

## Mental Wellbeing at Work Committee Meeting 2 (Day 1)

**Date:** 28<sup>th</sup> July 2020

**Location:** Zoom (Virtual)

**Minutes:** Confirmed

<b>Committee members present:</b>		
Alan Maryon-Davis (Chair)		Present for notes 1 – 7
Chris Bojke (Vice Chair)		Present for notes 1 – 7
Sarah Newsam Core Member		Present for notes 1 – 7
Jane West Core Member		Present for notes 1 – 7
Gail Findlay Core Member		Present for notes 1 – 7
Craig Cook Core Member		Present for notes 1 – 7
Jakki Cowley Core Lay Member		Present for notes 1 – 7
Louise Thomson (Topic Expert)		Present for notes 1 – 7
Lorna Young (Topic Lay Expert)		Present for notes 1 – 7
Nam Nguyen (Topic Expert)		Present for notes 1 – 7
Abigail Hirshman (Topic Expert)		Present for notes 1 – 7
Sarah Murphy (Topic Expert)		Present for notes 4 – 7
Stef Abrar (Public Health England Topic Adviser)		Present for notes 1 – 7

<b>In attendance:</b>		
Hugh McGuire	Technical Adviser, Public Health Guidelines	Present for all items
Sarah Matthews	Technical Analyst, Public Health Guidelines	Present for all items
Sarah Willett	Associate Director, Public Health Guidelines	Present for all items
Lise Elliott	Programme Manager, Public Health Guidelines	Present for all items
Debra Hunter	Project Manager, Public Health Guidelines	Present for all items
Danielle Conroy	Project Manager, Public Health Guidelines	Present for all items

## MWW PHAC 2 Committee Minutes

Adam O’Keefe	Project Manager, Public Health Guidelines	Present for all items
Karen Peploe	Senior Technical Analyst, Public Health Guidelines	Present for all items
Aedin McSloy	Assistant Technical Analyst, Public Health Guidelines	Present for all items
Lesley Owen	Senior Health Economic Adviser, NICE	Present for all items
Keona Bennett	Administrator, Public Health Guidelines	Present for all items
Justine Karpusheff	Guideline Commissioning Manager	Present for all items
Matthew Taylor	Director, York Health Economics Consortium	Present for items 4 – 5
Erin Baker	Research Assistant, York Health Economics Consortium	Present for items 5 – 7
Jenna Dilkes	Programme Manager CHTE (zoom process support)	Present for all items
Natalie Spray	Project Manager, CHTE (zoom technical support)	Present for all items
Nick Lowe	Technical Support, NICE (zoom technical support)	Present for all items
Sandra Robinson	Meetings in Public Coordinator (lead)	Present for all items
Catherine Pank	Meetings in Public Coordinator (lead)	Present for items 1 – 5

### Observers:

Hannah Stockton	Technical Analyst, Public Health Guidelines
Michellie Young	Technical Analyst, Public Health Guidelines
Sarah Boyce	Technical Analyst, Public Health Guidelines
Sara Buckner	Technical Adviser, MOCI
Nick Staples	Guideline Commissioning Manager
James Jagroo	Senior Technical Analyst, MOCI
Tom Bromilow	Research Assistant, YHEC

### Apologies:

Grahame Rushbrook	Core Member
Rob Allan	Core Member
Richard Watt	Core Member

## MWW PHAC 2 Committee Minutes

### 1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the PHAC 2 meeting on Mental Wellbeing at Work. This is the first meeting for mental wellbeing that has been run virtually and the Chair reminded all participants of the protocols in place for NICE virtual meetings

The Chair welcomed the members of the public to the meeting. The members of the public had been briefed separately by the NICE team of the protocol for members of the public, whose role is to observe (they should not speak or ask questions). No filming or recording of the meeting is permitted.

The Chair reminded all present that the Committee is independent and advisory, that its decisions and recommendations to NICE do not represent final NICE guidance, and that they may be changed as a result of public consultation.

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

The Chair outlined the objectives of the meeting, which included, revisiting the scope and previous reviews in light of COVID and lockdown.

### 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 that have arisen since the last meeting.

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
Louise Thompson	Topic Expert	Well-being of the Workforce Study – a mixed methods research project which I'm co-leading exploring the impact of COVID pandemic on the mental well-being of	Indirect	Declare and participate  Rationale: interest is non-specific, and employer will receive funding

## MWW PHAC 2 Committee Minutes

		employed and furloughed people in the UK. Currently applying for funding. April 2020		
Louise Thompson	Topic Expert	British Psychological Society (BPS) Covid Response Working Group on 'Working Differently' – member of this group developing guidance and recommendations related to the workplace following the COVID pandemic. April 2020	Direct – non-financial professional and personal interest	Declare and participate Rationale: interest is specific, and declaration is sufficient mitigation

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. Minutes of last meeting

The Chair asked the Committee if any changes were required to the minutes of PHAC 1. The Committee agreed that the minutes were a true and accurate account of the meeting, minutes recorded as confirmed

### 4. Presentations

The Chair introduced Hugh McGuire, Technical Advisor, who gave a presentation on the scope the potential impact as a result of COVID 19 and lockdown.

Hugh took and answered questions from the group.

5. The Chair introduced Matthew Taylor and Erin Barker from York Health Economic Consortium, who gave a presentation on the cost effectiveness evidence of RQ2, universal approaches to help managers understand, recognise, respond, improve and promote the mental wellbeing of their employees.

