

End of Life Care Guideline Committee meeting 2

Date: 12/04/2016

Location: Royal College of Physicians, the Donald Hunter Room

Minutes: Draft

Committee members present:		
Adam Firth (AFi)		(Present for notes 1 – 3)
Annette Furley (AF)		(Present for notes 1 – 3)
Declan O’Kane (DOK)		(Present for notes 1 – 3)
Elizabeth Webb (EW)		(Present for notes 1 – 3)
Ian Setchfield (IS)		(Present for notes 1 – 3)
Jan Ablett (JA)		(Present for notes 1 – 3)
Jan Bolton (JB)		(Present for notes 1 – 3)
Mark Thomas (MT) (Chair)		(Present for notes 1 – 3)
Penny Wosahlo (PW)		(Present for notes 1 – 3)
Sam Ahmedzai (SA)		(Present for notes 1 – 3)
Sarah Fisher (SF)		(Present for notes 1 – 3)
Sinead Clarke (SC)		(Present for notes 1 – 3)
Susan Dewar (SD)		(Present for notes 1 – 3)
Suzanne Kite (SK)		(Present for notes 1 – 3)
Tracey Doherty (TD)		(Present for notes 1 – 3)

In attendance:		
Caroline Keir (CK)	Guidelines Commissioner NICE	(Present for note 3 only)
Jane Lynn (JL)	Business Analyst – Resource Impact Assessment Team, NICE	(Present for notes 1 – 3)
Serena Carville (SC)	Acting Guideline Lead/Associate Director, NGC	(Present for notes 1 – 3)
Elisabetta Fenu (EF)	Health Economics Lead, NGC	(Present for notes 1 – 3)
Lauren Ramjee (LR)	Health Economist, NGC	(Present for notes 1 – 3)
Lina Gulhane (LG)	Joint Head of Information Science,	(Present for notes 1 – 3)

	NGC	
Margherita Fanos (MF)	Research Fellow, NGC	(Present for notes 1 – 3)
Tamara Diaz (TDi)	Project Manager, NGC	(Present for notes 1 – 3)
Sarah Hodgkinson (SH)	Senior Research Fellow, NCGC	(Present for notes 1 – 3)

Apologies:

Susan Latchem	Guideline Lead/Operations Director, NGC
Emma Mason	Guideline Committee Member, Acute Physician

1. Welcome and objectives for the meeting

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

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.

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

The GC revised the minutes of the last meeting and edits were made to declarations of interests for the following committee members. Pending these changes the group agreed the accuracy of the minutes of the last meeting.

Initials	Change to previous Declaration	Type of Interest	Decision taken
JA	Additional Declarations: Member of British Psychological Society (BPS).	Non-specific non-personal financial interest	Declare and participate
	Member and previous chair, of British Psychological Society, Faculty for psychologists working in oncology and palliative care	Non-specific non-personal financial interest	
	Macmillan badged health professional (post adopted by Macmillan, not funded by them)	Specific Non-personal financial	
	Occasional teaching on doctorate in clinical psychology programmes at University of Liverpool and at Lancaster University.	Non-specific personal financial	

	Company director of Hornblower Management company (not for profit limited company managing small number of flats in one property)	Non-specific personal non-financial	
SK	Additional Declaration: Regional EoLC Lead, Yorkshire and the Humber, December 2014-March 2016, one PA per week remunerated by NHS England.	Specific, non-financial interest	Declare and participate
EW	Edit to original declaration: Regional Executive Clinical Heads network – we receive payment from the Gold Standards Framework to deliver the programme.	Specific non-personal financial	Declare and participate

The following additional declarations were made by the committee members listed below, during committee meeting 2:

Initials	Declarations of Interest	Type of Interest	Decision taken
SA	Gave lecture on NICE Guideline NG31 Care of the Dying Adult at West Midlands CRN annual research network study day, Warwick 2 March 2016.	Specific personal non-financial	Declare and participate
	Gave joint lecture with Susan Dewar on NICE Guideline NG31 Care of the Dying Adult at Palliative Care Congress, Glasgow 9 March 2016.	Specific personal non-financial	
	Gave lecture on pharmacological aspects of pain management in palliative care at Palliative Care Congress, Glasgow 10 March 2016.	Specific personal non-financial	
	Gave lecture on NICE Guideline NG31 Care of the Dying Adult at conference 'Securing Quality and Compassion in End of Life Care', London 23 March 2016.	Specific personal non-financial	
	Involved in launch of RCP end of life care audit on 30 March 2016.	Specific personal non-financial	
	Gave lecture on supportive medical interventions in the stem cell transplant unit at EBMT 2016 conference, Valencia 4-6 April 2016	Specific personal non-financial	
AF	No longer director of living well dying well, but will continue to for the organisation, this is an unpaid role.	Specific personal non-financial	Declare and participate.

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

3. Presentations

- 1) The Chair introduced CK who delivered a presentation on the NICE guideline development programme.
- 2) The Chair introduced LR who delivered a presentation on Health economic signposting, methods guide and resourcing.

- 3) The Chair introduced SA who delivered a presentation on the updated Scope/Matrix of stages in the last 12 months of life. This presentation summarised breakout group feedback to the committee from the last Guideline Committee meeting.
- 4) The committee then split into two sub-groups to discuss 'information provision' and 'out-of-hours services'. Discussions focussed on models of service specification and delivery.

Any other business

The Committee was informed about administrative matters relating to guideline development. There being no further business the meeting ended at 4:00 p.m.

Date of next meeting: 13/04/2016

Location of next meeting: Academy of Medical Sciences, 41 Portland Place,
London, W1B 1QH