

NICE PUBLIC HEALTH GUIDANCE

Strategies to prevent unintentional injuries among children

10th and 11th Meeting of the Programme Development Group

Tuesday 13th and Wednesday 14th July

**The Law Society
113 Chancery Lane
London
WC2A 1PL**

Final Minutes

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| Attendees: | <p><i>PDG Members</i></p> <p>Caroline Bradbury-Jones (CBJ), Andrew Chick (AC), Carolyn Cripps (CC), Davina Hartley (DH), 13th only, Mike Hayes (MH), Nicky Houghton (NH), Lisa Irving (LI), Shelley Mason (SM) Jenny McWhirter (JMc), Jerry Moore (JMo), Julie Mytton (JM)13th,14th pm only, Amanda Roberts (AR), Ralph Saunders (RS), Tanja Stocks (TS)pm 14th only, Rob Taylor (RT), Amy Aeron-Thomas (AAT), Liz Towner (LT), Heather Ward (HW) – Chair</p> <p><i>NICE Team</i></p> <p>Hilary Chatterton (HJC),Jane Cowl (JC) 13th only, Hugo Crombie (HC), Simon Ellis (SE), Stardom Furamera (SF) 14th pm only, Jennifer Hopes (JH) 14th pm only, James Jagroo (JJ), Patricia Mountain (PM) Louise Millward (LM), Danielle Reeves (DP) 14th pm only, Peter Shearn (PS)13th, 14th am only, Katie Williamson (KW) 14th pm only.</p> <p><i>Co-optees</i></p> <p>Denise Kendrick (DK) 14th July only</p> <p><i>Contractors</i></p> <p>Graham Kelly (GK)13th only, Adam Crosier (AC) 13th only</p> | |
| Apologies: | <p><i>PDG Members</i></p> <p>Ceri Phillips (CP), Julia Verne (JV), <i>NICE Team</i></p> <p>Lesley Owen (LO)</p> <p><i>Contactors</i></p> <p>Dominic McVey(DMc)</p> | |
| Authors | Patricia Mountain, Simon Ellis | |
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| Audience | PDG members, NICE team, the public (via web publication) | |

10th Meeting of the Programme Development Group

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| <p>1</p> | <p>Welcome, Introductions and Aims of the Meeting</p> <p>The Chair welcomed everyone to the first day of a two day meeting. PDG members, NICE staff and collaborators introduced themselves and the Chair conveyed apologies from members who could not attend.</p> <p>The Chair outlined the objectives of the two day meeting:</p> <p>PDG 10</p> <ul style="list-style-type: none"> • To consider the stakeholder comments on the draft guidance • To receive an overview of the fieldwork report • To consider the Equality Impact Assessment issues <p>PDG 10 and 11</p> <ul style="list-style-type: none"> • To agree the revisions to the draft recommendations over the course of the two days • To agree the revisions to the draft considerations <p>PDG 11</p> <ul style="list-style-type: none"> • To identify the main gaps in the evidence and make research recommendations • To hear from implementation and communication teams at NICE about plans for launch, dissemination and implementation support | |
| <p>2</p> | <p>Declarations of Interests</p> <p>The Chair explained that verbal declarations of interest are a standing item on every agenda and a matter of public record and asked the PDG for any additional declarations of interest to their previous written declarations, and any declarations that might be specific to the topics for discussion today.</p> <p>The potential conflicts of interest declared today and previously were:</p> <p><i>PDG members</i></p> <ul style="list-style-type: none"> • Heather Ward: Non personal pecuniary interest – author of two papers in the review presented at PDG 1; Pecuniary interest – consultant in injury field; academic department may in future receive research grants related to this area; RoSPA feasibility study of injury monitoring and surveillance A&E pilot (discussed at PDG7) • Liz Towner: Non personal pecuniary interest – author of three papers in the review presented at PDG 1; academic department may in future receive research grants related to this area; grant from WHO in the area of training (PDG7) • Carolyn Cripps: Personal pecuniary interest – consultant trainer • Jenny McWhirter: Non personal pecuniary interest – RoSPA may undertake future work as a result of any recommendations; Pecuniary interest – freelance consultant. Also grant from DCSF to undertake work on practical safety education for children | |

