

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

Suspected Neurological Conditions Guideline Committee meeting

Date: 13/07/2016

Location: National Clinical Guideline Centre, 180 Great Portland Street,
London, W1W 5QZ

Minutes: Final

| Committee members present: | |
|--|---------------------------|
| Richard Grunewald (Chair), Consultant Neurologist | (Present for notes 1 – 6) |
| Katherine Carpenter, Consultant Clinical Neuropsychologist | (Present for notes 1 – 6) |
| Paul Eunson, Consultant Paediatric Neurologist | (Present for notes 1 – 6) |
| Susanne Friess, Consultant in Paediatric Neurodisability | (Present for notes 1 – 6) |
| Paul Hepple, GP | (Present for notes 1 – 6) |
| Nassif Mansour, GP | (Present for notes 1 – 6) |
| Guy Parckar, Lay member | (Present for notes 1 – 6) |
| Wojtek Rakowicz, Consultant Neurologist | (Present for notes 1 – 6) |
| Sandie Scrivens, Lay member | (Present for notes 1 – 6) |
| Tony Wootton, Lay member | (Present for notes 1 – 6) |

| In attendance: | | |
|-----------------------|--|-------------------------------|
| Saoussen Ftouh (SF) | Senior Research Fellow, NCGC | (Present for notes 1 – 6) |
| Alex Haines (AH) | Senior Health Economist, NCGC | (Present for notes 1 – 6) |
| Bernard Higgins (BH) | Clinical Director/ Guideline Lead, NCGC | (Present for notes 1 – 6) |
| Judith McBride (JMcB) | Senior Medical Editor, NICE | (Present for notes 4c – 5) |
| Natalie Pink (NP) | Project Manager | (Present for notes 1 – 6) |
| Claire Wallnutt (CW) | Information Scientist, | (Present for notes 4a) |

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| | | |
|--------------------|-----------------------------------|---------------------------|
| | NCGC | |
| Giulia Zuodar (GZ) | Document Editor/Process Assistant | (Present for notes 1 – 6) |

Apologies:

| | |
|--------------|--|
| Anna Botsie | Locum Children’s Physiotherapist |
| Ben Doak | Guidelines Commissioning Manager, NICE |
| Carole Gavin | Consultant Emergency Physician |
| Yee Yen Goh | Clinical Fellow, RCP |

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the fourth meeting of the Suspected Neurological Conditions Guideline Committee.

No members of the public asked to observe the meeting.

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

The Chair outlined the objectives of the meeting.

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 were made.

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

3. Minutes of last meeting

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.

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

4. Presentations and discussion

- a) SF presented the following draft protocols and the Committee discussed the issues in relation to this guideline:
 - Atraumatic facial pain
 - Dizziness
 - Tingling
- b) The Committee discussed the scope questions on examinations, assessment tools and investigative tests for use by non-specialists and made amendments to a protocol on the use of creatine kinase.
- c) The Committee discussed draft consensus recommendations and the linking evidence to recommendations template for weakness of limbs.
- d) The Committee discussed draft consensus recommendations for the following signs and symptoms:
 - Tremor in children
 - Unsteadiness of gait
 - Distortion of posture
 - Difficulty writing
 - Involuntary movements and tics

5. Any other business

The Committee was informed of the revised meeting schedule.

Date of next meeting: 12/09/2016 and 13/09/2016

Location of next meeting: Boardroom, NCGC, 5th floor, 180 Great Portland Street, London, W1W 5QZ