The findings were discussed, and Matthew and Erin took questions from the group

The Chair thanked Matthew and Erin for their presentation and contribution to the development of the guideline.

Hugh McGuire presented the recommendations previously drafted for RQ2 for the committee to revisit.

**6.** The Committee reviewed and discussed any changes required, in light of COVID and lockdown and the draft recommendations for RQ2 were amended

**7.** The Chair summarised the day and discussed the next steps for tomorrow's meeting. Meeting was closed to reconvene at 9.00am 29 July 2020

## MWW PHAC 2 Committee Minutes

### Mental Wellbeing at Work Committee Meeting 2 (Day2)

**Date:** 29<sup>th</sup> July 2020

**Location:** Zoom (Virtual)

**Minutes:** Confirmed

<b>Committee members present:</b>	
Alan Maryon-Davis (Chair)	Present for notes 1 – 7
Chris Bojke (Vice Chair)	Present for notes 1 – 7
Sarah Newsam Core Member	Present for notes 1 – 7
Gail Findlay Core Member	Present for notes 1 – 7
Craig Cook Core Member	Present for notes 1 – 7
Jakki Cowley Core Lay Member	Present for notes 1 – 7
Richard Watt Core Member	Present for notes 1 – 7
Louise Thomson Topic Expert Member	Present for notes 1 – 7
Lorna Young Topic Expert Lay Member	Present for notes 1 – 7
Nam Nguyen Topic Expert Member	Present for notes 1 – 7
Abigail Hirshman Topic Expert Member	Present for notes 1 – 7
Sarah Murphy Topic Expert Member	Present for notes 1 – 7
Stef Abrar Public Health England Topic Adviser	Present for notes 1 – 7

<b>In attendance:</b>		
Hugh McGuire	Technical Adviser, Public Health Guidelines	Present for all items
Sarah Matthews	Technical Analyst, Public Health Guidelines	Present for all items
Sarah Willett	Associate Director, Public Health Guidelines	Present for all items
Lise Elliott	Programme Manager, Public Health Guidelines	Present for all items
Debra Hunter	Project Manager, Public Health Guidelines	Present for all items
Danielle Conroy	Project Manager, Public Health Guidelines	Present for all items

## MWW PHAC 2 Committee Minutes

Adam O’Keefe	Project Manager, Public Health Guidelines	Present for notes 1 – 2
Karen Peploe	Senior Technical Analyst, Public Health Guidelines	Present for all items
Aedin McSloy	Assistant Technical Analyst, Public Health Guidelines	Present for all items
Keona Bennet	Administrator, Public Health Guidelines	Present for all items
Lesley Owen	Senior Health Economic Adviser, NICE	Present for all items
Matthew Taylor	Director, York Health Economics Consortium	Present for notes 1 – 4
Erin Baker	Research Assistant, York Health Economics Consortium	Present for all items
Nick Lowe	Technical Support, NICE (zoom technical support)	Present for all items
Natalie Spray	Project Manager, CHTE (zoom process support)	Present for all items
Jenna Dilkes	Programme Manager CHTE (zoom process support)	Present for notes 1 – 3
Catherine Pank	Meetings in Public Coordinator (lead)	Present for all items
Rosalee Mason	Meeting in Public Coordinator (support)	Present for all items

### Observers:

Michellie Young	Technical Analyst, Public Health Guidelines
Sarah Boyce	Technical Analyst, Public Health Guidelines
Sara Buckner	Technical Analyst, Public Health Guidelines

### Apologies:

Grahame Rushbrook	Core Member
Rob Allan	Core Member
Jane West	Core Member
Justine Karpusheff	Guideline Commissioning Manager, NICE

## MWW PHAC 2 Committee Minutes

### 1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the second day of PHAC 2 on Mental wellbeing at work.

The Chair welcomed the members of the public to the meeting. The members of the public had been briefed separately by the NICE team of the protocol for members of the public, whose role is to observe (they should not speak or ask questions). No filming or recording of the meeting is permitted.

The Chair reminded all present that the Committee is independent and advisory, that its decisions and recommendations to NICE do not represent final NICE guidance, and that they may be changed as a result of public consultation.

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

The Chair outlined the objectives of the meeting, which was to review the effectiveness and cost effectiveness evidence in relation to RQ5 - Targeted individual-level approaches to prevent, improve, promote mental wellbeing at work

### 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 that have arisen since the last meeting.

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken

No new interests were declared.

### 3. Presentations

The Chair introduced Hugh McGuire, Technical Advisor, Matthew Taylor and Erin Barker from York Health Economic Consortium, who gave a presentation on the effectiveness and cost effectiveness evidence of RQ5, targeted individual-level approaches to prevent, improve, promote mental wellbeing at work.



## MWW PHAC 2 Committee Minutes

The committee discussed the findings and Hugh, Matthew and Erin took questions from the group

### **4. Recommendations**

The committee continued to discuss the evidence that had been presented and drafted recommendations. The committee discussed and agreed the effects of the impact of COVID and health inequalities in the drafted recommendations.

The Chair thanked Hugh McGuire, Matthew Taylor, and Erin Barker for their presentation.

### **5. Next Steps**

Hugh McGuire outlined the next steps for the guideline update, and the effect of NICE pausing committees on timelines. The format and frequency of remaining meetings was also discussed with the committee.

### **6. Summary and close**

The Chair summarised the day and thanked everyone for their contributions, the chair also thanked Chris Bojke for stepping into the interim Vice Chair role for this meeting.

The next meeting was confirmed as the 11 September 2020.