

## NICE PUBLIC HEALTH PROGRAMME GUIDANCE PROMOTION OF PHYSICAL ACTIVITY IN CHILDREN

**11<sup>th</sup> and 12<sup>th</sup> Meeting of the Programme Development Group**

**Wednesday 8<sup>th</sup> October 2008**

**City Tower, Level 24, Piccadilly Plaza,  
Manchester M1 4BD**

### Final Minutes

<b>Attendees:</b>	<p><b><i>PDG Members</i></b> Gordon Andrews (8<sup>th</sup> only), Vicki Birchwood, Barry Causer, Issy Cole-Hamilton, Ashley Cooper (8<sup>th</sup> only), Peter Cooper, Lindsey Dugdill, Martin Hagger, John Hutton, Chris Laws, Patricia Maude, Suzanne Priest, Gareth Stratton (Chair), Paul Trueman, Malcolm Tungatt, Kim Twine, Sarah Vaughan-Roberts, Jonathan Williams.</p> <p><b><i>NICE</i></b> Hilary Chatterton, Hugo Crombie(8<sup>th</sup> only), Simon Ellis, Patricia Mountain</p> <p><b><i>Contractors</i></b>  Rachel Smith - Greenstreet Berman (8<sup>th</sup> only)</p>	
<b>Apologies:</b>	<p><b><i>Apologies for 11<sup>th</sup> June - PDG Members</i></b> John Stevens, Esther van Sluijs</p> <p><b><i>Apologies for 11<sup>th</sup> June – NICE team</i></b> Bhash Naidoo. Mike Kelly</p>	
<b>Authors</b>	Patricia Mountain, Simon Ellis	
<b>File Ref</b>		
<b>Version</b>	Final 20.11.08	
<b>Audience</b>	<b>PDG members, NICE team, the public (via web publication)</b>	

Item	Day 1	Action
1	<p><b>Welcome, Introductions and Aims of the Meeting</b></p> <p>The Chair welcomed Members to the eleventh meeting.</p> <p>Apologies were received from John Stevens, Esther van Sluijs, Bhash Naidoo and Mike Kelly.</p> <p>The Chair outlined the objectives of the two day meeting;</p> <ul style="list-style-type: none"> <li>• To consider the stakeholder comments on the draft guidance (Day 1)</li> <li>• To consider the feedback from Fieldwork (Day 1)</li> <li>• To consider the equality issues related to the draft guidance (Day 2)</li> <li>• To finalise the recommendations, considerations and gaps (Days 1 and 2)</li> <li>• To agree priority research recommendations (Day 2)</li> <li>• To consider implementation and commissioning issues (Day 2)</li> </ul> <p>The Chair explained that the PDG would work in small groups to revise the recommendations on a laptop and bring them back to the whole group for discussion.</p> <p>Following the meeting, the NICE team would revise and edit the guidance and circulate it to the PDG on Friday 24<sup>th</sup> October for their final comments by Thursday 6<sup>th</sup> November.</p>	
2	<p><b>Declarations of Interests</b></p> <p>The PDG, NICE and reviewers were asked to give verbal declarations of interests that were additional to their written declarations or specific to the topics for discussion.</p> <p>No conflicts of interest were declared.</p>	
3	<p><b>Minutes of previous meetings (PDG 8, 9 &amp; 10) and matters arising</b></p> <p>The Chair asked the PDG Members for any accuracy amendments to the minutes of meetings 8, 9 and 10. These minutes were approved with some minor amendments. All actions have been completed.</p>	<b>NICE team</b>
4	<p><b>Overview of stakeholder comments on the draft guidance</b></p> <p>The consultation closed on Monday 15<sup>th</sup> September. The comments from stakeholders were tabled. Hilary Chatterton gave an overview of the stakeholder comments and key themes.</p>	

