

**Date and Time: 16<sup>th</sup> December 2008**

**Minutes:** Confirmed

**Guideline Development Group Meeting**

**Place:** MidCity Place  
71 High Holborn  
London  
WV1V 6NA.

**Present:** GDG Members:  
Stephen Brett (Chair) (SB)  
Bipin Bhakta (BB)  
Nichola Chater (NC)  
Brian Cuthbertson (BC)  
Jane Eddleston (JE)  
Melanie Gager (MG)  
Peter Gibb (PG)  
Karen Hoffman (KH)  
Christina Jones (CJ)  
Amanda Lurie (AL)  
David McWilliams (DM)  
Dawn Roe (DR)  
Amanda Thomas (AT)  
Barry Williams (BW)

NICE Staff  
Kathryn Chamberlain (KC)  
Ruth McAllister (RM)  
Tim Stokes (TS)  
Toni Tan (TT)  
Nicole Elliott (NE)

**Apologies:** Carl Waldmann (CW)

Tuesday 16<sup>th</sup> December 2008

**1.1 Agenda item 1:**

• **Objectives**

The objectives for the meeting were set out.

- Work through the stakeholder comments and answer any that require so.
- Make any necessary changes to the guideline and remove any ambiguity.
- Review the research recommendations and make them more robust and specific that could be looked at in RCT's

- **Declarations of interest**

None were declared

- **Review of GDG 3**

The minutes were agreed as a fair representation of the last meeting.

## **1.2 Agenda item 2: Update on QRG, Care Pathway and UNG**

The sub group working with the editor attended the editorial meeting. The QRG is in the process of being developed. The UNG is also being developed and has had input from 2 of the patient /carer group members.

There was a discussion around the phrase 'health checks', but the group agreed that as this was for the general public the language needed to be in plain English and so decided not to rephrase it.

The group made several suggested amendments to the UNG which will be developed further and forwarded to the editor and PPIP project manager.

## **1.3 Agenda item 3 - 6: Stakeholder Consultation – Key Themes and Changes**

TT gave a short presentation giving an overview and summarising the comments. The group then discussed the key themes and changes.

## **1.4 Agenda item 7: Stakeholder Consultation – Research Recommendations**

The GDG were again asked to frame some specific questions that looked at RCT's in order to produce some specific research recommendations. Different areas where research should be recommended was discussed and it was agreed that each GDG member would formulate further research recommendations, based on the PICO format.

## **1.5 Agenda item 8: Next steps**

KC discussed the timelines and what the next steps for the guideline are. Timescales are very tight over the next few weeks, especially due to the Christmas period.

## **1.6 Agenda items 9: AOB**

SB thanked the group for all their work over the development of this guideline. The GDG also thanked SB for chairing the group.