

4.0.03 DOC Cmte minutes

Mental wellbeing at work Committee meeting

Date: 14/11/2019 (am)

Location: NICE office, Manchester

Minutes: Confirmed

Committee members present:	
Gail Findlay Core member	(Present for all items)
Craig Cook Core member	(Present for all items)
Nam Nguyen Topic Expert member	(Present for all items)
Abigail Hirshman Topic Expert member	(Present for all items)
Sarah Murphy Topic Expert member	(Present for all items)
Charlene Mulhern Public Health England Topic Adviser	(Present for all items)

In attendance:		
Sarah Willett (Chair)	Associate Director, Public Health Guidelines	(Present for all items)
Lise Elliott	Programme manager, Public Health Guidelines	(Present for all items)
Hugh McGuire	Technical Adviser, Public Health Guidelines	(Present for all items)
Geoff Bates	Technical Analyst, Public Health Guidelines	(Present for all items)
Elina Simou	Technical Analyst, Public Health Guidelines	(Present for all items)
Debra Hunter	Project Manager, Public Health Guidelines	(Present for all items)
Thomas Hudson	NICE Information Specialist,	(Present for all items)
Justine Karpusheff	NICE Guideline Commissioning Manager	(Present for all items)
Janine Wigmore	Public Involvement Adviser	Present for item 3

Observers:	
Hannah Stockton	(Present for all items)

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Apologies:	
Rob Allan	Core member
Lorna Young	Lay topic expert member
Lesley Owen	NICE Health Economic Adviser

1. Welcome, apologies, introductions and objectives

The Chair welcomed the Topic Expert members and attendees to the meeting. The Committee members and attendees introduced themselves.

The Chair informed the Committee that apologies had been received. These are noted above.

The Chair confirmed the objectives for the morning session.

2. NICE guideline development process and methods

The Chair introduced Hugh McGuire, Technical Adviser at NICE, who gave the group an overview of the methodology that will be used during development of the guideline, and how this would be reflected in the process followed by the committee.

3. Introduction to the Public Involvement Programme

The Chair introduced Janine Wigmore, Public Involvement Adviser at NICE, who gave an overview of how NICE works with its lay members, and the work of the Public Involvement Programme.

4. Declarations of Interest

The Chair introduced Lise Elliott, Programme Manager at NICE, who gave a presentation on NICE's Declaration of Interests policy and facilitated discussion around this topic.

5. Questions and discussion

The Chair encouraged any questions from the group regarding the induction presentations and facilitated discussion.

Mental wellbeing at work Committee meeting

Date: 14/11/2019 (pm)

Location: NICE office, Manchester

Minutes: Confirmed

Committee members present:		
Alan Maryon-Davis (Chair)		(Present for notes 1 – 8)
Chris Bojke Core member		(Present for notes 1 – 8)
Gail Findlay Core member		(Present for notes 1 – 8)
Craig Cook Core member		(Present for notes 1 – 8)
Jakki Cowley Core Lay member		(Present for notes 1 – 8)
Sarah Newsam Core member		(Present for notes 1 – 8)
Louise Thompson Topic Expert member		(Present for notes 1 – 8)
Nam Nguyen Topic Expert member		(Present for notes 1 – 8)
Abigail Hirshman Topic Expert member		(Present for notes 1 – 8)
Sarah Murphy		(Present for notes 1 – 8)
Charlene Mulhern Public Health England Topic Adviser		(Present for notes 1 – 8)

In attendance:		
Sarah Willett	Associate Director, Public Health Guidelines	(Present for notes 1 – 8)
Lise Elliott	Programme manager, Public Health Guidelines	(Present for notes 1 – 2)
Hugh McGuire	Technical Adviser, Public Health Guidelines	(Present for notes 1 – 8)
Geoff Bates	Technical Analyst, Public Health Guidelines	(Present for notes 1 – 8)
Elena Simou	Technical Analyst, Public Health Guidelines	(Present for notes 1 – 8)
Debra Hunter	Project Manager, Public Health Guidelines	(Present for notes 1 – 8)
Thomas Hudson	NICE Information Specialist,	(Present for notes 1 – 8)

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Observers:	
Hannah Stockton	(Present for notes 1 – 8)

Apologies:	
Rob Allan	Core member
Jane West	Core member
Graham Rushbrook	Core member
Lorna Young	Lay topic expert member
Lesley Owen	NICE Health Economic Adviser
Justine Karpusheff	NICE Guideline Commissioning Manager

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to PHAC 0 on Mental wellbeing at work. The Committee members and attendees introduced themselves.

Public members are not invited to this meeting.

The Chair informed the Committee that apologies had been received. These are noted above.

The Chair outlined the objectives of the meeting, which included: reviewing and agreeing the Protocols

2. Confirmation of matter under discussion, and declarations of interest

The Chair confirmed that, for the purpose of managing conflicts of interest, the matter under discussion was Mental wellbeing at work guideline update

The Chair asked everyone to verbally declare any interests

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
Nam Nyguen	Topic Expert Member	Employed as General Practitioner	Direct Financial	Declare and participate Rationale: non-specific
Nam Nyguen	Topic Expert Member	Part time role with NHS Digital. Some contracts may be connected to NICE, but none that I am involved with.	Direct Financial	Declare and participate Rationale: non-specific

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Louise Thompson	Topic Expert	Mental Health and Productivity Pilots: advisory role on this project funded by Midlands Engine and led by Coventry University. It aims to implement and evaluate interventions to improve mental health and productivity at work. Includes salary payment paid direct to my employer.	Indirect	Declare and participate Rationale: interest is non-specific, and employer receives funding.
Alan Marynon-Davis	Chair	The previously declared interest has now ceased: Trustee (Chair) of Alcohol Research UK/Alcohol Concern, an independent charity seeking to reduce alcohol-related harms through research and evidence-based advocacy	Direct - non-financial professional and personal	No action required

The Chair and a senior member of the Developer's team noted that the interests declared did not prevent the attendees from fully participating in the meeting.

3. Presentations – Scope

The Chair introduced Hugh McGuire, Technical Adviser, who gave a presentation detailed the background to the topic and reason for update and an overview of the scope

4. Questions and discussion

Hugh and the technical team then took questions from the committee.

5. Search Strategy

The Chair introduced Thomas Hudson, Guideline Information Specialist, who gave a presentation detailing the search strategy.

Tom then took questions from the group.

6. Protocols

The Chair introduced Geoff Bates, Technical Analyst, who presented protocols to the committee.

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7. Review Protocols (continued)

Committee discussed and asked questions to Geoff and the technical team, the protocols were then agreed by the committee in light of amendments discussed.

8. Summary and Close

The chair summarised the day and the agreements, thanking everyone for their participation.

The provisional date for the next meeting is the 14 February, the committee were asked to advise if this was suitable. The Chair informed the committee that Debra will be in touch shortly to confirm or advise of alternative date.

Date of next meeting: 14/02/20 (provisional)

Location of next meeting: Manchester