5	<p><b>Discussion of stakeholder comments</b></p> <p>A version of the draft guidance annotated with the stakeholder comments was tabled. The PDG discussed the comments and their implications for revising the recommendations:</p> <ul style="list-style-type: none"> <li>• There was agreement that it would be helpful to clarify how the recommendations are grouped. It was agreed that a diagram illustrating the structure should be inserted at the beginning and that a table or narrative identifying which recommendations are specific to which group of providers should be inserted.</li> <li>• The issues around disability were discussed and how that is best addressed. It was agreed that this should be addressed in the consideration section rather than in the recommendations themselves. It was also agreed that there is a need to refer to children from families where disability is an issue.</li> <li>• PDG agreed there should be a short, one line, title for each recommendation.</li> <li>• Any new government initiatives announced in the next three months should be added to Section 2 of the guidance.</li> </ul>	<b>NICE team</b>
6.	<p><b>Findings from Fieldwork</b></p> <p>Rachel Smith from Greenstreet Berman gave a presentation of the key findings from Fieldwork.</p>	
7	<p><b>Discussion of Fieldwork findings</b></p> <p>The PDG discussed the fieldwork findings. The PDG noted that:</p> <ul style="list-style-type: none"> <li>• The fieldwork related to secondary school age children only</li> <li>• Active travel should relate to increasing physical activity, not just using cars less.</li> <li>• Many of the findings related to implementation issues and include useful suggestions for resources that could be developed by the NICE Implementation team.</li> <li>• The term physical activity needs clarifying in the guidance.</li> <li>• There is a need for some statistics to be added to the consideration on risk. A sub group of members agreeing to contribute to this.</li> </ul> <p>The Chair thanked Rachel for the report and presentation.</p>	<p><b>NICE team</b></p> <p><b>PDG members</b></p>
8	<p><b>Equality assessment</b></p> <p>Hugo Crombie gave a presentation to introduce a paper on key points from an equality impact assessment of the draft guidance.</p>	
9	<p><b>Discussion - Equality assessment</b></p> <p>The PDG discussed the equality assessment and concluded that the guidance needs to be specific and consistent in its relation to disability and other equality issues.</p> <ul style="list-style-type: none"> <li>• Other groups needing consideration were identified: travellers, asylum seekers, migrant families and homeless young people.</li> <li>• Disability should be referred to in the introductory paragraph to the guidance.</li> </ul>	<b>NICE team</b>

	<ul style="list-style-type: none"> <li>It was agreed that the consideration relating to disability and other equality issues should be strengthened in the final guidance. A sub group of PDG members agreed to undertake this.</li> </ul> <p>The Chair thanked Hugo for the paper and presentation.</p>	<b>PDG members</b>
<b>10</b>	<p><b>Group work – amending the recommendations</b></p> <p>The Chair asked the PDG to divide into three groups to review and amend the recommendations in light of the stakeholder comments and feedback from fieldwork on the draft guidance. Each group was given a laptop and memory stick and allocated one of the following sets of recommendations:</p> <ul style="list-style-type: none"> <li>Strategy and policy recommendations</li> <li>Recommendations relating to Local organisations</li> <li>Recommendations relating to Practitioners</li> </ul>	
<b>11</b>	<p><b>Feedback from each group</b></p> <p>Each group presented their suggested changes and gathered feedback from the whole group.</p> <p>The NICE team transferred the work from each laptop to the main screen.</p>	
<b>12</b>	<p><b>Group work – amending the recommendations (continued)</b></p> <p>The PDG continued to work in small groups to amend the recommendations. Following this, feedback from each group was given to the PDG.</p>	
<b>13</b>	<p><b>Summary of the day, agreed action and next steps</b></p> <p>The Chair thanked members and presenters and gave an outline of the next PDG meeting</p>	
<b>14</b>	<p><b>Any Other Business</b></p> <p>Dinner at 7.30pm.</p>	
<b>Close</b>	The Chair thanked all attendees and closed the meeting at 5.00pm	

