

## NICE PUBLIC HEALTH GUIDANCE

### Preventing and Reducing Domestic Violence

#### 11<sup>th</sup> Meeting of the Programme Development Group

Tuesday 12<sup>th</sup> November 2013

Derwent, NICE Offices, London

#### Final Minutes

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| <b>Attendees:</b> | <p><b><i>PDG Members</i></b><br/>Gene Feder (Chair), Zlakha Ahmed, Diana Barran, Lori Busch, Linda Davies, Marianne Hester, Davina James-Hanman, Louise Howard, Gillian Mezey, Maureen Noble, Pamela Richardson, Amanda Robinson, Nicky Stanley</p> <p><b><i>NICE Team</i></b><br/>Antony Morgan, Chris Carmona, Una Canning, Charlotte Haynes via TC, Andrew Hoy, Kim Jeong, Victoria Axe, Shalu Kanal, Denise Woods</p> <p><b><i>SCIE Team</i></b><br/>Jen Francis</p> <p><b><i>Observers</i></b><br/>Julie Robinson (SCIE), Claire Stansfield (SCIE), Isabel Quilter (SCIE), Karen Grimsrud (Public Health Agency Canada)</p> <p><b><i>Fieldwork Review team</i></b><br/>Adam Crosier (Word of Mouth), Dominic McVey (Word of Mouth)</p> <p><b><i>Independent Co-optee</i></b><br/>Hannana Siddiqui (Southall Black Sisters)<br/>Susan Bewley (Kings College London)<br/>Sarah Byford (Kings College London)</p> |
| <b>Apologies:</b> | <p><b><i>PDG Members</i></b><br/>Rahila Ameen, Adrian Boyle, Chris Green, Jane Lewis, Federico Podeschi, David Sloan</p>  |

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| <b>Author</b>   | Victoria Axe   |
| <b>File Ref</b> | Final minutes of PDG 11 and 12 meeting 12 <sup>th</sup> and 13 <sup>th</sup> November 2013 |
| <b>Version</b>  | Final  |
| <b>Audience</b> | <b>PDG members, NICE team, the public (via web publication)</b>                            |

| Item  |   | Action |
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| <p><b>1. Welcome and objectives for the meeting</b></p> | <p>The Chair welcomed the PDG to the eleventh meeting on domestic violence and abuse.</p> <p>The Chair informed the PDG that apologies had been received from Rahila Ameen, Adrian Boyle, Chris Green, Jane Lewis and David Sloan.</p> <p>The Chair introduced the observers to the group.</p> <p>The Chair also introduced Hannana Siddiqui as a coopted member of the PDG.</p> <p>The Chair informed the group of the objectives of the day. These included: discussing the consultation comments; finalising the recommendations for publication; finalising the rest of the guidance document including glossary and consideration sections; finalising the research recommendations using the current list of research projects we have received from NIHR; hearing from our Communications and Implementation teams in regard to their plans post publication and considering our equality impact assessment.</p>   |        |
| <p><b>2. Declarations of Interests</b></p>              | <p>The Chair asked the PDG to declare their interests.</p> <p>Davina James-Hanman declared that next April she will be employing someone for IRIS.</p> <p>Marianne Hester declared that she has been commissioned by the Council of Europe to develop guidelines on domestic violence prevention and perpetrator programmes related to the Istanbul Convention. Marianne also declared that she has been commissioned by the Northern Rock Foundation to do research work on ISVAs.</p> <p>Susan Bewley declared that her organisation will be bidding to do a global evaluation of women with HIV for WHO guidelines, however they do not have the funding yet.</p> <p>Hannana Siddiqui declared that Southall Black Sisters have received further funding from various sources including a number of charitable trusts such as Comic Relief, and from Ealing Council, London Councils (via the Ascent London violence against Women and Girls Consortium), joint Ealing Council/Ealing Clinical Commissioning Group and the national governments forced marriage unit to provide services and/or undertake educational, developmental, research and</p> |        |

