

NICE PUBLIC HEALTH GUIDANCE

Managing overweight and obesity among children and young people: lifestyle weight management services 7th and 8th Meeting of the Programme Development Group

Tuesday 16th and Wednesday 17th July 2013

Royal College of Anaesthetists
35 Red Lion Square
London WC1R 4SG
Final Minutes

Attendees	<p>PDG Members Peymane Adab, Paige Ataou, Claire Bennett, Julia Burrows, Janice Christie (17th only), Elisabeth Fenwick, Orla Flannery, , Alexandra Jones, Alan Maryon-Davis (Chair), Julian Hamilton-Shield, Sarah Mills, Paula Watson, Jane Wells (16th only), Stephen Westgarth, Sarah West-Sadler</p> <p>NICE Hugo Crombie (HC), Alastair Fischer (AF), Jane Huntley (JH), Pavanraj Jessal (PJ) Patricia Mountain (PM), Caroline Mulvihill (CM) , Karen Peplow (KP) Carmel Thomason (CT)</p>
Apologies	<p>PDG Members Janice Christie (16th only), Rajeev Gupta, Laura Webber, Jane Wells (17th only)</p>

Authors	PM
Audience	PDG members, NICE team, the public (via web publication)

No.	Item	Action
1	<p>Welcome, Introductions and Aims of the Meeting</p> <p>The Chair welcomed members to the first day of the final two day meeting (PDGs 7 and 8) of the Programme Development Group and conveyed apologies received. He introduced Carmel Thomason, the NICE Implementation Lead and Pavanraj Jessal, the NICE Costing and Commissioning Analyst for this guidance.</p> <p>The Chair gave an outline of the aims of the two day meeting:</p> <ul style="list-style-type: none"> • To discuss the findings of the stakeholder consultation on the draft guidance • To discuss the findings of an equality impact assessment of the draft guidance • To review the final draft economic modelling report • To review some suggested amendments to the draft guidance and discuss and agree revisions to be made in the final guidance • To discuss issues to be considered for the implementation of the guidance • To hear about the next steps in the guidance production process and other areas where the PDG may be able to offer their support <p>Minutes of PDG 5 & 6</p> <p>These were agreed as an accurate record and all actions had been completed.</p>	
2	<p>Declarations of Interest</p> <p>The Chair explained that verbal declarations of interest are a standing item on every agenda and are recorded in the minutes. PDG members declared any additional interests that had arisen since PDG 1 http://guidance.nice.org.uk/PHG/75/PDGMinutes/1/pdf/English</p> <p>PDG- no additional interests declared</p> <p>Claire Bennett clarified that her role has changed to Senior health improvement lead for food and health, Royal Borough of Greenwich.</p> <p>NICE team: no interests were declared</p> <p>The Chair agreed that none of the interests declared prohibited the members from participating in the meeting.</p>	
3	<p>Next Steps</p> <p>Jane Huntley, associate director at NICE, gave an overview to the PDG on the next steps in the guidance development process</p> <ul style="list-style-type: none"> • 18th July – 5th August NICE team revise and edit the guidance • 6th – 20th August PDG comment on the revised guidance • 22nd August NICE team meet with the Chair • 23rd August – 3rd September NICE team revise and edit the guidance • 4th – 9th September Guidance approved by Chair and CPH Director • 10th -20th September Further editing and sign off by NICE Guidance Executive 	

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	<ul style="list-style-type: none"> • 20th September onwards Preparation of supporting tools and responses to stakeholders • 23rd October Publication of the guidance 	
4	<p>Stakeholder comments :Overview</p> <p>Karen Peploe, analyst at NICE, presented an overview of the main themes emerging from the stakeholder comments .Karen outlined the over- arching themes and related those themes to relevant draft recommendations.</p> <p>Some stakeholders only made general comments and Karen also relayed these to the PDG.</p> <p>There were two general queries raised within the stakeholder comments and these were addressed within the revision of the recommendations later in the agenda.</p>	
5	<p>Equality impact assessment</p> <p>Caroline Mulvihill, analyst at NICE, presented the findings of the NICE equality impact assessment and referred to a tabled paper WMC 7.4a. This paper outlined the relevance of the draft recommendations to discrimination and equality and addressed any equity issues raised by stakeholders within their responses to the draft guidance consultation. There was time for questions and discussion</p>	
6	<p>PDG discussion of stakeholder comments and equality impact assessment in plenary session</p> <p>PDG discussed the stakeholder comments and equality impact assessment in plenary session.</p>	
7	<p>Update on economic modelling Economic modelling - draft final report and discussion</p> <p>Alastair Fischer, health economist at NICE, presented an overview to the PDG of the final draft report of the economic model. Since the draft guidance consultation, the modelling team have incorporated some of the NICE team/PDG comments into the report, and Alastair outlined the amendments.</p> <p>The modelling had not yet been finally completed as there have been changes to the requirements of the economic model, and therefore the model needed to be re-run and the report consequently updated. Alastair outlined to the PDG the difference this change will make to the model and how these changes illustrate the cost effectiveness of the interventions.</p> <p>The PDG agreed that the final report would be approved electronically.</p> <p>Action point: NICE team to send an updated economics report to the PDG/Chair for their further consideration/agreement</p>	NICE
8	<p>Revising recommendations 1,2 & 16 - plenary session</p> <p>.Karen Peploe, analyst at NICE, gave a brief overview to the PDG on the suggested changes to the draft recommendations in order to address stakeholder comments and the results of the equality impact assessment. The PDG discussed the draft recommendations 1, 2 & 16 and revised and refined them in plenary session.</p>	