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| <ul style="list-style-type: none"> • Amanda Roberts: Personal pecuniary interest – paid work in accident prevention field. Non personal pecuniary interest. Role changed to senior highways technical specialist (updated PDG 10) • Lisa Irving: Personal pecuniary interest – paid work in accident prevention field • Andrew Chick: Non personal pecuniary interest – worked for the fire service. Updated PDG 7. Non personal pecuniary interest employed by Children’s links charity, may commission services (updated PDG 10). • Jerry Moore: Non personal pecuniary interest – works for the police service and is seconded to DfT • *Davina Hartley: Non personal pecuniary interest – member of a Children Safeguarding board in Bradford • *, **Julia Verne: Non personal pecuniary interest – department may in future receive research grants and/or bid for funding related to any projects that may arise from recommendations relating to surveillance and monitoring • *, **Ceri Phillips: Non personal pecuniary interest – academic department may in future receive research grants related to this area • Julie Mytton: Non personal pecuniary interest – for potential research; also post part funded by NHS. • Mike Hayes: Non personal pecuniary interest – CAPT may undertake future work as a result of any recommendations, CAPT involved in fieldwork for the related recommendations being developed by the Public Health Interventions Advisory Committee (PHIAC) on safety education during outdoor play and leisure (updated PDG 8 & 9) • Ralph Saunders: Non personal pecuniary interest – post in NHS • Amy Aeron-Thomas: Non personal pecuniary interest – community member but organisation she is a member of has received government funding. Non personal pecuniary interest – charity applied for grant that related to 20 mph speed limit • Caroline Bradbury-Jones: Non personal pecuniary interest – academic department may in future receive research grants related to this area • *Tanja Stocks: Non personal pecuniary interest – works for NHS • Nicky Houghton: Non personal non pecuniary interest – commissioner in a PCT • Rob Taylor: none to declare • Shelley Mason: none to declare <p><i>Review team</i></p> <ul style="list-style-type: none"> • *, **Rob Anderson: Non personal pecuniary interest – academic work in this area may lead to future research contracts • *, **Ruth Garside: Non personal pecuniary interest – academic work in this area may lead to future research contracts <p><i>Co optee</i></p> <p>*Denise Kendrick: Non personal pecuniary interest – academic work in this area may lead to future research in the area; author of academic papers referenced by NICE</p> <p><i>NICE Team</i></p> <p>*, **Professor Mike Kelly: Personal pecuniary interest – in receipt of grant from Medical Research Council.</p> <p>*, **Lesley Owen: Personal pecuniary interest - co author <i>Legislating</i></p> | |
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| | <p><i>for Health</i> (ERSC grant)</p> <p>* not present at PDG 10 ** not present at PDG 11</p> <p>The Chair requested Declarations of Interest from the fieldwork contactors (Word of Mouth). Adam Crosier: none to declare Graham Kelly: none to declare.</p> <p>The Chair ruled that none of these interests prevented anyone from taking full part in the meeting.</p> | |
| 3 | <p>Minutes of last meeting</p> <p>The PDG were asked to review the minutes from PDG 8 and 9. These were approved. All actions have been completed.</p> | |
| 4 | <p>Stakeholders' comments on the draft guidance – an overview</p> <p>Louise Millward from NICE gave an overview of the stakeholder comments on the draft guidance to inform PDG discussions on the revisions of the draft guidance.</p> | |
| 5 | <p>Questions and discussion</p> <p>The Chair thanked Louise and opened the discussion.</p> | |
| 6 | <p>Fieldwork</p> <p>Graham Kelly from Word of Mouth gave a presentation on the fieldwork report.</p> | |
| 7 | <p>Questions and discussion</p> <p>The Chair thanked Word of Mouth for their helpful report and the PDG discussed the broader points raised, in parallel with the stakeholder comments, discussed earlier in the day.</p> | |
| 8 | <p>Equality Impact Assessment</p> <p>Hilary Chatterton from NICE gave a short presentation to the PDG on the equality impact assessment that is part of the NICE standard process and a legal requirement.</p> <p>The assessment looks at whether the draft guidance could potentially discriminate against a particular group or misses an opportunity to promote equality. The PDG suggested some changes to the guidance and recommendations.</p> | |
| 9 | <p>Revising the recommendations and considerations</p> <p>The PDG discussed and agreed revisions to the draft recommendations.</p> | |
| Close | <p>The Chair thanked all attendees and closed the meeting at 4.45pm.</p> | |

