

Contributing to public health guidance – a guide for the public

Factsheet 4: Support for community members involved in developing guidance

This factsheet is one of a series that describes how individuals and organisations can help NICE develop public health guidance.

- Factsheet 1: How NICE develops public health guidance
- Factsheet 2: How organisations representing public interests can get involved
- Factsheet 3: How individuals can get involved
- **Factsheet 4: Support for community members involved in developing guidance**
- Factsheet 5: Helping to put NICE recommendations into practice

The series aims to:

- help community members and organisations representing public interests take part in developing NICE public health guidance
- explain why NICE wants them to be involved
- explain what community members and organisations can expect if they do get involved
- explain how NICE supports individuals and organisations throughout the development of guidance.

What is NICE?

The National Institute for Health and Care Excellence (NICE) is an independent organisation that helps those working in the NHS, local authorities and the wider community deliver high-quality health and social care. We provide the following types of guidance or advice:

- Clinical guidelines – recommendations for the NHS about the treatment and care of people with specific conditions
- Health technology guidance – recommendations for the NHS on new and existing medicines, diagnostic techniques, treatments and procedures
- Public health guidance – recommendations for local authorities, the NHS and others on promoting and maintaining good health and preventing disease
- Social care guidance – recommendations for local authorities and service providers about care for people using social care services

Different types of guidance apply to different parts of the UK. NICE also has other related responsibilities, such as developing quality standards for the NHS, local authorities and other providers of health and social care services in England. In all our work, we aim to ensure that our methods and guidance promote equality. For more information about our work see www.nice.org.uk

What do we mean by ‘community members’?

We use the term ‘community members’ in this series to cover all groups of people who contribute to NICE public health guidance from a public or community perspective. This includes people with direct experience of public health activities (such as people who have used a service to help them quit smoking) and their carers, as well as individuals involved in health-related voluntary and community action (paid or unpaid).

Support for community members

The National Institute for Health and Care Excellence (NICE) is committed to providing opportunities for patients, service users, carers and the public, and organisations that represent their interests, to get involved in developing our guidance. The Public Involvement Programme (sometimes called the PIP) advises and supports staff at NICE on ways to involve people using health and social care services, other members of the public and organisations representing service user or community interests. The Public Involvement Programme also supports patients, service users, carers and the public ('community members') who become involved in developing our guidance.

Why involve community members in developing NICE public health guidance?

We involve community members in developing NICE guidance to make sure that community views and concerns are taken into account and that the guidance is relevant and appropriate to people who will be affected by it. Community members and the organisations that represent public or community interests can get involved in several ways. Organisations can comment on the scope and the draft guidance if they register as stakeholders (see Factsheet 2). Individuals can apply to become community members of a Public Health Advisory Committee (PHAC) – see Factsheet 3.

Role of the Public Involvement Programme

The Public Involvement Programme at NICE works to:

- identify organisations representing public or community interests that might be interested in new guidance topics
- encourage organisations representing public or community interests to register their interest in the topic (we call this 'registering as a stakeholder' – see Factsheet 2) so that they can comment on the draft scope and draft guidance (see Factsheet 1)

- advise the NICE team responsible for public health guidance on ways to involve community members and seek the views of specific groups of people (such as young people)
- help recruit community members to join PHACs, as vacancies arise
- comment on draft scopes and draft guidance with the public in mind
- regularly review the methods NICE uses to involve community members in developing guidance
- evaluate community involvement in NICE's public health work.

Support for community members

The Public Involvement Programme at NICE support the involvement of community members in NICE's public health work programme. Your contacts are either:

Alix Johnson: Public Involvement Adviser, alix.johnson@nice.org.uk, 0207 045 2059

Jess Fielding: Public Involvement Adviser, jess.fielding@nice.org.uk, 0161 219 3889

Support for community members of Public Health Advisory Committees

We offer support and advice to community members throughout their time on a Public Health Advisory Committee. Jess will be your contact. She will:

- contact you before you come to your first NICE meeting
- contribute to your induction to the committee
- discuss any training and support needs you may have
- offer support and advice during your time on the committee.

Please do not hesitate to get in touch with your Public Involvement Programme contact at any time during your work on the committee. The NICE public health team also supports all PHAC members through the process.

Many terms in this factsheet are described in the NICE website glossary

– www.nice.org.uk/website/glossary