

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

**Public Health Advisory Committee C – Meetings 8 & 9
Wednesday 24th and Thursday 25th September 2014**

**Royal College of Obstetricians and Gynaecologists
27 Sussex Place,
Regent's Park,
London NW1 4RG**

Final Minutes meeting 8

Attendees:	<p><i>PHAC Members</i> Gina Radford (Chair), Ross Cowan, John Kolm-Murray, Christine Liddell, Andrew Probert, Simon Roberts, Stephen Morris, David Sloan, Kamran Siddiqi.</p> <p><i>NICE Team</i> Jane Huntley, Hugo Crombie, Rupert Franklin, Sue Jelley, Kim Jeong, Patricia Mountain, Karen Peplow.</p> <p><i>Review team</i> James Milner - London School of Hygiene and Tropical Medicine (LSHTM)- left at 1.30pm.</p>
Apologies:	<p><i>NICE Members</i></p> <p>Barbara Hanratty, Raymond Jankowski, Eileen Kaner, Jasmine Murphy,</p>

Author	PM
File Ref	
Version	Final – approved by PHAC
Audience	

Item		Action
<p>1. Welcome and objectives for the meeting</p>	<p>The Chair welcomed the members of the Public Health Advisory Committee (PHAC), review team, to the first day of the final two day meeting on Excess Winter Deaths</p> <p>The Chair informed the PHAC that apologies had been received. These are noted above.</p> <p>The Chair explained that Andrew Hoy has now left NICE and introduced Rupert Franklin who took technical notes at the meeting.</p> <p>No members of the public had requested to observe the meeting.</p> <p>The Chair outlined the objectives of the meeting which included:</p> <ul style="list-style-type: none"> • To consider the stakeholder comments received over the summer • To hear an update on the evidence reviews based on stakeholder comments • To consider the equity impact assessment of the guidance • To discuss and agree amendments to the guideline. 	
<p>2. Declarations of Interests</p>	<p>The Chair explained that verbal declarations of interest are a standing item on every agenda and are recorded in the minutes as a matter of public record.</p> <p>The Chair asked the PHAC and attendees at the table, to declare any changes to the interests already declared, and any additional declarations.</p> <p>Previous declarations of interest can be viewed on the NICE website here: http://www.nice.org.uk/Get-Involved/Meetings-in-public/Public-Health-Advisory-Committees</p> <p>Personal non-pecuniary interest: Ross Cowan – Voluntary work for two days which is part funded by Department of Health partnership which promotes NICE Local Government Briefings John Kolm-Murray- Trustee of British Energy Trust</p> <p>Rupert Franklin – no interest declared Sue Jelley – no interest declared</p> <p>There were no other declarations of interest.</p> <p>The Chair and the Director/Associate Director agreed that the interests declared did not prevent the attendees at committee from fully participating in the meeting.</p>	
<p>3. Minutes of the last meeting</p>	<p>The minutes of the last meeting were accepted as an accurate record of the meeting and it was confirmed</p>	

	that all actions had been addressed.	
4. Top line summary of guidance consultation	Hugo Crombie, analyst at NICE, gave an overview of the stakeholder comments received during the draft guidance consultation, held 13 th June to 25 th July 2014. There was an excellent response to the request for comments from registered stakeholders. Sixty-nine stakeholders responded. Hugo summarised their comments to the PHAC.	
5. Equity impact assessment – issues from guidance consultation	<p>The NICE equality scheme sets out how it meets its obligations under the Equality Act 2010 and Human Rights Act 1998, under which NICE has a duty to have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity, and foster good relations. NICE guidelines also address health inequalities arising from socioeconomic factors and inequities in access for disadvantaged groups.</p> <p>For all NICE guidelines, an Equality Impact Assessment (EIA) form is completed. This exercise entails considering not just equality in relation to groups sharing the Equality Act's protected characteristics, but also health inequalities arising from socioeconomic factors and with inequities in access to services or care for certain disadvantaged groups.</p> <p>Karen Peplow, analyst at NICE, gave examples of areas within the draft guidance that may need to be considered by the PHAC when finalising the recommendations, using the comments made by stakeholders on the EIA during the consultation.</p>	
6. Discussion	<p>The Chair summarised the issues so far and asked the PHAC</p> <ul style="list-style-type: none"> • To consider the stakeholder comments impact on the draft recommendations • To consider the impact of the Equality Impact Assessment on the draft guidance <p>There was time for questions and discussion.</p>	
7. Additional evidence – LSHTM	<p>James Milner, from London School of Hygiene and Tropical Medicine (LSHTM), presented an addendum to the reviews based on evidence identified by stakeholders during the consultation. This was included in the mail out to the PHAC, but a modified version was tabled at the meeting.</p> <p>Comments from stakeholders indicated a systematic review that had been recently published. This was not included in the review update as it was published after the final deadline.</p> <p>Action: LSHTM to look at the review and report back if there were significant differences to reviewed evidence</p>	LSHTM

