

Date and Time: *Wednesday 16 July 2014 10:00 – 16:00*

Minutes: Confirmed

**Guideline Development Group Meeting
Service Delivery GDG 2**

Place: *RCP Council Chamber, Royal College of Physicians, 11 St Andrews Place, Regents Park, London NW1 4LE*

Present: GDG Members

1. David Skinner (Chair)	DS
2. Karim Brohi	KB
3. Ann Weaver	AW
4. Heather Jarman	HJ
5. Karen Hoffman	KH
6. Bhaskar Basu	BB
7. Fiona Lecky	FL
8. Keith Young	KY
9. Stephen Bennett	SB

NCGC Technical team

1. Kate Kelley	KK
2. Nina Balachander	NB
3. Vicki Pollit	VP
4. Katie Scott	KS

NICE

1. Beth Shaw	BS
2. Ben Doak	BD

In attendance

1. Su Park	SP
2. Angela Cooper	AC

Apologies

1. Bob Handley	BH
2. Richard Lee	RL
3. Chris FitzSimmons	CF
4. Simon Hughes	SH
5. Iain McFadyen	IM
6. Amy Kelsey	AK

Notes

1. The Chair welcomed the group to the second guideline development group meeting. The Chair reviewed and requested updates to the declarations of interest register. The

Notes

following declarations of interest were made:

DS declared a personal pecuniary interest: short-term work at the University Hospital of South Manchester helping with trauma care.

SB declared the following personal non-pecuniary interests: he is a lay advisor to the College of Emergency Medicine and has held this position for 6 years, mainly advising on revalidation and education. He is also a public reviewer for the National Institute for Health Research.

KB declared the following personal pecuniary interest: employment as a Haemonetics consultant in 2011 and 2012. He declared the following non-personal pecuniary interest: receives research funding from some device manufacturers for anti-coagulation testing machines, mainly Haemonetics Inc. and Tam International. He declared the following personal non-pecuniary interest: he has been a member of the Major Trauma Clinical Reference Group since 2013.

It was agreed that FL could remain in the meeting during the audit discussion on conceptual mapping. The GDG was reminded of her potential COI (if the recommendation was structured around TARN, because TARN pays a proportion of FL's salary).

2. Apologies were received from BH, RL, CF, SH, IM and AK.
3. The Chair introduced Nina Balachander, NCGC Senior Research Fellow and Project Manager, who provided an overview of the guideline's scope. The Chair thanked NB for her presentation.
4. The Chair introduced Vicki Pollit, NCGC Senior Health Economist, who presented a conceptual modelling approach for service delivery. The GDG discussed the information presented. The Chair thanked VP for her presentation.
5. VP presented information on refinement of the trauma service pathway. The GDG discussed this. The Chair thanked VP for her presentation.
6. There was no other business. The Chair closed the meeting and thanked the GDG for attending.

Date of next meeting (GDG 3 and 4): Thursday 25 and Friday 26 September 2014, Boardroom, NCGC, 180 Great Portland Street, London W1W 5QZ