

Mental Wellbeing at Work Committee Meeting 11

Date: 16th November 2021

Location: Zoom (Virtual Meeting)

Minutes: Final

Committee members present:	
Alan Maryon-Davis (Chair)	Present for all items
Chris Bojke (Core Member)	Present for all items
Jakki Cowley (Core Lay Member)	Present for items 1-7
Gail Findlay (Core Member)	Present for all items
Sarah Newsam (Core Member)	Present for all items
Graham Rushbrook (Core Member)	Present for items 1-7
Richard Watt (Core Member)	Present for all items
Jane West (Core Member)	Present for all items
Rob Allan (Topic Expert)	Present for items 1-6
Nam Hunger-Nguyen (Topic Expert)	Present for all items
Louise Thomson (Topic Expert)	Present for all items
Robert Woollen (Topic Expert)	Present for all items
Lorna Young (Topic Expert)	Present for all items
Stef Abrar (Public Health England Topic Adviser)	Present for all items

In attendance:		
Keona Bennett	Administrator, Public Health Guidelines	Present for all items
Chris Carmona	Technical Adviser, Public Health Guidelines	Present for all items
Lyn Davies	Meetings in Public Coordinator	Present for all items
Sarah Matthews	Technical Analyst, Public Health Guidelines	Present for all items
Annette Mead	Senior Medical Editor, NICE	Present for all items
Adam O'Keefe	Project Manager, Public Health Guidelines	Present for all items
Lesley Owen	Senior Health Economic Adviser, NICE	Present for all items
Eric Power	Programme Director, Centre for Guidelines	Present for item 1-2
Nick Staples	Guideline Commissioning Manager, NICE	Present for all items
Bryn White	Project Manager, Public Health Guidelines	Present for all items
Sarah Willett	Associate Director, Public Health Guidelines	Present for items 1-7

NICE Observer:

Sarah Lee	User Experience Researcher, NICE
Christopher Marsh	Lead Content Engineer, NICE

Apologies:

Craig Cook	Core Member
Sarah Murphy	Topic Expert Member

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the Public Health Advisory Committee (PHAC) 11 meeting on Mental Wellbeing at Work. The Chair reminded all participants of the protocols in place for NICE virtual meetings.

The Chair informed the Committee that apologies had been received. These are noted above. He advised that the meeting was quorate.

2. Update on future PHAC meetings

Eric Power updated the committee on the changes to how future meetings will operate. The committee had the opportunity to engage and ask questions.

3. 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 new interests that are not listed in the registry.

There were no new declarations.

4. Minutes of last meeting

The Chair asked the Committee if any changes were required to the minutes of PHAC 9 & 10.

The Committee then agreed that the minutes were a true and accurate account of the meeting, minutes recorded as confirmed.

5. Presentation on general themes of stakeholder comments

Sarah Matthews, Technical Analyst, gave a presentation on general themes and stakeholder comments.

The Committee were then offered the opportunity to ask any questions concerning the presentation.

6. Discussion on stakeholder comments and update of recommendations

Sarah Matthews then led the committee through guideline recommendations which were required to be reviewed following stakeholder feedback starting with:

- 1.1 Strategic approaches to improving mental wellbeing in the workplace
- 1.2 Supportive work environment
- 1.3 External sources of support
- 1.4 Organisation-wide approaches

The Committee had the opportunity to engage and make recommendations.

7. Discussion on stakeholder comments and update of recommendations continued

Sarah Matthews continued to take the committee through the guideline recommendations which were required to be reviewed in the following sections

- 1.5 Training and support for managers
- 1.6 Individual-level approaches
- 1.7 Approaches for employees who have or are at risk of poor mental health
- 1.8 Organisational-level approaches for high-risk occupations
- 1.10 Local and regional strategies and plans
- 1.11 Additional approaches for small and medium-sized enterprises (including micro-enterprises)

The Committee had the opportunity to engage and make recommendations.

8. Discussion on stakeholder comments related to health economics

Lesley Owen, Senior Health Economic Adviser discussed the stakeholder comments related the health economic model and report for committee guidance.

9. Committee opportunity to raise any other key stakeholder comments to be discussed

The Committee outlined any remaining stakeholder comments that they wanted to discuss before confirming they were satisfied comments had been appropriately discussed

10. Equality Impact Assessment

Chris Carmona, Technical Adviser, outlined any stakeholder comments related the equality impact assessment which the committee discussed.

11. Next steps
Bryn White, Project Manager, outlined the next key milestones for the committee on this guideline including dates for a final PHAC review and re-submission of the documents.
12. Summary of the day
The Chair summarised the discussions, thanking everyone for their participation and confirmed that this was the final PHAC meeting of the guideline development process. Sarah Willett, Associate Director also thanked Alan for his time as a NICE Chair.