

End of Life Care Guideline Committee meeting 3

Date: 13/04/2016

Location: Academy of Medical Sciences, 41 Portland Place, London.

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)
Emma Mason (EM)	(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 notes 1 - 3)
Jane Lynn (JL)	Business Analyst – Resource Impact Assessment Team, NICE	(Present for notes 1 - 3)
Jennifer Hill (JH)	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	(Present for notes 1 - 3)

	Information Science, 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, NCGC
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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 Chair requested amendments to the declarations of interest register for the following items for guideline committee meeting 2 as follows.

Initials	Change to previous Declaration	Type of Interest	Decision taken
JA	<ul style="list-style-type: none"> Member of British Psychological Society (BPS). 	Non-specific non-personal financial interest	Declare and participate
	<ul style="list-style-type: none"> Member and previous chair, of British Psychological Society, Faculty for psychologists working in oncology and palliative care 	Non-specific non-personal financial interest	
	<ul style="list-style-type: none"> Macmillan badged health professional (post adopted by Macmillan, not funded by them) 	Specific Non-personal financial	
	<ul style="list-style-type: none"> Occasional teaching on doctorate in clinical psychology programmes at University of Liverpool and at Lancaster University. 	Non-specific personal financial	

Additional Declarations were made by new GC member Emma Mason who was joining the meeting for the first time.

Initials	Change to previous Declaration	Type of Interest	Decision taken
EW	<ul style="list-style-type: none"> Regional Executive Clinical Heads network – we receive payment from the Gold Standards Framework to deliver the programme. 	Specific non-personal financial	Declare and participate
EM	Member of All Wales Medicine Strategy Group.	Non-specific, personal, non-financial	Declare and participate.
	Out of hours on-call for Marie Curie Hospice, Penarth, South Glamorgan.	Specific, personal, non-financial	
	Member of All Wales Palliative Medicine Consultant Group	Specific, personal, non-financial	

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. There were no new declarations from Committee members since the previous day's meeting.

3. Presentations

- 1) The Chair introduced SH who delivered a presentation entitled: Introduction to Review Protocols.
- 2) SH led discussions on draft protocols for the following topics:
 - a. Complex Bereavement
 - b. Young Adults transition from children's to adult services.
- 3) The Chair introduced SA who delivered a presentation on the perceived weaknesses of the current services. This presentation supported planned breakout group work.
- 4) The committee then split into two sub-groups to discuss referral for complex bereavement and transition from children's to adult 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: 27/05/2016

4.0.03 DOC Committee minutes

Location of next meeting: Royal College of Physicians, Pickering Roseinheim Room.