

4.0.03 DOC Cmte minutes

- **Principle** – record the Committee meeting attendance, running, discussions
- **Links to include** – none
- **Attachments to include** – none
- **Info to include** – guideline title; meeting date/location; status of minutes (draft/confirmed); attendees; observers; apologies; agenda items and related discussions; declarations of interest; date of next meeting

Diagnostic Services Guideline Committee meeting

Date: 05/05/2016

Location: NCGC Boardroom

Minutes: Final

Committee members present:		
Peter Barry (Chair) (PB)		(Present for notes 2 – 5)
Shelley Rahman Haley (Vice Chair) (SRH)		(Present for notes 3 – 5)
Julia Cons (JC)		(Present for notes 1 – 5)
Martin Dadswell (MD)		(Present for notes 1 – 5)
Rachael Follows (RF)		(Present for notes 1 – 5)
Julie Hepburn (JH)		(Present for notes 1 – 5)
Imran Jawaid (IJ)		(Present for notes 1 – 5)
Karl Johnson (KJ)		(Present for notes 1 – 5)
Nicola Kennedy (NK)		(Present for notes 1 – 5)
Frank Miskelly (FM)		(Present for notes 1 – 5)
Kerry Tinkler (KT)		(Present for notes 1 – 5)
Ian Watson (IW)		(Present for notes 1 – 5)

In attendance:		
Toluwa Akindele-Ajani (TA)	Research Fellow	(Present for notes 1 – 5)
Nicola Bodey (NB)	Senior Business Analyst (Accountant)	(Present for notes 1 – 5)
Serena Carville (SC)	Associate Director/Guideline Lead	(Present for notes 1 – 5)
Margaret Constanti (MC)	Senior Health Economist	(Present for notes 1 – 5)
Jessica Glen (JG)	Senior Research Fellow	(Present for notes 1 – 5)
Natalie Pink (NP)	Project Manager	(Present for notes 1 – 5)
Emma Pottinger (EP)	Research Fellow	(Present for notes 1 – 5)

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Ruth Wong (RW)	Information Scientist, NCGC	(Present for notes 1 – 5)
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Apologies:

Kate Ashmore (KA)	Documents Editor/Process Assistant
Helen Lewis	Consultant Paediatrician
Jacque Westwood	Project Director, UK Genetic Testing Network

1. Welcome and objectives for the meeting

SC welcomed the Committee members and attendees to the third meeting of the Diagnostic Services Guideline Committee and informed them she would Chair the meeting until the arrival of SRH. The Committee members and attendees introduced themselves.

No members of the public asked to observe the meeting.

SC informed the Committee that apologies had been received. These are noted above.

SC outlined the objectives of the meeting, which included: drafting protocols.

Introductions

2. Confirmation of matter under discussion, and declarations of interest

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken

No new declarations of interest were made.

3. Minutes of last meeting

SC asked the Committee if any changes should be made to the minutes of the last meeting. The Committee suggested the following changes:

- Imran Jawaid did not attend the meeting so the attendance list was amended.

SC confirmed that all matters arising had been completed or were in hand.

4. Presentations

- 1) SC gave an update on the guideline scope.

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- 2) SC introduced Nicola Body who gave a summary of the involvement of the NICE Resource Impact team during guideline development.
- 3) SC introduced Margaret Constanti who gave a presentation on priorities for health economic modelling. The Committee then discussed the issues presented in relation to this guideline.
- 4) The Chair (SRH) introduced Jessica Glen, Senior Research Fellow (NCGC), who gave a presentation on protocol setting. The Committee then discussed the issues presented in relation to this guideline.
- 5) The Committee then discussed and agreed protocols for review questions on decision support systems and patient-led booking systems. Three further protocols for review questions on access, arrangement of diagnostic services and co-location of diagnostic services were discussed.

Any other business

The Committee was informed about upcoming meeting dates.

Date of next meeting: 30/06/2016 and 01/07/2016

Location of next meeting: 30/06/2016: NGC Boardroom
01/07/2016: Council Chamber, Royal College of Physicians