

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

**End of Life Care Guideline Committee meeting****Date:** 23/11/2016**Location:** Wolfson and Exhibition Area, Academy of Medical Sciences, 41 Portland Place, London, W1B 1QH**Minutes:** Confirmed

Committee members present:	
Mark Thomas (MT) (Chair)	Present for notes 1 – 4
Sam Ahmedzai (SA)	Present for notes 1 – 10
Suzanne Kite (SK)	Present for notes 1 – 10
Susan Dewar (SD)	Present for notes 1 – 10
Elizabeth Webb (EW)	Present for notes 1 – 10
Sinead Clarke (SC)	Present for notes 1 – 10
Tracey Doherty (TD)	Present for notes 1 – 10
Jan Bolton (JB)	Present for notes 1 – 10
Annette Furley (AF)	Present for notes 1 – 10
Adam Firth (AFi)	Present for notes 1 – 10
Sue Hawkett (SH)	Present for notes 1 – 10
Emma Mason (EM)	Present for notes 1 – 10
Lucy Watts (LW)	Present for notes 1 – 10

In attendance:		
Lauren Ramjee (LR)	Health Economist, NGC	Present for notes 1 – 10
Kate Ashmore (KA)	Documents Editor/Process Assistant, NGC	Present for notes 1 – 10
Margherita Fanos (MF)	Senior Research Fellow, NGC	Present for notes 1 – 10
Ben Mayer (BM)	Research Fellow, NGC	Present for notes 1 – 10

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Elisabetta Fenu (EF)	Health Economics Lead, NGC	Present for notes 4 – 10
Kate Kelley (KK)	Guideline Lead/Associate Director, NGC	Present for notes 1 – 10
Caroline Keir (CK)	Guidelines Commissioning Manager, NICE	Present for notes 1 – 10
Catharine Baden-Daintree (CBD)	Medical Editor, NICE	Present for notes 1 – 10
Jane Lynn (JL)	Business Analyst, Resource Impact Assessment, NICE	Present for notes 1 – 10
Jeremy Wight (JW)	Clinical Advisor, NICE	Present for notes 1 – 10

Observers:

Rebecca Coles (RC)	Medical Student
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Apologies:

Penny Wosahlo (PW)	Allied Health Professional (Occupational Therapist)
Ian Setchfield (IS)	Secondary Care Nurse
Sarah Fisher (SF)	Allied Health Professional (Physiotherapist)
Declan O’Kane (DOK)	Geriatrician
Jan Ablett (JA)	Clinical Psychologist

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the eighth meeting of the End of Life Care Guideline Committee.

The Chair informed the Committee members that Rebecca Cole was observing the meeting.

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

The Chair outlined the objectives of the meeting.

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

Name	Declarations of Interest	Type of interest	Decision taken
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SA	<p>4 Nov 2016 – Took part in annual performance review of NIHR Cancer Cluster. Expenses and contractual salary.</p> <p>10 Nov 2016 – Chaired Trial Steering Group meeting for ICARE-P, a research project in community support for prostate cancer patients funded by NIHR RfPB. Expenses and research consultancy fee.</p> <p>13 Nov 2016 – Chaired research committee of Maggie’s Centres. Expenses only.</p> <p>21 Nov 2016 – Attended NCRI Supportive and Palliative Care clinical studies group research strategic planning meeting. Expenses only.</p>	Non-specific personal non-financial	Declare and participate
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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.

- 1) The minutes and working notes from GC7 were signed off with minor revisions.
- 2) Kate Kelley informed the GC that the guideline timeline had been extended by four months.
- 3) Margherita Fanos presented the Facilitator LETR. The Committee then discussed and made amendments.
- 4) Margherita Fanos presented the Lead Health Professional LETR. The Committee then discussed and made amendments.
- 5) Margherita Fanos informed the GC of the suggested idea to merge the two protocols for the identification of people in the last year of life and the identification of their carers, and presented the suggested protocol. The GC discussed and made amendments.
- 6) Margherita Fanos presented the Barriers to Access protocol and the GC discussed and made amendments.
- 7) Margherita Fanos presented the clinical evidence and Lauren Ramjee presented the economic evidence for the evidence review on multi-disciplinary teams. The GC discussed and drafted the LETR.
- 8) Margherita Fanos presented the clinical evidence and Lauren Ramjee presented the economic evidence for the evidence review on information sharing. The GC discussed and drafted the LETR.
- 9) Elisabetta Fenu and Lauren Ramjee updated the GC on the health economic model for the guideline.
- 10) Ben Mayer presented the clinical evidence and Lauren Ramjee presented the

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economic evidence for the evidence review on early versus late referral. The GC discussed.
Any other business
The Committee was informed about administrative matters relating to guideline development.

Date of next meeting: 23/02/2017

Location of next meeting: Pickering Rosenheim Room, Royal College of Physicians, 11 St Andrews Place, London, W1W 4LE.