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	Action point: NICE team to revise the draft recommendations as advised by the PDG for their consideration	NICE
9	<p>Revising recommendations 3, 4 and 5 - plenary session The PDG discussed in plenary session and revised and refined the draft recommendations 3, 4 and 5..</p> <p>Action point: NICE team to revise the draft recommendations as advised by the PDG for their consideration</p>	NICE
10	<p>Revising recommendations 6 ,7 and 8 – plenary session The PDG discussed in plenary session and revised and refined the draft recommendations 6,7 & 8.</p> <p>Action point: NICE team to revise the draft recommendations as advised by the PDG for their consideration</p>	
11	<p>Revising recommendations 9,10, and 11– plenary session The PDG discussed in plenary session and revised and refined the draft recommendations 9,10 and 11.</p> <p>Action point: NICE team to revise the draft recommendations as advised by the PDG for their consideration</p>	
	<p>AOB</p> <ul style="list-style-type: none"> • Pavanraj Jessel, NICE costing and commissioning lead, briefly explained his role and the type of information the PDG may be able to provide. 	

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Day 2 - 8th Meeting of the Programme Development Group

Wednesday 17th July 2013

No.	Item	Action
1	<p>Welcome, Introductions and Aims of the Meeting</p> <p>The Chair welcomed members to the second day of the two day meeting (PDGs 7 and 8) of the Programme Development Group and conveyed apologies received. The Chair recapped on the decisions and action points from the previous day.</p> <p>Janice Christie– none were declared.</p> <p>Peymane Adab Personal non pecuniary - Co investigator on HTA proposal on development of weight management interventions for children.</p>	

	Orla Flannery Personal non pecuniary - Been approached by Cheltenham borough council to develop training on weight management and develop & evaluate a childhood obesity intervention	
2	<p>Recommendations 12, 13, 14 and 15 – training for programme staff, knowledge and skills for programme staff, training in making referrals and supporting programme staff and referrers</p> <p>Karen Peploe introduced the suggested changes to each section or recommendation in order to address stakeholder comments and the results of the equality impact assessment. The PDG discussed these in plenary session</p> <p>Action point: NICE team to revise the draft recommendation as advised by the PDG for their consideration</p>	NICE
3	<p>Revising Considerations</p> <p>Karen Peploe gave an overview of the main changes to the considerations. Two new considerations have been suggested since the consultation. In addition revisions had been suggested to three considerations. PDG discussed in plenary session</p> <p>Action point: NICE team to revise the considerations as advised by the PDG</p>	NICE
4	<p>Revising considerations – continued</p> <p>The PDG had academic in confidence evidence on which considerations had been drafted. The PDG considered tabled paper WMC 8.1 and discussed in plenary session.</p> <p>The Chair advised the PDG that in order not prejudice the publication of the academic in confidence evidence, it must not be copied, quoted, cited or circulated and paper copies must be returned to the NICE team at the end of the day.</p> <p>If this research is not published, by the date that this guidance is published, the PDG were advised that NICE will not able to use the considerations relating to this.</p> <p>Action point: NICE team to finalise the considerations as advised by the PDG</p>	NICE
5	<p>Revising research recommendations</p> <p>Karen Peploe, analyst at NICE, gave a brief introduction to the research recommendations and asked the PDG to consider two additional research recommendation suggestions. The PDG discussed in plenary session and revised and refined the research recommendations.</p> <p>Action point: NICE team to finalise research recommendations as advised by the PDG</p>	NICE
6	<p>Revising the remaining sections :</p> <ul style="list-style-type: none"> • Public health need and practice • Glossary 	

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	<ul style="list-style-type: none"> Section 7 onwards (including PDG membership list) <p>There were some minor changes to the public health need and practice section and some new additions to the glossary. The PDG discussed and agreed the changes and the addition to the glossary</p> <p>Action point: NICE team to finalise the remaining sections as advised by the PDG</p>	NICE
7	<p>Implementation of the guidance</p> <p>Carmel Thomason, implementation adviser at NICE, asked the PDG to consider what they regard as the key implementation issues. There was time for questions and discussion.</p> <p>Action point: PDG volunteers to support the development of implementation tools to contact Carmel Thomason</p>	NICE/PDG
8	<p>PDG support</p> <p>Hugo Crombie, analyst at NICE, gave a brief presentation on other areas where PDG support may be needed:</p> <p>These included:</p> <ul style="list-style-type: none"> Information to support the costing team Information to support the audit team NICE pathways <p>Action point: PDG volunteers for supporting NICE costing, or audit teams to contact Hugo Crombie</p>	NICE/PDG
9	<p>Reminder of key dates and next steps</p> <p>Jane Huntley, associate director at NICE, reminded the PDG of the key dates, in particular their final opportunity to comment on the guidance before publication, between 6-20th August.</p>	
10	<p>Summary of actions</p> <p>The Chair thanked the PDG for their hard work over the 2 day meeting, and throughout the development of the guidance</p>	