

**Date and Time:** 16<sup>th</sup> July 2009 10.00-16.30

**Minutes:** Confirmed

**Guideline Development Group Meeting**

**Place:** Herberden room, RCP, London.

**Present:**

John Young	GDG Chair
David Anderson (until 4.20 pm)	Consultant in Old Age Psychiatry
Melanie Gager	Sister in Critical Care Follow Up
Jim George	Consultant Physician
Wendy Harvey (until 4.00 pm)	Homes Manager, MHA Care Group
Jane Healy	Senior Clinical Practice Facilitator
Najma Siddiqi	Consultant Psychiatrist
Emma Ouldred (until 4.00 pm)	Dementia Nurse Specialist
Rachel White	Patient and carer representative
Matt Wiltshire	Patient and carer representative
Anayo Akunne	NCGC, Health Economist
Sarah Davis	NCGC, Senior Health Economist
Lakshmi Murthy	NCGC, Research Fellow
Jill Parnham	NCGC, Operations Director
Fulvia Ronchi	NCGC, Senior Project Manager
Maggie Westby	NCGC, Clinical Effectiveness Lead
Ian Bullock	NCGC, Chief Operating Officer

**Observer:**

Andrew Clegg SpR in Geriatric and General Medicine

**Apologies:**

Anne Hicks	Consultant in Emergency Medicine
John Holmes	Senior Lecturer - Liaison Psychiatry of Old Age
Caroline Matenga	NICE, Implementation lead.

**Invited:**

---

**Notes**

1. Welcome and apologies.
2. A workshop was held (further to the introduction at yesterday's meeting) about how to write recommendations and linking evidence to recommendations. The GDG were informed about equality and diversity issues.
3. The GDG continued the discussion from yesterday's meeting about the algorithm and recommendations, and the GDG drafted some more recommendations.

## **Notes**

4. The GDG were given instructions for using Claromentis.
5. The GDG were informed that before the next meeting the draft recommendations would be sent round using a voting system (opinion taker) for them to comment on them and vote on whether they agree with them.

## **Date, time and venue of the next meeting**

GDG 12: 9th September 2009, NCGC.