

#### 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

#### RRT Committee meeting

**Date:** 06/09/17

**Location:** National Guideline Centre, 180 Great Portland Street

**Minutes:** Confirmed

<b>Committee members present:</b>	
Jan Dudley (Chair) (JD)	(Present for notes 1 – 9)
Andrew Mooney (AM)	(Present for notes 1 – 7)
Virginia Aylett (VA)	(Present for notes 3 – 9)
Caryl Bryant (CB)	(Present for notes 1 – 9)
Ruth Crowther-Wood (RCW)	(Present for notes 3 – 9)
Bimbi Fernando (BF)	(Present for notes 3 – 9)
Hugh Gallagher (HG)	(Present for notes 1 – 9)
Fiona Loud (FL)	(Present for notes 3 – 5)
Rajib Pal (RP)	(Present for notes 1 – 7)
Nii Plange (NP)	(Present for notes 1 – 7)
Mark Prentice (MP)	(Present for notes 1 – 9)
Lynne Russon (LR)	(Present for notes 1 – 9)
Nicola Thomas (NT)	

<b>In attendance:</b>		
Catrina Charlton (CC)	Guideline Commissioning Manager	(Present for notes 1 – 9)
Ian Mather (IM)	Business Analyst	(Present for notes 1 – 9)
Nick Staples (NS)	Guideline Commissioning Manager	(Present for notes 1 – 9)
Sharon Swain (SS)	Associate Director/Guideline Lead	(Present for notes 1 – 9)

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Rafina Yarde (RY)	Research Fellow	(Present for notes 1 – 9)
Kate Lovibond (KL)	Health Economics Lead	(Present for notes 1 – 9)
Katie Broomfield (KB)	Document Editor/Process Assistant	(Present for notes 1 – 9)

#### Apologies:

Martin Drage, Guideline Committee Member
Anne-Louise Clayton, Senior Medical Editor, NICE
James Gilbert, Senior Research Fellow, NGC
Catherine O’Leary, Guideline Committee Member
Rukshana Shroff, Guideline Committee Member
Raj Thuraisingham, Guideline Committee Member
Giulia Zuodar, Project Manager, NGC

#### 1. Welcome and objectives for the meeting

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

Apologies were received from MD, ALC, JG, COL, RS, RT and GZ.

#### 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. The following new interests were declared:

##### 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
MP	BISTRO trial on bioimpedance has commenced. Funding is received per patient recruited. Funds are paid to the trust R&D department.	Non-personal financial non-specific.	Declare and participate
AM	Co-author of paper published in ‘health expectations’ included in the symptom review.	Personal non-financial specific	Withdraw from recommendations for symptoms evidence review

NICE DOI policy classifications are:

- Personal financial specific
- Personal financial non-specific

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<ul style="list-style-type: none"><li>• Personal non-financial specific</li><li>• Personal non-financial non-specific</li><li>• Non-personal financial specific</li><li>• Non-personal financial non-specific</li></ul>
<p>The Chair and a senior member of the Developer's team noted that in relation to the previous declarations recorded in the DOI register, for this meeting, no actions apply.</p>
<b>3. Minutes and notes from GC8</b>
3.1 The minutes and notes from GC8 were agreed to be an accurate record of the meeting.
<b>4. Evidence review: Symptom recognition</b>
4.1 The committee discussed the evidence report and made draft recommendations.
<b>5. Health economic model: Model presentation</b>
5.1 The committee discussed the health economic modelling methods.
<b>6. Evidence review: Co-ordinating care</b>
6.1 The committee discussed the evidence report and made draft recommendations.
<b>7. Protocol: Information, education and support</b>
7.1 JG led a discussion on the draft protocol for information, education and support.
<b>8. Review of LETR for frequency of review</b>
8.1 SS led a discussion of the draft LETR for frequency of review. Edits were made as required.
<b>9. Any other business</b>
Updates were given, next steps agreed and action points assigned.

**Date of next meeting:** 06/09/2017

**Location of next meeting:** Boardroom, NGC