

4.0.03 DOC Cmte minutes

RRT Committee meeting

Date: 06/01/2017

Location: Boardroom, National Guideline Centre (NGC)

Minutes: Confirmed

Committee members present:		
Jan Dudley (Chair)		(Present for notes 1 – 8)
Andrew Mooney		(Present for notes 1 – 9)
Virginia Aylett		(Present for notes 1 – 9)
Caryl Bryant		(Present for notes 1 – 9)
Ruth Crowther-Wood		(Present for notes 1 – 9)
Martin Drage		(Present for notes 1 – 5)
Bimbi Fernando		(Present for notes 1 – 9)
Hugh Gallagher		(Present for notes 1 – 9)
Fiona Loud		(Present for notes 1 – 9)
Catherine O’Leary		(Present for notes 1 – 9)
Rajib Pal		(Present for notes 1 – 9)
Nii Plange		(Present for notes 1 – 9)
Mark Prentice		(Present for notes 1 – 9)
Lynne Russon		(Present for notes 1 – 9)
Rukshana Shroff		(Present for notes 1 – 9)
Nicola Thomas		(Present for notes 1 – 9)
Raj Thuraisingham		(Present for notes 1 – 9)

In attendance:		
Rupert Franklin	Programme Manager	(Present for notes 1 – 9)
Ian Mather	Business Analyst	(Present for notes 1 – 9)
Sharon Swain	Associate Director/Guideline Lead	(Present for notes 1 – 9)
James Gilbert	Senior Research Fellow	(Present for notes 1 – 9)
Katrina Davis	Research Fellow	(Present for notes 1 – 9)
Kate Lovibond	Health Economics Lead	(Present for notes 1 – 9)
Katie Broomfield	Document Editor/Process Assistant	(Present for notes 1 – 5.2)
Giulia Zuodar	Project Manager	(Present for notes 5.2 –

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Apologies:

Claire Walnutt, Information scientist, NGC

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the second meeting of this committee.

No members of the public asked to observe the meeting.

No apologies were received.

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

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

GC Declarations of Interest

N.B. The Chair and GC members were recruited to this guideline using NICE DOI policy published September 2014.

Insert initials	Declaration	Classification (as per the NICE DOI policy wording*)	Chair's action
FL	<p>BKPA received:</p> <ul style="list-style-type: none"> Fresenius charity of the year 2014 - received donation of circa £4,860 (company supplies dialysis machines) 2014. Galderma – speaking at dermatology conference about skin protection for immunosuppressed patients. Received donation of £350 plus travel to conference in Scotland. <p>Personal declarations:</p> <ul style="list-style-type: none"> I am the BKPA PPI rep on the NHS England clinical reference board for renal services. I am the chair of the UK renal registry patient 	<ul style="list-style-type: none"> Non-personal financial non-specific Non-personal financial non-specific Personal non-financial specific Personal non-financial specific 	<p>Declare and participate</p> <p>Declare and participate</p> <p>Declare and participate</p> <p>Declare and participate</p>

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	<p>council.</p> <ul style="list-style-type: none"> • I am (with Hugh Gallagher) the co-chair of the Kidney Health Partnership Board; we co-authored a report called Kidney Health: Delivering Excellence 3 years ago and will be publishing a 3 year review of it during 2017. • I am co-chair of the risk workstream on the NHS England/UK Renal registry Acute Kidney Injury programme 	<ul style="list-style-type: none"> • Personal non-financial specific • Personal non-financial specific 	<p>Declare and participate</p> <p>Declare and participate</p>
MD	<ul style="list-style-type: none"> • Author of national HIV and transplant guidelines 	<ul style="list-style-type: none"> • Personal non-financial non-specific 	<p>Declare and participate</p>
<p>NICE DOI policy classifications are:</p> <ul style="list-style-type: none"> • Personal financial specific • Personal financial non-specific • Personal non-financial specific • Personal non-financial non-specific • Non-personal financial specific • Non-personal financial non-specific 			
<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 the meeting.</p>			
<p>3. Minutes and notes from GC1</p>			
<p>Minor corrections were made. The minutes and notes were then accepted as an accurate record of the meeting.</p>			
<p>4. Presentations</p>			
<p>4.1 IM gave a presentation on resource impact in NICE guidelines.</p>			
<p>5. Questions and discussion</p>			
<p>5.1 The Committee discussed key definitions for this guideline.</p>			
<p>5.2 The committee discussed the draft evidence review for initiation.</p>			
<p>6. Clinical question discussion and protocol queries</p>			
<p>The committee discussed clinical questions and protocols.</p>			

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7. HE prioritisation

The committee discussed the priorities for the HE plan.

8. Any other business

The group discussed next steps and agreed action points. The GC was informed that meeting time was updated to 10.30-16.30 for all upcoming GC meetings
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9. SharePoint

GZ gave a Sharepoint presentation to the GC.
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Date of next meeting: 22/02/2017

Location of next meeting: Boardroom, NGC