

Date and Time:	Wednesday 11th January 2012
Minutes:	
Guideline Development Group Meeting	Spasticity in children and young people with non-progressive brain disorders – post stakeholder consultation meeting
Place:	Royal College of Obstetricians and Gynaecologists (RCOG)
GDG present:	Paul Eunson (PE) (Chair) Gordon Allan (GA) Liz Barnes (LB) Lucinda Carr (LC) Stephanie Cawker (SC) Elspeth Dixon (ED) Christina Gericke (CG) Alec Musson (AM) James Robb (JR) Trudy Ward (TW) Jane Williams (JW)
NCC-WCH staff in attendance:	Shona Burman-Roy (SBR) Katherine Cullen (KC) Juliet Kenny (JK) Stephen Murphy (SM) Moira Mugglestone (MM)
NICE Staff:	Annette Mead (AM) (editor taking over from Catharine Baden-Daintree) Ben Doak (BD)
Observers:	Alexa Beisty (AB) – NICE implementation
Invited speaker:	N/A
Apologies:	N/A

Welcome and introductions, apologies, housekeeping

PE welcomed everyone to the meeting and explained housekeeping procedures.

The minutes from the previous meeting were agreed.

Declarations of interests

What was declared?

LB declared that she had received travel and subsistence expenses from HemiHelp in relation to a presentation about 'The Hemiplegia Handbook'.

Is it a conflict? Why?

The chair concluded that this was a personal pecuniary interest but there was no conflict of interest.

Did the GDG member have to leave the room?

No.

What was declared?

JW declared that she had edited a book on children with disability to be published by Mac Keith Press (the book will include chapters on cerebral palsy and the management of spasticity).

Is it a conflict? Why?

The chair concluded that this was a personal, non pecuniary interest but there was no conflict of interest.

Did the GDG member have to leave the room?

No.

What was declared?

JR declared that he had been invited to write a review article on the management of the hip in people with cerebral palsy.

Is it a conflict? Why?

The chair concluded that this was a personal, non pecuniary interest but there was no conflict of interest.

Did the GDG member have to leave the room?

No.

What was declared?

AM declared that he would receive travel, accommodation and subsistence expenses in relation to a course on advanced clinical applications and injection techniques for botulinum toxin type A in the management of spasticity that is sponsored by Ipsen.

Is it a conflict? Why?

The chair concluded that this was a personal pecuniary interest but there was no conflict of interest because the GDG's recommendations in relation to botulinum toxin would have been made before course registration took place.

Did the GDG member have to leave the room?

No

Overview of stakeholder comments and aims of the meeting

PE summarised the key messages conveyed in the stakeholder comments and briefed the GDG

on the aims of the meeting, including which comments/recommendations were the priorities for discussion.

Detailed discussion of changes to recommendations

SM and PE, supported by the NCC-WCH technical team, led the GDG through a detailed discussion of the stakeholder comments on the draft recommendations.

The recommendations were revised live on screen. The key priorities for implementation (key recommendations) were confirmed concurrently.

Additional NICE products (NICE pathway/Understanding NICE guidance (UNG))

AM presented the latest drafts of the NICE products to the GDG and summarised the feedback discussion that had taken place at the editorial meeting in November. The GDG gave feedback on the draft products live in the meeting.

AM summarised next steps in the development of the NICE products.

Next steps/AOB

MM informed the GDG how the NCC-WCH would go about finalising the revised draft of the guideline for resubmission to NICE in collaboration with SM and PE.

MM advised the GDG about the remaining stages in the validation process leading up to publication and indicated that further GDG meetings would be confirmed nearer the time depending on feedback from the Guideline Review Panel and/or NICE.

Next meeting 14th March 2012 at the RCOG TBC