

**Date and Time:** 15<sup>th</sup> January 2014 10am-4pm

**Minutes:** to be confirmed

**Standing Committee A Meeting 2:                      Advanced Breast Cancer**

**Place:** Red Room 1, Floor 24, City Tower, Manchester,

**Present:** Damien Longson (Chair) (DL)  
Susan Bewley (SB)  
Catherine Briggs (CB) [morning only]  
John Cape (JC)  
Alun Davies (AD)  
Alison Eastwood (AE)  
Sarah Fishburn (SF)  
Amanda Gibbon (AG)  
Jim Gray (JG)  
Nuala Lucas (NL)  
Kath Nuttall (KN)  
Tilly Pillay (TP)  
Nick Scream (NS)  
Lindsay Smith (LS)  
Sophie Wilne (SW)  
Jane Board (JB) [Topic specific member]  
Vaughan Keeley (VK) [Topic specific member]  
Netta Wooles (NW) [Topic specific member]

**Apologies:** Kate Gowans (KG) [Topic specific member]

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| <p><b>In attendance:</b> NICE Staff:<br/>Toni Tan (TT)<br/>Susan Ellerby (SE)<br/>Nicole Elliott (NE)<br/>Susannah Moon (SM)<br/>Katie Perryman Ford (KPF)<br/>Robby Richey (RR)</p> | <p>Observing:<br/>Kathryn Hopkins (technical analyst)<br/>Charlotte Purves (administrator)<br/>Laura Norburn (public involvement advisor)</p> |
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**Notes**

- DL welcomed everyone to the second meeting of the clinical guidelines rapid update standing committee. Apologies received from KG. CB had to leave at 1pm.  
  
DL read out the code of conduct for members of public attending the meeting. Minutes of the last meeting were agreed pending a minor change.

Declarations of interest were discussed and it was agreed that all interests were 'declare and stay'.

2. RR gave a presentation on the methods to be used for clinical reviewing of the evidence.
3. RR presented the evidence to answer the review question on the role of exercise in breast cancer related lymphoedema. The committee discussed the evidence and asked the topic specific members questions about advice given on preventing lymphoedema or reducing harm in those with breast cancer related lymphoedema.

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.

4. RR presented evidence statements to the committee who discussed the quality of the evidence in relation to the answering of the review question.
5. Draft recommendations were made.
6. SM provided information about using the expenses system to claim travel and subsistence.
7. NE provided the committee with a progress report about the rapid update pilot programme and talked about the scheduling of future update topics to the standing committee.
8. SE asked the committee to talk about what they have found good about the pilot programme so far and what they have found less good. The committee completed evaluation forms which will help the NICE team to refine the process and evaluate the pilot.
9. DL summarised the business of the day. RR introduced the committee to the next update topic, long acting reversible contraception (LARC). DL thanked the committee for attendance and closed the meeting.

**Date and venue of the next meeting:**

23<sup>rd</sup> and 24<sup>th</sup> April 2014, Red Room 1, Floor 24, City Tower, Manchester,