

Early and locally advanced breast cancer (update) Committee meeting 11

Date: 20 March 2018

Location: RCOG, London

Minutes: Confirmed

Committee members present:		
Jane Barrett (Chair)		(Present for items 1 – 6)
Anne Armstrong (Topic Advisor)		(Present for items 1 – 6)
Faye Coe		(Present for items 1 – 6)
Ramsey Cutress		(Present for items 4 – 6)
Carmel Gulliver-Clarke		(Present for items 1 – 6)
Sadaf Haque		(Present for items 1 – 6)
Roger Hunt		(Present for items 1 – 6)
Imogen Locke		(Present for items 1 – 6)
Marina Parton		(Present for items 1 – 6)
Linda Pepper		(Present for items 1 – 5)
Mia Rosenblatt		(Present for items 1 – 6) (via VC)
William Teh		(Present for items 1 – 3) (via VC)
Ursula Van Mann		(Present for items 4 – 5)
Lisa Whisker		(Present for items 1 – 6)
Sairanne Wickers		(Present for items 1 – 5)

In attendance:		
Andrew Harding	NICE Guidelines Commissioning Manager	(Present for items 1 – 6)
Sarah Palombella	NICE Senior Medical Editor	(Present for items 1 – 5)
Adam Storrow	NICE Business Analyst	(Present for items 1 – 5)
Angela Bennett	NGA Director of Guidelines	(Present for items 1 – 6)
John Graham	NGA Clinical Advisor	(Present for items 4 – 6)
Sally Humphreys	NGA Project Manager	(Present for items 1 – 6)
Laura O’Shea	NGA Systematic Reviewer	(Present for items 1 – 6)
Matthew Prettyjohns	NGA Senior Health Economist	(Present for items 1 – 6) (via VC)

Apologies:	
Peter Jenkins	GC member
William Teh	GC member (items 3 – 6)
Nathan Bromham	NGA Senior Systematic Reviewer
Hilary Eadon	NGA Guideline Lead
Elise Hasler	NGA Information Scientist
Anuja Pandey	NGA Systematic Reviewer

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the eleventh meeting on Early and locally advanced breast cancer.

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

The Chair outlined the objectives of the meeting which included reviewing the stakeholder comments from the consultation period, discussing responses and considering whether changes are needed to the guideline in response to the comments.

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 Early and locally advanced breast cancer.

The Chair asked everyone to verbally declare any interests that have arisen since the last meeting.

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
Mrs Faye Coe	Specialist Breast Oncology Pharmacist, The Christie NHS Foundation Trust	18.02.2018 Gave a 30 minute presentation on the oncology pharmacist's role in hospitals at Novartis annual conference. No specific	Personal financial non-specific	Declare and participate

		<p>drugs were mentioned. Received payment from Novartis.</p>		
<p>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 this meeting.</p>				
<p>3. Minutes of last meeting</p>				
<p>The Chair asked the Committee if it wanted any changes made to the minutes of the last meeting. The Committee agreed that the minutes were a true and accurate account of the meeting.</p>				
<p>4. Presentations</p>				
<p>The Chair introduced Angela Bennett, NGA Director of Guidelines, who gave a presentation on stakeholder comments.</p> <p>The Chair introduced Sally Humphreys, NGA Project Manager, who gave a presentation on the NGA Finance policy and deadline for claims of 30 March.</p> <p>The Chair introduced Angela Bennett, NGA Director of Guidelines, who gave a presentation on the NICE publications policy.</p> <p>The speakers took questions from the group. The Committee then discussed the issues presented in relation to this guideline. The Chair thanked the speakers for their presentations.</p>				
<p>5. Questions and discussion</p>				
<p>The Committee discussed the stakeholder comments and agreed responses including where changes should be made to the guideline.</p>				
<p>6. Any other business</p>				
<p>The dates for the progress of the guideline were outlined.</p>				