

Pneumonia: diagnosis and management (update) Committee meeting 1

Date: 10/11/2023

Location: NICE Manchester office/Virtual

Minutes: Final

| Committee members present: | |
|-----------------------------------|--------------------------------------|
| Tessa Lewis (Chair) | Present for notes 1 – 7 |
| Sumiah Al-Azeib | Present for notes 1 – 7 |
| Srini Bandi | Present for notes 1 – 7 |
| Tom Bewick | Present for notes 1 – 7 |
| Dan Furmedge | Present for notes 1 – 7 |
| Dan Horner | Present for notes 1 – 7 |
| Marisa Lanzman | Present for notes 1 – 7 |
| Paddy McMaster | Present for notes 1 – 7 |
| Joy Okafor | Present for notes 1 – 7 |
| Mitul Patel | Present for notes 1 – 7 |
| Carole Pitkeathley | Present until partway through item 5 |
| Alan Thomas | Present for notes 1 – 7 |
| Kathryn Thomas | Present for notes 1 – 7 |
| Caroline Ward | Present for notes 1 – 7 |
| Martin Williams | Present for notes 1 – 7 |
| Dan Wootton | Present for notes 1 – 7 |

| In attendance: | | |
|-----------------------|---|-------------------------|
| Steph Armstrong | Senior Health Economist | Present for notes 1 – 7 |
| Chris Carmona | Technical Adviser | Present for notes 1 – 7 |
| Jackie Durkin | Administrator | Present for notes 1 – 4 |
| Paul Levay | Information Specialist | Present for notes 1 – 7 |
| Edgar Masanga | Business Analyst – Resource Impact Assessment | Present for notes 1 – 7 |
| Adam O’Keefe | Project Manager | Present for notes 1 – 7 |
| Anneka Patel | Programme Manager | Present for notes 1 – 4 |

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|-----------------|---------------------------------|--------------------------------------|
| Eric Slade | Health Economics Adviser | Present for notes 1 – 7 |
| Nick Staples | Guideline Commissioning Manager | Present until partway through item 5 |
| Hannah Stockton | Technical Analyst | Present for notes 1 – 7 |

Apologies:

| | |
|---------------|----------------------------------|
| Alastair Hay | Committee member |
| Jennifer Head | Committee member |
| Philip Howard | Committee member |
| Avril Tucker | Committee member |
| Simran Chawla | Public Involvement Adviser, NICE |
| Chris Harris | Project Manager, NICE |
| Joanna Perkin | Senior Medical Editor, NICE |

1. Welcome and introductions

The Chair welcomed the Committee members and attendees to the first meeting on Pneumonia: diagnosis and management (update). The Committee members and attendees introduced themselves.

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

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

The Chair confirmed that, for the purpose of managing conflicts of interest, the matter under discussion was diagnosis and management of pneumonia.

The Chair asked everyone to verbally declare any interests, these are noted below:

| Name | Job title, organisation | Declarations of Interest, date declared | Type of interest | Decision taken |
|--------------------|-------------------------|--|--|-------------------------|
| Tom Bewick | Committee member | Member of NHSE working group for Pneumonia, unpaid role. | Non-financial, professional and personal | Declare and participate |
| Carole Pitkeathley | Committee member | Member of NICE Quality Standard committee on aRI | Direct financial | Declare and participate |

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|--------------------|------------------|---|--|---|
| Carole Pitkeathley | Committee member | Member of NICE Quality Standard committee on suspected cancer | Direct financial | Non-specific Declare and participate |
| Carole Pitkeathley | Committee member | Member of Dental reform public working group | Direct financial | Non-specific Declare and participate |
| Dan Wootton | Committee member | Member of NHSE working group for Pneumonia, unpaid role. | Non-financial, professional and personal | Declare and participate |

The Chair and a senior member of the Developer's team noted that the interests declared did not prevent the attendees from fully participating in the meeting.

3. Health economics – Introduction and plans for modelling

The Chair welcomed Steph Armstrong, Senior Health Economist, who provided a refresher on principles of health economics for the committee and discussed with it priorities for economic modelling.

4. Review Questions discussion

The Chair introduced Chris Carmona (CC), Technical Adviser, who discussed the published scope with the committee and whether any amendments were required following the pause in development time for this guideline update, including revisiting Review Questions to consider whether these were still appropriate and whether any changes or additions were needed.

5. Review Protocols

The Chair introduced Hannah Stockton, Technical Analyst, who presented the committee with the first three draft review protocols. The committee discussed these and asked questions, for the developer team to refine them.

6. Health inequalities considerations

CC provided a recap of the equalities issues identified during the scoping phase of the update and reminded the committee of the important equalities and inequalities issues they should consider throughout development of the guideline update.

7. AOB and next steps

There was no other business. Adam O'Keefe, Project Manager, outlined next steps for the committee before the Chair thanked those present and closed the meeting.

Date of next meeting: 20/12/2023

Location of next meeting: Virtual