PHAC for their hard work and</p>	

	<p>commitment. The Chair and the PHAC thanked the NICE team for their hard work.</p> <p>Professor Mike Kelly is retiring at the end of December 2014 and Gillian Leng, Deputy Chief Executive and Health and Social Care Director, will be taking over leading the public health team at NICE</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 2.15pm		