

Vaccine Uptake in the General Population – Guideline Committee Meeting 1

Date: 1st November 2019

Location: NICE offices Manchester

Minutes: Final

Committee members present:		
Adam Firth	Chair	Present for all
Helen Bedford	Professor of Children’s Health	Present from 10.10am
Suzi Coles	Consultant in Communicable Disease Control	Present for all
Alex Hawkins-Drew	Midwife	Present for all
Tehseen Khan	GP	Present for all
Christine Khuroya	Screening and Immunisation Manager	Present for all
Emily Lam	Lay Member	Present for all
Susan Mahoney	Immunisation Nurse	Present for all
Gill McLauchlan	Consultant in Public Health	Present for all
Amanda Orchard	Lay Member	Present from 10.40am
Robyn Stubbins	Practice Nurse	Present for all
Suzanna McDonald	Public Health England	Present from 10.10am

In attendance:		
Omnia Abdulrazeg (OA)	Technical Analyst	Present for all
Elizabeth Barrett (EB)	Information Specialist	Present for all
Stacey Chang-Douglass (SCD)	Health Economics, Senior Technical Analyst	Present for all
Anthony Gildea (AG)	Project Manager	Present for all
Marie Harrisingh (MH)	Senior Technical Analyst	Present for all
Joshua Pink	Health Economics, Technical Adviser	Present for all
Sue Spiers (SS)	Associate Director	Present for all
Nick Staples (NS)	Guideline Commissioning Manager	Present for all
Janine Wigmore (JW)	Public Involvement Adviser	Present until 10.50am

Apologies:	
Jamie Lopez Bernal	Public Health England Adviser
Matthew Snape	Professor in General Paediatrics and Vaccinology

Fleur Goff Beardsley	Lay member
Ronan O' Carroll	Professor of Psychology

Observers:	
Blin Nagavci	NICE fellow (observing)
Steve Sharp	Technical Analyst (observing)

Item 1

The Chair Adam Firth (AF) welcomed the committee to the first meeting of the vaccine uptake in the general population guideline.

- Members present were asked to introduce themselves and verbally declare all interests they had submitted according to the NICE declarations of interest policy. The Chair and NICE staff reviewed all declarations and no conflicts were found. Declared interests can be found in the published Declaration of Interests Register.
- The Chair presented to the guideline committee on his and their role during the process, the structure of NICE guideline development and the importance of declaring interests.
- An action was agreed for NICE to circulate the NICE Social Value Judgement document to committee members.

The Chair thanked the committee for listening.

Item 2

The Chair welcomed Janine Wigmore (JW) from the NICE Public Involvement Programme.

- JW gave a presentation to the committee on the role of the NICE public involvement programme in supporting lay members on guideline committees and the importance of lay member contribution to guideline development.

The Chair asked the committee if they had any questions and thanked JW for her presentation.

Item 3

The Chair welcomed Nick Staples (NS), Guideline Commissioning Manager in the NICE team.

- NS gave a presentation to the committee on the stages and principles of NICE guideline development and the role of the commissioning manager in providing advice and quality assurance throughout this process.
- NS then took questions from the committee.

The Chair thanked NS for his presentation.

Item 4

The Chair introduced Anthony Gildea (AG), Project Manager in the NICE Guideline Updates Team.

- AG gave a presentation to the committee on the support role of project manager during guideline development, information around expenses claims and the process and importance of managing and declaring interests.

The Chair thanks AG for his presentation.

Item 5

The Chair introduced Elizabeth Barrett (EB) from the NICE Information Services Team.

- EB gave a presentation to the committee on the role of the information services team in evidence searching and developing a search strategy.
- EB then took questions from the committee.

The Chair thanked EB for her presentation.

Item 6

The Chair introduced Omnia Abdulrazeg (OA), Technical Analyst in the NICE Guideline Updates Team.

- OA gave a presentation on the technical team and committee role during guideline development, an introduction to systematic reviewing and making recommendations based on evidence.
- OA then took questions from the committee.

The chair introduced Stacey Chang-Douglass (SCD), Senior Technical Analyst for Health Economics in the NICE Guideline Updates Team.

- SCD gave a presentation on and introduction to health economics, the process for considering economic evidence during guideline development and the role of the

health economist.

- SCD then took questions from the committee.

The Chair thanked OA and SCD for their presentations.

Item 7

The Chair introduced Omnia Abdulrazeg (OA), Technical Analyst in the NICE Guideline Updates Team.

- OA presented the scope document (previously agreed) which includes information on areas and populations the guideline will and will not cover.
- OA and Marie Harrisingh (MH) Senior Technical Analyst took questions from the committee on the scope of the guideline.

The Chair thanked OA and MH for their contribution.

Item 8

The Chair introduced Omnia Abdulrazeg (OA), Technical Analyst and Marie Harrisingh (MH), Senior Technical Analyst from the NICE Guideline Updates Team and Elizabeth Barret from the Information Services Team.

- The NICE team led a discussion with the committee on review question 1:
Identifying and recording a person's vaccination eligibility and status
 - 1.1 What are the most effective strategies for identifying and recording a person's vaccination eligibility and status?
 - 1.2 What are the barriers to, and facilitators for, identifying and recording a person's vaccination eligibility and status?
- The NICE team made amendments to the review question and protocol as per discussions with the committee.
- It was agreed the committee would look at review question 2 and protocol at the next meeting.

Item 9

Due to time constraints, the team and committee agreed to discuss health economic prioritisation at the next meeting.

Item 10

The Chair asked if there was any other business and thanked the committee for their time and contribution to the meeting.

It was requested that members keep their availability open for a committee meeting on the 13th December.

Date of next meeting: 13th December 2019

Location of next meeting: NICE Offices, Manchester