

## Community Engagement Committee meeting

**Date:** 15/10/2015

**Location:** London: ITA venues, 28 Portland Place, London W1B 1LY

**Minutes:** Final

<b>Committee members present:</b>	
David Sloan (Chair)	(Present for notes 1 – 7)
Eileen Kaner (Core)	(Present for notes 1 – 7)
Jane South (Topic)	(Present for notes 1 – 7)
Kamran Siddiqi (Core)	(Present for notes 1 – 7)
Gail Findlay (Topic)	(Present for notes 1 – 7)
Alison Giles (Topic)	(Present for notes 1 – 7)
Elizabeth Bayliss (Community Topic)	(Present for notes 1 – 7)
Ross Cowan (Community Core)	(Present for notes 1 – 7)
Michal Chantkowski (Community Topic)	(Present for notes 1 – 7)
Jasmine Murphy (Core)	(Present for notes 1 – 7)
Chris Nield (Topic)	(Present for notes 1 – 7)
Karen Wint (Community Topic)	(Present for notes 1 – 7)

<b>In attendance:</b>		
Adrienne Cullum	Technical Lead	(Present for notes 1 – 7)
Tracey Shield	Senior Technical Analyst	(Present for notes 1 – 7)
Jennifer Heaton	Assistant Project Manager	(Present for notes 1 – 7)
Lesley Owen	Health Economist	(Present for notes 1 – 4)

<b>Observers:</b>	
Danielle Mason, Education Endowment Foundation	(Present for notes 1 – 7)
Ian Wall, NICE	(Present for notes 5)

**Apologies:**

Geraldine Stone	Community topic member
Stephen Morris	Committee member

**1. Welcome and objectives for the meeting**

The Chair welcomed the Committee members and attendees to the 7<sup>th</sup> meeting on Community Engagement. The Committee members and attendees introduced themselves.

No members of the public asked to observe the 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: to finalise the guidance on 'Community Engagement', to be published in March 2016.

**Introductions****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:

- Activities to ensure that community representatives are involved in developing, delivering or managing services to promote, maintain or protect the community's health and wellbeing
- Local activities to improve health by supporting community engagement

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
Jane South	Leeds Beckett University	Member of staff at Leeds Beckett University – Leeds Beckett submitted some responses in consultation but Jane did not have any involvement in this process due to	Non personal, non pecuniary	It was decided that this declaration would not prevent Jane from taking part in the meeting.

		her role on the committee 15/10/15		
Gail Findlay		Involved in independent consultancy work for a greater London authority, in relation to what action they could take to support community engagement		It was decided that this declaration would not prevent Gail from taking part in the meeting.

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.

**ACTION: NICE to review previously submitted declarations of interest and make sure that the declarations are consistently classified.**

### 3. Minutes of last meeting

The Chair asked the Committee if it wanted any changes made to the minutes of the last meeting. The Committee agreed that the minutes were a true and accurate account of the meeting.

The Chair confirmed that all matters arising had been completed or were in hand.

### 4. Presentations

The Chair introduced Adrienne Cullum, NICE who gave a presentation on amendments to the guideline pre-consultation and consultation process and next steps.

The Chair introduced Tracey Shield, NICE who gave a presentation on the overview of stakeholder comments and the Equality Impact Assessment (EIA)

The Committee then discussed the issues presented in relation to this guideline. The Chair thanked Adrienne and Tracey for their presentations.

The Chair introduced Lesley Owen, NICE, who briefly talked about how and whether we can make more of the economic case for undertaking community engagement.

**ACTION: LO to draft paragraphs for the guideline in relation to the discussion about health economics.**

The Chair thanked Lesley for her presentation.

## 5. Questions and discussion

The Committee discussed revising the recommendations, implementation section and were given the opportunity to ask questions.

The Committee discussed and agreed revisions to the context section of the guideline.

The Committee made final revisions to the guideline, including:

- Order of recommendations
- Order of research recommendations
- Order of implementation section

**ACTION: NICE to request information from committee members about existing evaluation frameworks, e.g the Treasury Red book.**

**ACTION: Committee to meet at 9.30am on the 16<sup>th</sup> November.**

**ACTION: NICE agreed to provide updated text for the following day**

## 6. Other issues

The Chair summarised the main decisions and actions agreed.

## 7. Any other business

None

**Date of next meeting:** 16/10/15

**Location of next meeting:** London: ITA venues, 28 Portland Place, London W1B 1LY