

# Public Health Advisory Committee

## Minutes of Meeting

**Meeting:** Tuesday 5 December 2023, 9:30am- 4:00pm

**Location/platform:** Online

### **Attendees:**

PHAC Members: Kevin Hague (Chair), Professor Peter Crampton, Beverly Te Huia, Associate Professor Jason Gurney, Sir Collin Tukuitonga and Associate Professor Ruth Cunningham

Secretariat (Acting): Jacqui Yip, Sidd Mehta and Anna Jackson from the Public Health Agency (PHA)

Guests: Kiri Waldegrave, Manager, PHA

Apologies: Jonathon Jones, PHA

### **Opening of meeting**

1. Opening karakia by Jason Gurney.
2. Chair acknowledged the acting secretariat due to sickness of one secretariat member and recent departure of another.
3. Members were asked to update the interest register. No updates were required. The PHAC agreed the minutes of 14 November 2023 were accurate and correct.
4. Members confirmed the next PHAC meeting for Tuesday 23 January 2024. Members also considered proposed schedule of meeting dates for 2024. Chair to finalise dates with members following the meeting.

### **Action:**

- 14 November 2023 minutes and agenda to be published to PHAC website.
- Committee to finalise meeting schedule for 2024.

### **Activities since last meeting**

5. PHAC Chair has requested a meeting with Minister of Health Hon Shane Reti to discuss the PHAc's food report.

## **Discussion on acting Secretariat Arrangement**

6. Kiri Waldegrave, Manager of the Population Health, and Equity Team, PHA, joined the meeting to discuss arrangements for the acting secretariat given injury of PHAC secretariat's principal analyst and recent departure of secretariat's adviser.
7. The acting secretariat can support the PHAC with capturing feedback from the PHAC and actioning edits and structural changes as directed by the PHAC.
8. A discussion followed about the current approach to resourcing the PHAC and PHAC Chair signalled a follow up discussion is needed.

### **Action:**

- PHA to provide options to PHAC Chair for secretariat cover and ongoing secretariat resource to support the PHAC.

## **Feedback session on food report**

9. PHAC members provided high level feedback on the draft food report by highlighting aspects of the report requiring further work and areas that are working well. The overall sentiment from members is that the report is coming together but further work is required before it can go to peer reviewers.
10. PHAC members noted that having multiple authorship on the report has been a challenge and the report now needs one primary writer to hold the pen. This is a writing task for an accomplished public health writer.
11. PHAC reviewed timeframes for completion of the food report. Members were supportive of commissioning a report writer to ensure a consistent voice.

### **Actions:**

- Chair to seek meeting with Minister of Health and provide an update on the PHAC's work programme and the food report. PHAC Chair to update peer reviewers on changes to report timeframe.
- PHAC members to work on relevant sections to address outstanding issues/gaps.
- PHA/Secretariat to explore options for a report writer to ensure a consistent voice.

## **Feedback session on report – Readability, style and structure**

12. PHAC members provided feedback on the writing style and structure of the report. Key feedback included:
  - i. The current tone of the report and recommendations is appropriate. It will appeal to a broad audience and the recommendations are specific and concise.
  - ii. Maintain current structure but bring the vision up.
  - iii. Food in Te Ao Māori section needs strengthening. Beverly provided new content for this section.

### **Action:**

- Secretariat to provide a summary of PHAC's feedback on the preferred writing style, tone, readability, and audience for the report.

## **Feedback session on report – Body of report and recommendations**

13. The secretariat facilitated a detailed review of the report content and recommendations. PHAC members were asked to make decisions on what changes are required to both the content and the structure of the report. The secretariat documented the changes/edits to be made within the document.
14. Not all members have access to the virtual document via the Teams external shared site and sought an update on progress or to find an alternative solution. The secretariat noted this as an action to follow up with IT.

### **Action:**

- Secretariat to follow up on access to Teams external shared site.

## **Next steps**

- Secretariat to integrate suggested changes/edits by PHAC into next draft of the food report.
- Next version of the report to be sent to Chair on 8 December 2023.
- PHAC to confirm on Friday, based on the quality of the next version of the report, whether to send to peer reviewers or extend the timeframe for the report.

## **Next meeting**

15. The next PHAC meeting will be held in person on Tuesday 23 January 2024.