	The Chair thanked James and his team at LSHTM for their work on this guidance.	
8, 9, Amending the guideline – general comments and recommendation 1.	<p>There was a brief discussion on the presentations so far.</p> <p>The NICE team had prepared slides for each recommendation which summarised the key issues raised by stakeholders.</p> <p>The PHAC worked through recommendation 1 in plenary session, considering the specific points made by stakeholders on the draft guidance and the Equality Impact Assessment, revising and refining the recommendations.</p> <p>Action point: NICE team to revise the draft recommendation 1 as advised by the PHAC and circulate for final comment</p>	NICE
10. Amending the guideline – recommendations 2 & 3	<p>The PHAC worked through the recommendations 2 and 3, in plenary session, considering the specific points made by stakeholders on the draft guidance and the Equality Impact Assessment, revising and refining the recommendations.</p> <p>Action point: NICE team to revise the draft recommendations 2 and 3 as advised by the PHAC and circulate for final comment</p>	NICE
11. Amending the guideline – recommendation 4	<p>The PHAC worked through recommendation 4, in plenary session, considering the specific points made by stakeholders on the draft guidance and the Equality Impact Assessment, revising and refining the recommendations.</p> <p>Action point: NICE team to revise the draft recommendations 4 as advised by the PHAC and circulate for final comment</p>	NICE
12. Amending the guideline – recommendations 5 & 6	<p>The PHAC worked through the recommendations 5 and 6, in plenary session, considering the specific points made by stakeholders on the draft guidance and the Equality Impact Assessment, revising and refining the recommendations.</p> <p>Action point: NICE team to revise the draft recommendations 5 and 6 as advised by the PHAC and circulate for final comment</p>	NICE
13. Amending the guideline – recommendation 7	<p>The PHAC worked through recommendation 7, in plenary session, considering the specific points made by stakeholders on the draft guidance and the Equality Impact Assessment, revising and refining the recommendations. It was agreed that this recommendation should form part of the research</p>	

	<p>recommendations and be redrafted accordingly.</p> <p>Action point: NICE team to revise the draft recommendation 7 as advised by the PHAC and circulate for final comment</p>	NICE
14. Amending the guideline – recommendations 8,9,10,11, 12 and 13	<p>The PHAC worked through recommendations 8,9,10,11,12 and 13 in plenary session, considering the specific points made by stakeholders on the draft guidance and the Equality Impact Assessment, revising and refining the recommendations.</p> <p>Action point: NICE team to revise the draft recommendations 8,9,10,11,12 and 13 as advised by the PHAC and circulate for final comment</p>	NICE
15.AOB	The Chair summarised the agreed decisions and actions from the meeting.	
The meeting closed at 3.10pm		

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Public Health Advisory Committee C – Meeting 8 & 9

Final Minutes meeting 9

Attendees:	<p>PHAC Members Gina Radford (Chair), Ross Cowan, Barbara Hanratty (from 10.30am) John Kolm-Murray, Christine Liddell, Andrew Probert, Simon Roberts, Stephen Morris, Jasmine Murphy David Sloan, Kamran Siddiqi.</p> <p>NICE Team Jane Huntley, Hugo Crombie, Rupert Franklin, Kim Jeong, Patricia Mountain, Karen Peploe, Carmel Thomason (from 11.00am).</p>
Apologies:	<p>PHAC Members Raymond Jankowski, Eileen Kaner,</p>
Author	PM
File Ref	
Version	Draft for Chair approval
Audience	PHAC members, NICE team

Item		Action
1. Welcome and objectives for the meeting	<p>The Chair welcomed the members of the Public Health Advisory Committee (PHAC) to the second day of the final two day meeting on Excess Winter Deaths. The Chair informed the PHAC that apologies had been received. These are noted above.</p> <p>The Chair outlined the objectives of the meeting which included:</p> <ul style="list-style-type: none"> • To continue discuss and agree amendments to the guideline, research recommendations and considerations. • To hear from implementation colleagues on plans to support the guideline • To hear an outline of the plan between now and publication. <p>The Chair welcomed the member of public to the meeting. The member of the public had been briefed already, both verbally and in writing by the NICE team, and the Chair reminded them of the protocol for members of the public, i.e. their role is to observe and</p>	

