

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: 12/09/2016

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

Minutes: Final

| Committee members present: | |
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| Richard Grunewald (Chair), Consultant Neurologist | (Present for notes 1 – 6) |
| Anna Botsie, Locum Children's Physiotherapist | (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) |
| Carole Gavin, Consultant in Emergency Medicine | (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: | | |
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| Ben Doak | Guidelines Commissioning Manager, NICE | (Present for notes 1 – 6) |
| Saoussen Ftouh (SF) | Senior Research Fellow, NGC | (Present for notes 1 – 6) |
| Yee Yen Goh | Trainee Specialist | (Present for notes 1 – 6) |
| Alex Haines (AH) | Senior Health Economist, NGC | (Present for notes 1 – 6) |

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| Bernard Higgins (BH) | Clinical Director/ Guideline Lead, NGC | (Present for notes 1 – 6) |
| Jane Lynn (JL) | Business Analyst, NICE | (Present for notes 1 – 6) |
| Judith McBride (JMcB) | Senior Medical Editor, NICE | (Present for notes 1 – 6) |
| Natalie Pink (NP) | Project Manager | (Present for notes 1 – 6) |
| Claire Wallnutt (CW) | Information Scientist, NGC | (Present for notes) |

Apologies:

1. Welcome and objectives for the meeting

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

No members of the public asked to observe the meeting.

The Chair informed the Committee that no apologies had been received.

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 |
|-------------|----------------------------|---|-------------------------------------|-------------------------|
| Guy Parckar | Lay member | Trustee of Neurological Alliance – in August the Alliance produced a report about GP recognition of neurological conditions, which is relevant to the work of the Committee. No direct involvement in the production of | Specific non-personal non-financial | Declare and participate |

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| | | the report at all. | | |
| <p>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.</p> | | | | |
| 3. Minutes of last meeting | | | | |
| <p>The Chair asked the Committee if it wanted any changes made to the minutes of the last meeting.</p> <ul style="list-style-type: none">• One amendment was made to correct the dates of the next meeting. <p>The Committee agreed that the minutes were a true and accurate account of the meeting.</p> <p>The Chair confirmed that all matters arising had been completed or were in hand.</p> | | | | |
| 4. Presentations and discussion | | | | |
| <p>a) AH gave a presentation on resource impact.</p> <p>b) SF presented the following draft protocols and the Committee discussed the issues in relation to this guideline:</p> <ul style="list-style-type: none">• Non-epileptic paroxysmal events• Information, support and initial management advice <p>c) The Committee discussed the scope questions on examinations, assessment tools and investigative tests for use by non-specialists and agreed priority areas for evidence reviews:</p> <ul style="list-style-type: none">• Assessment tools for memory failure• HINTS test for dizziness• CK test for motor developmental delay <p>d) The Committee discussed draft protocols for the above areas and the issues in relation to this guideline.</p> <p>e) The Committee discussed draft consensus recommendations for the following signs and symptoms:</p> <ul style="list-style-type: none">• Memory failure• Acute confusion• Blackouts (transient loss of consciousness) | | | | |

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| 5. Any other business |
| None. |

Date of next meeting: 13/09/2016

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