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|   | <p>policy advocacy on violence against black and minority ethnic women and their children. They have also been awarded a Big Lottery Fund grant for services from April 2014.</p> <p>Zlakha Ahmed declared that her organisation had received three years funding from the People’s Health Trust.</p> <p>Lori Busch arrived at 10am and Amanda Robinson arrived at 10.15am making the meeting quorate.</p> <p>The Chair declared that the interests did not prevent any members from attending the meeting.</p> <p>There were no further potential conflicts of interest.</p>   |                         |
| <p><b>3. Minutes of the last meeting</b></p>                              | <p>The minutes of the last meeting were reviewed and the actions were discussed.</p>  |                         |
| <p><b>4. The final lap</b></p>  | <p>Antony Morgan (AM) gave a presentation on the final stages of producing NICE guidance.</p> <p>AM informed the committee of the key dates which included:</p> <ul style="list-style-type: none"> <li>• PDG comment on revised version – 4<sup>th</sup> – 16<sup>th</sup> December 2013</li> <li>• Guidance Executive Sign off – 6<sup>th</sup> – 11<sup>th</sup> February 2014</li> <li>• Publication – 26<sup>th</sup> February 2014</li> </ul>  |                         |
| <p><b>5. Stakeholder consultation: preliminary themes and issues.</b></p> | <p>Chris Carmona (CC) gave a presentation summarising the stakeholder comments received during consultation.</p> <p>CC noted that NICE had received comments from 90 organisations the majority of which suggested that the guidance was well received. CC briefly summarised the comments that were given around each recommendation.</p> <p>The PDG discussed the statement that “while the majority of violence is perpetrated by men on women, there is also a significant amount of domestic violence and abuse in same sex relationships, and also perpetrated on men by women” and it was agreed that the PDG would refine this paragraph later in the meeting.</p> <p>Gillian Mezey arrived at 10.30am.</p> <p><b>Action: The NICE team to send the PDG a copy of the Warshaw, C., Sullivan C.M and Rivera, E.A</b></p> | <p><b>NICE Team</b></p> |

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|   | <p><b>(2013) paper.</b></p> <p><b>Action: The NICE team to send the PDG the consultation comments and responses for their perusal and comment.</b></p>  | <b>NICE Team</b> |
| <b>6. Report from Fieldwork carried out with stakeholders</b>               | <p>Word of Mouth gave a presentation on fieldwork relating to NICE guidance: domestic violence and abuse prevention and reduction. Word of Mouth explained their aims, methods and results.</p> <p>The PDG were invited to ask Word of Mouth questions.</p>   |                  |
| <b>7. Discussion</b>  | <p>The PDG discussed potential amendments to the guidance and asked if the guidance could clearly state which recommendations are meant to focus on which health professionals. It was also suggested that the guidance should give examples of what actions health professionals should and should not do.</p> <p>AM noted that NICE fieldwork is very valuable to the development of the guidance and tests whether recommendations make sense, whether the committee used the evidence appropriately and whether the recommendations are implementable. AM also noted that the NICE Pathway will pick up on some of the PDGs comments and requests and that there will be a local government briefing published on Domestic Violence in 2014.</p> <p>The PDG requested that NICE be careful of the language and tone in the guidance to make it more accessible to the audience, for example with the use of “moderate” evidence. AM noted that the considerations section of the document could be used to further clarify the quality of the evidence. It was also noted that the evidence inclusion and exclusion criteria is already in the guidance but could be highlighted further.</p> |                  |
| <b>8. Equality Impact Assessment</b>  | <p>Una Canning (UC) presented the equality impact assessment, which had been drafted by Daniel Heller, a member of the NICE team.</p> <p>The PDG were invited to ask UC questions on the assessment.</p> <p>Shalu Kanal arrived at 12pm.</p>  |                  |
| <b>9. NICE public health guidance – the role of the NICE communications</b> | <p>Shalu Kanal gave a presentation on the NICE Communication Strategy.</p> <p>The PDG requested changes to the suggested press</p>  |                  |

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| <p><b>team</b></p>   | <p>conference panel and asked for more female attendees and better representation from health sectors.</p> <p><b>Action: The NICE Comms team will liaise with the PDG to finalise the panel.</b></p> <p>There was a discussion around the wording in future press releases for PDG members' organisations and how the PDG members should correspond with journalists.</p> <p><b>Action: The NICE Comms team to draft a sentence that PDG members can add to their organisations' press releases, following publication of the guidance.</b></p> <p>Shalu Kanal left the meeting at 12.15pm.</p>  | <p><b>NICE Comms</b></p> <p><b>Shalu Kanal</b></p> |
| <p><b>10. Implementing NICE guidance Recommendations</b></p> | <p>Denise Woods (DW) gave a presentation on the NICE Implementation Strategy.</p> <p>DW discussed any issues or barriers NICE may find with implementing the final guidance.</p> <p>The PDG discussed adult safeguarding and child protection within the implementation plan. The PDG also suggested a number of organisations that the NICE implementation team could work with.</p> <p>Louise Howard arrived at 12.30pm.</p> <p><b>Action: Davina James-Hanman, Lori Busch and Nicky Stanley to work with DW to develop a more detailed implementation strategy.</b></p> <p><b>Action: PDG members to let DW know if they have any examples of how the recommendations from the guidance have been implemented that could be written up as Shared Learning Examples.</b></p> <p>Word of Mouth suggested using the Irish example and the Guys and St Thomas' example. It was also suggested that Lambeth Council could be used as a whole systems example as it was supported by local government and a MARAC.</p> <p>The PDG requested quality insurance on the shared learning examples and asked that NICE ensure that the examples on the website would all be evidence based.</p> <p>The PDG made further suggestions to the implementation plan which involved intervention manuals and national standards outcomes</p> | <p><b>PDG</b></p> <p><b>PDG</b></p>                |