**NICE PUBLIC HEALTH PROGRAMME GUIDANCE  
PROMOTION OF PHYSICAL ACTIVITY IN CHILDREN  
11<sup>th</sup> and 12<sup>th</sup> Meeting of the Programme Development Group**

**Thursday 9<sup>th</sup> October 2008**

**City Tower, Level 24, Piccadilly Plaza,  
Manchester, M1 4BD**

**Final Minutes**

<b>Attendees:</b>	<p><b><i>PDG Members</i></b> Vicki Birchwood, Barry Causer, Issy Cole-Hamilton, Peter Cooper, Lindsey Dugdill, Martin Hagger, John Hutton, Chris Laws, Patricia Maude, Suzanne Priest, Gareth Stratton (Chair), Paul Trueman, Malcolm Tungatt, Kim Twine, Sarah Vaughan-Roberts,.</p> <p><b><i>NICE</i></b> Hilary Chatterton, Simon Ellis, Phil Higham, Clara Loveman, Edgar Masanga, Patricia Mountain</p> <p><b><i>Observers</i></b> Kay Nolan – NICE team Peter Shearn – NICE team</p>	
<b>Apologies:</b>	<p><b><i>Apologies for 9<sup>th</sup> October - PDG Members</i></b> Gordon Andrews, Vicki Birchwood, Ashley Cooper Martin Hagger, John Stevens, Jonathon Williams</p> <p><b><i>Apologies for 9<sup>th</sup> October – NICE team</i></b> Hugo Crombie, Mike Kelly, Bhash Naidoo,</p>	
<b>Authors</b>	Patricia Mountain, Simon Ellis	
<b>File Ref</b>		
<b>Version</b>	Final 20.11.08	
<b>Audience</b>	<b>PDG members, NICE team, the public (via web publication)</b>	

Item	Day 2	Action
1	<p><b>Welcome, Introductions and Aims of the Meeting</b> The Chair welcomed Members to the twelfth and final meeting.</p> <p>Apologies received from the PDG were Gordon Andrews, Vicki Birchwood, Ashley Cooper, Martin Hagger and John Stevens. Apologies received from the NICE team were Mike Kelly, Bhash Naidoo and Hugo Crombie.</p> <p>The Chair outlined the objectives for the second day of the meeting;</p> <ul style="list-style-type: none"> <li>• Finalise the recommendations</li> <li>• Finalise the considerations and gaps</li> <li>• To agree priority research recommendations</li> <li>• To consider implementation and commissioning issues</li> </ul> <p>The Chair explained that following the meeting the NICE team would revise and edit the final guidance.</p> <p>The next draft would be circulated on Friday 24<sup>th</sup> October for final comments by Thursday 6<sup>th</sup> November.</p> <p>The Chair stressed that this meeting was the last opportunity to make any significant amendments or additions.</p>	
2	<p><b>Declarations of Interests</b></p> <p>The PDG, NICE and observers were asked to give verbal declarations of interests that were additional to their written declarations or specific to the topics for discussion.</p> <p>No conflicts of interest were declared.</p>	
3	<p><b>Feedback from each group</b></p> <p>This action was completed the previous day.</p>	
4	<p><b>Implementation issues</b></p> <p>Clara Loveman from the implementation team at NICE presented key issues and initial ideas about tools to support uptake and implementation of the final guidance. The presentation followed a meeting with key/national stakeholders which informed the NICE team of the important issues for successful implementation.</p> <p>The three key areas were:</p> <ul style="list-style-type: none"> <li>• Communication and promoting awareness</li> <li>• Training and education</li> <li>• Elected members and scrutiny committees</li> </ul> <p>Clara suggested the following tools for this guidance: slide set, costing</p>	



