

**NICE GUIDANCE
PREVENTING OBESITY: WORKING WITH LOCAL
COMMUNITIES**

5th Meeting of the Programme Development Group

Wednesday 15th June 2011

Derwent, NICE offices, London

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| Attendees: | <i>Programme Development Group (PDG) Members:</i> Susan Jebb (Chair), Andy Jones, Chris Drinkwater, Esther Trenchard-Mabere, Sara Ellis, Patrick Myers (left at 2.30pm), Andy Sutch, Justin Varney (arrived at 11am), Ian Reekie, Susan Biddle, Mark Exworthy, Tricia Harper, Erica Dobie (arrived at 11.30am) <i>NICE:</i> Jane Huntley, Adrienne Cullum, Caroline Mulvihill, Alastair Fischer, Andrew Hoy, Victoria Axe <i>Contractors:</i> Ruth Garside (PenTAG collaborating centre) (left at 1.30pm) |
| Apologies: | <i>PDG Members:</i> Martin Wiseman, Marcus Grant, Paul Lincoln, Philip Insall, Matthew Capehorn, Harry Rutter, Gail Findlay |

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| Author | Victoria Axe |
| File Ref | Obesity PDG 5: Final minutes |
| Version | Final |
| Audience | PDG members, NICE team, the public (via web publication) |

| Item | | Action |
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| <p>1. Welcome and apologies</p> | <p>The Chair welcomed the group to the fifth PDG meeting.</p> <p>The Chair welcomed Victoria Axe who is project manager for this project during Emma Doohan's maternity leave.</p> <p>Apologies had been received from Martin Wiseman, Marcus Grant, Paul Lincoln, Philip Insall, Matthew Capehorn, Harry Rutter and Gail Findlay</p> <p>The Chair informed the group that certain members of the group have resigned. These include Ron Akehurst, Kate Trant and Jean Hughes. The Chair thanked them for their contribution.</p> <p>The PDG members introduced themselves.</p> <p>The Chair mentioned it may be helpful to co-opt members to the committee and the PDG were asked for their thoughts. A number of suggestions were made.</p> <p>Action: The Chair to contact those persons suggested</p> <p>Action: The PDG to consider if they would like anyone to give expert advice at future PDGs</p> <p>The Chair reminded the PDG to keep their DOI forms up to date.</p> <p>The Chair gave a brief introduction outlining the changes that have occurred since the last PDG meeting and how these have influenced the guidance. The PDG were asked as to what their current thoughts were in regards to the revised scope and were invited to raise any issues they may have.</p> <p>The Chair gave the PDG the option to withdraw from the group should they not be happy with the changes to the revised scope. All members present indicated they were content with the revised scope.</p> | <p>Chair</p> <p>PDG</p> |
| <p>2. Update on progress of the work</p> | <p>The Chair gave an update with regards to the current development of the guidance and outlined the main focus of the day. It was mentioned that the PDG will need to think about the public consultation and how they could get the best possible information from this step.</p> | |
| <p>3. Proposed work plan and amended working scope</p> | <p>Adrienne Cullum (AC) gave a presentation on the proposed work plan and revised scope. The key changes were highlighted and the timeline was discussed.</p> | |

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| <p>4. Papers for consultation</p> | <p>The Chair discussed the reworked reviews and asked the PDG for their comments on the value and the proposition that these synthesised versions be used as the basis for the consultation document. The full detailed reviews would also be available for those who wished to view them.</p> <p>It was decided that there would be a covering letter plus an opening prologue for each of the reports to set the context and to ask specific questions</p> <p>Action: PDG to send in any edits they feel necessary by the morning of Monday 20th June 2011.</p> <p>The PDG discussed the draft review papers in detail and certain items were revised.</p> <p>The Chair drew the PDG's attention to the list of questions that will be published alongside the consultation document and changes were made to these.</p> <p>Action: Mark Exworthy (ME) to draft some statements and send to NICE</p> <p>It was decided that the logic model and actors framework document would not go to consultation at this stage as they are still a work in progress. PDG members were encouraged to send through any changes they felt necessary.</p> | <p>PDG</p> <p>ME</p> |
| <p>5. Workshop</p> | <p>Caroline Mulvihill (CM) outlined what the aims of the expert testimony workshop in October will be. The PDG were encouraged to give suggestions and views on the attendance list.</p> <p>There was a discussion around Healthy Towns.</p> <p>Action: NICE to contact all suggested towns with a view to submitting evidence</p> <p>Action: NICE to circulate the NSD report to the PDG</p> <p>The PDG were asked to consider cycling cities. The PDG were asked to capture the diversity of these cities and branch out more nationally.</p> <p>A number of contact names were suggested and the NICE Team will follow these up. It was mentioned that criteria might be created to demonstrate areas where the PDG were seeking input from expert witnesses. It was also suggested that in some cases a local team may be selected instead of individual experts.</p> <p>Action: NICE team to draft a paper with specific questions necessary for requesting expert testimony</p> | <p>NICE Team</p> <p>NICE Team</p> <p>NICE Team</p> |

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| 6. Call for Evidence | <p>The Chair invited the PDG to make amendments to the call for evidence paper.</p> <p>Action: Susan Biddle and Ian Reekie to draft statements and send to the NICE team.</p> | PDG |
| 7. Fieldwork | <p>Andrew Hoy gave a presentation on the planned fieldwork. This included what fieldwork involves and the aims and focus of fieldwork. The PDG were asked to give their thoughts on the proposed process.</p> <p>Action: NICE to draft the recommendation taking into account the issues that have been raised and send round to the PDG. It was mentioned that this is going out for professional tender so confidentiality agreements will need to be adhered to.</p> | NICE Team |
| 8. Economic analysis | <p>Alastair Fischer gave a presentation on the economic analysis. The PDG were asked if they are involved in any activities that are amenable to the economic modelling.</p> <p>The Chair asked for volunteers to join the economic subcommittee.</p> | |
| 9. AOB | <p>The Chair reminded the committee to circulate details of the consultation to their professional networks during the consultation period.</p> <p>The Chair mentioned that papers for the next meeting in September will be sent out a little later than usual.</p> <p>The Chair also advised the PDG that due to cost restraints papers for future meetings will be emailed. Members are asked to contact the NICE Team if they wish their papers to be printed and mailed.</p> <p>The Chair thanked Caroline Mulvihill for her contribution to the project and wished her well for her maternity leave.</p> | |
| 8. Next meeting | 14 th September 2011 - Royal College of Anaesthetists, London | |
| 9. Close | The meeting closed at 15.20 | |