11th Meeting of the Programme Development Group

Wednesday 14th July

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| <p>1</p> | <p>Welcome, Introductions and Aims of the Meeting</p> <p>The Chair welcomed everyone to the second day of the meeting. PDG members, NICE staff and collaborators introduced themselves and the Chair conveyed apologies from members who could not attend. The Chair welcomed Denise Kendrick, a co optee to the PDG.</p> <p>The Chair outlined the objectives of the day:</p> <ul style="list-style-type: none"> • To continue revisions to the draft recommendations • To continue revisions to the draft considerations • To identify the main gaps in the evidence and make research recommendations • To hear from implementation and communication teams at NICE about plans for launch, dissemination and implementation support | |
| <p>2</p> | <p>Declarations of Interests</p> <p>The Chair asked for verbal declarations of interest relating to the topics under discussion at the meeting today. These were added to the declarations noted for day one above.</p> | |
| <p>3</p> | <p>Revising the recommendations and considerations</p> <p>The PDG discussed and agreed revisions to the draft recommendations.</p> <p>Amy Aeron-Thomas wished to log her concern that the PDG have not reviewed all of the evidence for some of the recommendations.</p> <p>The Chair responded that some of the evidence on the effectiveness of interventions was heard by other committees within the NICE unintentional injury suite of guidance. In some areas reviewed by the PDG there was a lack of evidence that met the inclusion criteria for the evidence reviews.</p> | |
| <p>4</p> | <p>Gaps and research recommendations</p> <p>Appendix D in the draft guidance contained the gaps in the evidence as agreed by the PDG.</p> <p>The PDG worked though these gaps identifying research recommendations, using a summary paper prepared by NICE for the suite of guidance on unintentional injuries in children. The PDG suggested revisions to the document.</p> <p>The Chair thanked the PDG and asked NICE to redraft and share with the PDG for comment/approval.</p> | <p>NICE team</p> |

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| <p>5</p> | <p>Implementation support and resources including audit tools</p> <p>Stardom Furamera, Implementation Support Adviser at NICE, gave a short presentation on how the future implementation of the guidance will be supported.</p> <p>There will be thematic implementation and communications support for this programme guidance in conjunction with three intervention guidance on intentional injury topics to be published simultaneously in November 2010.</p> <p>The presentation covered:</p> <ul style="list-style-type: none"> • Implementation issues • Communications support • Implementation tools: slide set; costing tool; self assessment tool. • Working with partner organisations <p>The Chair thanked Stardom and asked that he email her and Simon Ellis to clarify the expertise that the implementation team are looking for within the PDG. NICE will seek volunteers from the PDG.</p> | <p>SF</p> |
| <p>6</p> | <p>Costing tools</p> <p>Jennifer Hopes from NICE gave a short presentation on the role of the costing team and the reasons for estimating the resource impact of the guidance.</p> <p>Jennifer asked for two or three volunteers from PDG members to advise the costing lead. The Chair thanked Jennifer and asked the PDG to contact the NICE team if they are interested.</p> | <p>PDG</p> |
| <p>7</p> | <p>Communications, launch and handling media enquiries</p> <p>Kate Williamson, Communications lead at NICE for this guidance, gave a short presentation.</p> <p>Katie discussed with the PDG the arrangements for the publication of the guidance and advised on interaction with the media. Any volunteers to act as media representatives for this guidance to contact Katie Williamson or Simon Ellis at NICE.</p> <p>Danielle Reeves who is the external Communications lead asked the PDG to contact Katie if they have information of events such as conferences and exhibitions appropriate for the promotion of this guidance.</p> | <p>PDG</p> |
| <p>8</p> | <p>Next steps</p> <p>Simon Ellis gave a short overview to the PDG on the next steps of the guidance:</p> <ul style="list-style-type: none"> • PDG comments on draft guidance: 13th August - 31st August • Meeting between NICE and Chair to discuss PDG comments and agree revisions: 1st September • Final edit: 8th October – 12th October | |

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| | <ul style="list-style-type: none"> • Guidance Executive signs off final guidance – 19th October • Issue date – 24th November | |
| 9 | <p>AOB</p> <ul style="list-style-type: none"> • The Chair thanked the PDG for their hard work, enthusiasm and teamwork over the two day meeting and throughout the guidance development process. • The Chair thanked the NICE team for their hard work and valuable input to the guidance process. The Chair and Simon Ellis said that they were available to the PDG beyond this meeting and were happy to discuss any issues with members. • Simon Ellis, on behalf of NICE, thanked the Chair, Heather Ward and the PDG for their hard work and dedication. • Jenny McWhirter thanked PDG colleagues, the Chair and the NICE team. | |
| Close | The meeting closed at 3.40pm. | |