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|  | <p>frameworks.</p> <p><b>Action: The NICE Implementation team to contact Domestic Violence organisations to ask them to add information on the guidance in their bulletins.</b></p> <p>SCIE requested that the implementation plan focused further on social care.</p>   | <b>NICE Implementation</b>                          |
| <b>11. Amending the guidance - recommendations</b> | <p>The Word of Mouth team left the meeting at 1pm.</p> <p>Maureen Noble arrived at 1pm.</p> <p>The PDG went through each recommendation one by one and a number of amendments were made in line with the comments received at consultation.</p> <p><b>Action: The Chair to rewrite part of the introduction of the guidance and consideration section and email to the NICE team.</b></p> <p>There were discussions around clarification of the language used and considerations of equality.</p> <p>The glossary was amended throughout the discussions.</p> <p>Diana Barran arrived at 2.30pm.</p> <p><b>Action: Diana Barran to email NICE her suggested wording for the guidance.</b></p> <p>Julie Robinson and Claire Stansfield left the meeting at 4pm.</p> <p>The PDG returned to the recommendation on equality groups in order to finalise the recommendation.</p> | <p><b>Gene Feder</b></p> <p><b>Diana Barran</b></p> |
| <b>12. Chair Summary and objectives for day 2</b>  | <p>The Chair informed the PDG that he would not be attending the following meeting and therefore Davina James Hanman would take the role of Chair. The Chair thanked everyone for their work.</p>  |   |
| <b>13. Close</b>                                   | <p>The meeting closed at 4.15.</p>   |   |

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Wednesday 13<sup>th</sup> November 2013

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#### Draft Minutes

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| <b>Attendees:</b> | <p><b><i>PDG Members</i></b><br/>Davina James-Hanman (Chair am), Nicky Stanley (Chair pm), Zlakha Ahmed, Diana Barran, Adrian Boyle, Lori Busch, Linda Davies, Marianne Hester, Louise Howard, Jane Lewis, Pamela Richardson, Amanda Robinson, David Sloan</p> <p><b><i>NICE Team</i></b><br/>Antony Morgan, Chris Carmona, Una Canning, Charlotte Haynes (via TC), Andrew Hoy, Kim Jeong, Victoria Axe</p> <p><b><i>Observers</i></b><br/>Carol Vigurs (SCIE), Gerry Nosowska (SCIE)</p> <p><b><i>Independent Co-optee</i></b><br/>Hannana Siddiqui (Southall Black Sisters)<br/>Susan Bewley (Kings College London)<br/>Sarah Byford (Kings College London)</p> |
| <b>Apologies:</b> | <p><b><i>PDG Members</i></b><br/>Rahila Ameen, Gene Feder, Chris Green, Jane Lewis, Gillian Mezey, Maureen Noble, Federico Podeschi</p> <p><b><i>SCIE Team</i></b><br/>Jen Francis</p>  |

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| <b>Author</b>   | Victoria Axe   |
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| <b>Version</b>  | Draft 1  |
| <b>Audience</b> | PDG members, NICE team, the public (via web publication)                                   |

| Item  |   | Action  |
|---|---|---|
| <b>1. Welcome, recap and plan for day 2</b>       | <p>Davina James-Hanman took on the role of Chair as Gene Feder had given his apologies.</p> <p>The Chair noted the objectives of the day which were to finalise amending the recommendations and other sections within the guidance.</p>  |   |
| <b>2. Declarations of Interests</b>               | <p>The Chair asked the PDG to declare their conflicts of interest and to continue to keep these updated throughout the guidance development.</p> <p>Lori Busch declared that her organisation has received a new £10,000 grant for the Tutor Service.</p> <p>There were no further conflicts of interest.</p>   |   |
| <b>3. Amending the guidance – recommendations</b> | <p>The PDG continued to amend the recommendations within the draft guidance.</p> <p>Louise Howard and Marianne Hester arrived at 10am.</p> <p>Diana Barran arrived at 10.20am.</p> <p>The observer, Carol Vigurs, left the meeting at 11am.</p> <p>Jane Lewis arrived at 12.30pm.</p> <p>The Chair left the meeting at 1pm and was replaced by Nicky Stanley.</p> <p><b>Action: Amanda Robinson to email her suggested wording for the glossary to the NICE team.</b></p> <p><b>Action: Marianne Hester to email her suggested wording in regard to training to the NICE team.</b></p> <p>Hannana Siddiqui had drafted a number of suggested amendments to the guidance and these were discussed among the PDG and further amended. It was agreed that these suggestions would be incorporated into the implementation plan as well as separately linked to recommendation nine.</p> <p><b>Action: Adrian Boyle, Hannana Siddiqui and Frederico Podeschi to liaise with Implementation to finalise the document on best practice.</b></p> | <p><b>Amanda Robinson</b></p> <p><b>Marianne Hester</b></p> <p><b>PDG</b></p> |
| <b>4. Amending the guidance: Other sections</b>   | <p>The PDG discussed the considerations section and a number of amendments were made.</p>   |   |



