

Date: **1 & 2 April 2015**
Minutes: Agreed
Day 1

Standing Committee B Meeting:	Venous thromboembolism prevention (VTEP)
Place:	City Tower, Manchester
Present:	<p>Susan Bewley (Chair) (SB) Gita Bhutani (GB) Simon Corbett (SC) John Graham (JG) (Vice-Chair) Peter Hoskin (PH) Roberta James (RJ) Jo Josh (JJ) Asma Khalil (AK) Manoj Mistry (MM) Amaka Offiah (AO) Mark Rodgers (MR) Sietse Wieringa (SW)</p> <p>Venous thromboembolism topic experts: Paula Beech (PB) Martin Dennis (MD) Clare Reynolds (CR) Carron Sintler (CS)</p>
Apologies:	Gail Fortes Meyer (GFM) Nicholas Steel (NS)
In attendance NICE Staff:	Observing:
Philip Alderson (PA) Paul Crosland (PC) Nicole Elliott (NE) Nicki Mead (NM) Rebecca Parsons (RP) Louise Shires (LS) Toni Tan (TT)	Jessica Fielding (JF) Trudie Willingham (TW)

Notes

1. SB welcomed everyone to day one of the sixth meeting of the clinical guidelines update standing Committee B. The Committee, Venous Thromboembolism (prevention) (VTEP) topic experts and NICE team were introduced. Apologies were received from GFM and NS.

SB read out the code of conduct for member of public attending the meeting. Declarations of interest were discussed and it was agreed that all interests were 'declare and stay'.

2. NM and PC presented the stakeholder comments following consultation on the update.

The public were informed that the second part of the meeting was closed to the public due to the confidential nature of the business conducted.

3. A discussion was held about the evidence, recommendations and the wording used.
4. Committee and topic-expert training

Minutes: draft
Day 2

Standing Committee B Meeting:	Headaches (HEAD)
Place:	City Tower, Manchester
Present:	Susan Bewley (Chair) (SB) Gita Bhutani (GB) Simon Corbett (SC) John Graham (JG) (Vice-Chair) Peter Hoskin (PH) Roberta James (RJ) Jo Josh (JJ) Asma Khalil (AK) Manoj Mistry (MM) Mark Rodgers (MR) Sietse Wieringa (SW) Headaches topic experts: Ishaq Abu-Arafah (IAA) Fayyaz Ahmed (FA) Kay Kennis (KK) Susie Lagrata (SL) Wendy Thomas (WT)
Apologies:	Amaka Offiah (AO) Gail Fortes Meyer (GFM) Nicholas Steel (NS)
In attendance NICE Staff: Paul Crosland (PC) Kathryn Hopkins (KH) Rebecca Parsons (RP) Toni Tan (TT)	Observing: None

Notes

1. SB welcomed everyone to day two of the meeting. The Committee, Headaches (HEAD) topic experts and NICE team were introduced. Apologies were received from AO, GFM and NS.

SB read out the code of conduct for member of public attending the meeting. Declarations of interest were discussed and it was agreed that all interests were 'declare and stay'.

2. KH presented an overview of the topic and WT gave a presentation from the perspective of a lay person. The Committee was invited to ask the topic experts questions.
3. KH led a discussion on the network meta-analysis for the update and asked the Committee and Experts to agree the assumptions and parameters for the clinical evidence
4. PC led a discussion on the network meta-analysis for the update and asked the Committee and Experts to agree the assumptions and parameters for the health economics evidence

Date and venue of the next meeting:

12 May 2015, Broadway House, London