	<p>they may not speak or ask questions. Also, no filming or recording of the meeting is permitted.</p> <p>The Chair reminded all present that the PHAC is independent and advisory, and that its decisions and recommendations to NICE do not represent final NICE guidance.</p>	
2. Declarations of Interests	<p>The Chair explained that verbal declarations of interest are a standing item on every agenda and are recorded in the minutes as a matter of public record.</p> <p>The Chair asked the PHAC and attendees at the table, to declare any changes to the interests already declared, and any additional declarations. Previous declarations of interest can be viewed on the NICE website here: http://www.nice.org.uk/Get-Involved/Meetings-in-public/Public-Health-Advisory-Committees</p> <p>There were no additional declarations made.</p> <p>Carmel Thomason – no declaration made Barbara Hanratty – no declaration made Jasmine Murphy – no declaration made</p>	
3. Summary of relevant NIHR research	<p>For each guideline NICE receives a list of potentially related research from the National Institute of Health Research.</p> <p>Hugo Crombie, analyst at NICE, gave a short presentation outlining these to make the PHAC aware of ongoing relevant research before they were asked to agree the research recommendations for this guidance, so that they did not recommend research that is already underway.</p>	
4. Amending the guideline – research recommendations.	<p>Hugo Crombie gave a short presentation highlighting comments from stakeholders that specifically address either potential gaps in the evidence or areas that may impact on research recommendations, and the Equality Impact Assessment.</p> <p>The PHAC discussed the draft research recommendations and agreed a final list. Action point: NICE team to revise the research recommendations as advised by the PHAC and circulate for final comment.</p>	NICE
5. Implementation, costings and communications.	<p>Carmel Thomason, implementation adviser from NICE, gave a presentation which on the implementation issues raised by this guideline including resource impact, training and co-ordinating services.</p> <p>The implementation team need the input of the PHAC</p>	

	<p>input on the development of any implementation resources and will be in contact with members. Carmel asked for volunteers from the PHAC to participate. Any draft tools that are developed by the implementation team will be sent to the PHAC during their consultation period for comment.</p> <p>The Chair suggested early contact with Public Health England.</p> <p>Action: For education support and examples of good practice contact, Carmel Thomason Carmel.Thomason@nice.org.uk</p> <p>Action :For costing work contact, Edgar Masanga Edgar.Masanga@nice.org.uk</p>	<p>PHAC</p> <p>PHAC</p>
6. Amending the guideline – considerations	<p>The PHAC went through each consideration one by one to discuss and agree final revisions</p> <p>The PHAC discussed the draft considerations, in light of the stakeholder comments received, and agreed a final list.</p> <p>Action: NICE team to revise considerations as advised by the PHAC and circulate for final comment.</p>	<p>PHAC</p>
7. Amending the guideline – other sections	<p>The PHAC discussed the areas of the guideline that had not been covered within the earlier items on the agenda.</p> <p>The PHAC worked through these one by one, agreeing revisions.</p> <p>Action: NICE team to revise the remaining sections as advised by the PHAC and circulate for final comment.</p>	<p>PHAC</p>
8. Final agreement	<p>The Chair asked the members individually if they were content with the content of the guideline. All agreed</p>	
9. Next Steps	<p>Jane Huntley outlined the next steps in the guidance development to publication.</p> <p>PHAC comment on draft guidance – 29th October 2014 to 12th November 2014 NICE Guidance Executive - 6th January 2015 Publication – 4th March 2015</p> <p>There may be a press conference for this topic and the NICE Communications team will contact members</p>	
10. AOB	<p>The Chair summarised the agreed decisions and actions from the meeting.</p> <p>The Chair thanked the PHAC for their hard work and commitment.</p> <p>The Chair and the PHAC thanked the NICE team for their hard work.</p>	

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September 2014

	<p>Jane Huntley thanked the Chair, Gina Radford for her excellent chairing of the committee and contribution to the guideline process.</p> <p>PHAC members were reminded that NICE will only process expenses that are submitted within 3 months of the date incurred.</p>	
<p style="text-align: center;">The meeting closed at 13.50pm</p>		