

NICE PUBLIC HEALTH PROGRAMME GUIDANCE PREVENTION OF CARDIOVASCULAR DISEASE AT POPULATION LEVEL

1st meeting of the Programme Development Group

Wednesday 10th September 2008

**Royal College of Anaesthetists
Red Lion Square**

Attendees:	<p><i>Programme Development Group (PDG) Members:</i> Klim McPherson, Madeline Murtagh, Paul Lincoln, Margaret O'Mara, Suzannah Power, Paramjit Gill, Robin Ireland, Margaret Thorogood, Simon Capewell, Sian Robinson, Ian Reekie, Martin Caraher, Valerie Woodward, Kiran Patel, Andrew Briggs, John Soady, Pamela Ashton, Francesco Cappuccio.</p> <p><i>NICE:</i> Mike Kelly, Hugo Crombie, Lorraine Taylor, Bhash Naidoo, Patti White, Sarah Dunsdon, Andrew Hoy.</p> <p><i>Contractors:</i> Chris Hyde, Mary Pennant.</p> <p><i>Observers:</i> Edward Beake, Rachel Irwin</p>
Apologies:	<p><i>Programme Development Group (PDG) Members:</i> Charlie Foster</p> <p><i>NICE:</i> Catherine Swann, Karen Peplow.</p>

Agenda Item		Action
1. Welcome and introductions	The Chair welcomed the group the first meeting.	
2.	<p><i>Minutes of last meeting</i> No minutes were recorded at the Induction meeting.</p> <p><i>Ways of working,</i> <i>Guide to PDG meeting process, Terms of Reference</i></p> <p>Though the PDG members have been nominated by or are employed by a registered stakeholder organisation, they are expected to serve as individuals on the group. Members were asked to inform NICE if they are unable to attend any meetings and are welcome to submit written comments.</p>	
<ul style="list-style-type: none"> • Ways of working • Terms of reference / Code of Conduct • Confidentiality Agreement • Declaration of Interest • Website form / email 	<p>The PDG is welcome to suggest co-opted members or topic area experts or identify areas where expertise is currently lacking on the PDG. There may be up to 5 co-opted members on the group who attend meetings as and when</p>	

<p>addresses</p>	<p>required.</p> <p>Everyone has an equal standing on the group and all contributions are equally valued. Jargon and acronyms are to be avoided and members are asked to say if they cannot understand a technical term.</p> <p>The minutes of the meetings summarise discussion and are published on the NICE website once they have been agreed by the PDG. A list of PDG members will also be available on the NICE website.</p> <p><i>Confidentiality Agreement</i> Papers are strictly confidential and must not be shared beyond the PDG.</p> <p><u><i>Declarations of Interest</i></u></p> <p>Personal pecuniary interest Pamela Ashton Andrew Briggs Robin Ireland Paul Lincoln</p> <p>Personal family interest Andrew Briggs</p> <p>Non-personal pecuniary interest</p> <p>Klim McPherson Bhash Naidoo John Soady Pamela Ashton Francesco Cappuccio Simon Capewell Valerie Woodward Andrew Briggs Chris Hyde Martin Caraher Sian Robinson Margaret Thorogood Robin Ireland Paramjit Gill Kiran Patel Paul Lincoln Madeline Murtagh</p>	<p>Action: Any PDG members who do not wish to share their email addresses with the group to inform Mike Kelly by the end of the week.</p> <p>Action: NICE to circulate the NICE Communication Lead's contact number.</p> <p>Action: NICE to circulate an email asking for biographies and to circulate a PDG member list.</p> <p>Action: PDG members to raise any potential conflicts of interest with Mike Kelly during the development of the guidance.</p> <p>Action: Sian Robinson to check whether she has any personal pecuniary interest and report to PDG</p>
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	<p>Personal non-pecuniary interest John Soady Francesco Cappuccio Simon Capewell Andrew Briggs Martin Caraher Margaret Thorogood Robin Ireland Paramjit Gill Kiran Patel Suzannah Power Paul Lincoln Madeline Murtagh</p>	
3. Overview of Process and Key Dates	NICE gave a brief overview of the key development milestones.	
4. Prevention of cardiovascular disease in different populations: Scope, overview of the evidence and economics reviews	<p>NICE briefly presented the scope, key questions, the review production process and timing of the reviews.</p> <p>The PDG discussed whether the scope was flexible and whether a comprehensive review could be produced on single risk factor interventions, in particular around salt, fruit and vegetables and smoking. The PDG also made comments on the search strategy for the first review and queried whether it is possible to extend the population group defined in the scope to communities of interest.</p> <p>It was noted that the scope and work plan have been finalised. It was agreed that NICE will come back to the Committee with a proposal in response to the PDG comments raised. It was also acknowledged that some of the reviews have already been produced for other NICE guidance for example, the Smoking and Obesity guidance.</p>	<p>Action: Definition of community to be considered further by the PDG.</p> <p>Action: NICE, PDG Chair and CC to consider PDG comments raised and bring a proposal to the next meeting.</p>
5. Effectiveness Review 1 – Presentation of Key Findings	The Collaborating Centre presented the key findings from the Prevention of cardiovascular disease at population level review (covering question 1, phase 1).	
6. Discussion of Effectiveness Review 1	<p>The group discussed the effectiveness review 1.</p> <p><i>Introduction</i></p> <ul style="list-style-type: none"> • No comments <p><i>Methodology</i></p> <ul style="list-style-type: none"> • The Collaborating Centre clarified a number of queries raised by the PDG around the inclusion / exclusion criteria and the quality rating of studies. • The PDG made a number of additional comments 	

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	a useful framework to begin discussions.	Action: PDG to send any suggestions for co-optee's to PDG Chair and Hugo Crombie.
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DATE OF NEXT MEETING: 21st October (Novotel St Pancras)