	<p>finalised by the NICE team.</p> <ul style="list-style-type: none"> <li>It was noticed by the PDG that this is the only section where motivation is mentioned. As motivation was a prominent theme in the fieldwork report, it was agreed that this consideration should be expanded on by a member of the PDG.</li> <li>A further consideration is required that addresses disability specifically, in addition to the more general equality consideration.</li> </ul>	<p><b>PDG members</b></p> <p><b>NICE team</b></p>
<b>7</b>	<p><b>Gaps and research recommendations – group discussion and agreement</b></p> <p>Simon Ellis explained that the PDG should acknowledge that the academic members have a potential non-personal pecuniary interest in the final research recommendations. These members are:</p> <ul style="list-style-type: none"> <li>Gareth Stratton</li> <li>Martin Hagger</li> <li>Lindsay Dugdill</li> <li>Ashley Cooper</li> <li>Chris Laws</li> <li>Esther van Sluijs</li> </ul> <p>The whole group discussed and revised the Gaps and Research recommendations. The key gaps discussed were: displacement, sedentary behaviour, parent/child tracking and implementation fidelity. The Chair explained that a maximum of five Research recommendations is allowed.</p> <p>Four areas for research were proposed by the PDG:</p> <ul style="list-style-type: none"> <li>Gap 14 with research recommendation 8 woven into it</li> <li>Children in families where other members of the families have a disability</li> <li>Pre school children</li> <li>Active travel that does not involve the trip to and from school</li> </ul> <p>The Chair asked the PDG and NICE team to develop these further.</p>	<p><b>NICE team</b></p> <p><b>PDG members</b></p>
<b>8</b>	<p><b>Policy and practice section – group discussion and agreement</b></p> <p>The PDG discussed and revised the changes and additions to the Policy and Practice section. The Chair asked NICE to continue to develop and then refer back to the PDG by email correspondence.</p>	<p><b>NICE team</b></p> <p><b>PDG members</b></p>
<b>9</b>	<p><b>Implementation resources</b></p> <p>Edgar Masanga from NICE gave a brief overview of NICE costing tools and suggested he would develop a costing statement. He asked for suggestions and volunteers from the PDG. The PDG had a brief discussion on the topic. It was clarified that this would look at costs across all sectors. The Chair asked the members of the PDG with health economics expertise to advise Edgar.</p>	<p><b>PDG members</b></p>



	<p>Phil Higham from NICE Audit Support gave a brief presentation, giving an overview of the process. He suggested a checklist may be appropriate for this piece of guidance. Phil asked for volunteers from the PDG. The PDG had a brief discussion on the topic. The Chair asked that the members from PCTs may be best placed to help and asked that they give their support to the audit team.</p> <p><b>Commissioning issues</b></p> <p>The Chair asked the PDG to debate by email any specific commissioning issues and suggest ideas where NICE could develop tools or resources such as commissioning guides to support commissioning.</p>	<p><b>PDG members</b></p> <p><b>NICE team PDG members</b></p>
	<p><b>Summary of the day, agreed action and next steps</b></p> <p>The Chair thanked the members for their hard work over the two days and throughout the project. Gareth said that he appreciated their contributions and was sure that this piece of guidance would have a positive impact.</p> <p>He asked that the PDG continue to correspond by email to support the work of NICE team in the following areas:</p> <ul style="list-style-type: none"> <li>• Equality, diversity and disability</li> <li>• Safety and risk perceptions</li> <li>• Implementation tools</li> <li>• The model flow diagram</li> <li>• The matrix of audiences</li> <li>• Limitations</li> <li>• Research recommendations</li> <li>• Policy recommendations</li> <li>• Costing statement</li> <li>• Audit check list</li> <li>• Commissioning issues</li> </ul> <p>It was agreed that the NICE team would revise and edit the guidance and circulate it on Friday 24<sup>th</sup> October for final PDG comments by Thursday 6<sup>th</sup> November.</p> <p>The final guidance will be published on Wednesday 28<sup>th</sup> January 2009</p>	<p><b>NICE team</b></p> <p><b>PDG members</b></p>
<b>8</b>	<p><b>Any Other Business</b></p> <p>Nil of note</p>	
<b>Close</b>	<p>The Chair thanked all attendees and closed the meeting at 4pm.</p>	