

#### 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:** 13/09/2016

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

**Minutes:** Final

<b>Committee members present:</b>	
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)

<b>In attendance:</b>		
Ben Doak (BD)	Guidelines Commissioning Manager, NICE	(Present for notes 1 – 4c)
Saoussen Ftouh (SF)	Senior Research Fellow, NGC	(Present for notes 1 – 4c)
Alex Haines (AH)	Senior Health Economist, NGC	(Present for notes 1 – 4c)
Bernard Higgins (BH)	Clinical Director/	(Present for notes 1 –

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	Guideline Lead, NGC	4c)
Jane Lynn (JL)	Business Analyst, NICE	(Present for notes 1 – 4c)
Judith McBride (JMcB)	Senior Medical Editor, NICE	(Present for notes 1 – 4c)
Natalie Pink (NP)	Project Manager	(Present for notes 1 – 4c)

#### Apologies:

Yee Yen Goh (YYG)	Trainee Specialist
Claire Wallnutt (CW)	Information Scientist, NGC

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

The Chair welcomed the Committee members and attendees to the sixth 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 received.

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

No minutes were produced due to short timescales – they will be approved at GC7.

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

#### 4. Presentations and discussion

- a) The Committee discussed draft consensus recommendations for the following signs and symptoms:
- Slurred/disrupted speech
  - Sleep disorders
  - Atraumatic loss of sense of smell or taste
  - Onset of squint
  - Motor developmental delay
  - Hypotonia (infantile)
  - Dizziness
- b) NP presented a demonstration of Sharepoint.
- c) The Committee reviewed the draft Recommendations and Link to Evidence tables for recommendations agreed at GC4.

#### 5. Any other business

None.

**Date of next meeting:** 02/11/2016

**Location of next meeting:** Boardroom, NGC, 5<sup>th</sup> floor, 180 Great Portland Street, London, W1W 5QZ