

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: 28/07/2017

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

Minutes: Draft

| Committee members present: | |
|--|-------------------------|
| Mark Thomas (MT) (Chair) | Present for notes 1 – 6 |
| Sam Ahmedzai (SA) | Present for notes 1 – 6 |
| Annette Furley (AF) | Present for notes 4 – 6 |
| Adam Firth (AFi) | Present for notes 1 – 6 |
| Elizabeth Webb (EW) | Present for notes 1 – 6 |
| Emma Mason (EM) | Present for notes 1 – 6 |
| Jan Ablett (JA) | Present for notes 1 – 6 |
| Jan Bolton (JB) | Present for notes 1 – 6 |
| Sinead Clarke (SC) | Present for notes 1 – 6 |
| Susan Dewar (SD) | Present for notes 1 – 6 |
| Sarah Fisher (SF) | Present for notes 1 – 6 |
| Suzanne Kite (SK) | Present for notes 1 – 6 |
| Penny Wosahlo (PW) | Present for notes 3 – 6 |
| Tracey Hyland (TH) (Young Carers co-optee) | Present for notes 1 – 3 |

| In attendance: | | |
|-----------------------|---|-------------------------|
| Lauren Ramjee (LR) | Senior Health Economist, NGC | Present for notes 1 – 6 |
| Kate Ashmore (KA) | Documents Editor/Process Assistant, NGC | Present for notes 1 – 6 |
| Julie Neilson (JN) | Senior Research Fellow, | Present for notes 1 – 6 |

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|--------------------------|--|-------------------------|
| | NGC | |
| Ben Mayer (BM) | Research Fellow, NGC | Present for notes 1 – 6 |
| Kate Kelley (KK) | Guideline Lead/Associate Director, NGC | Present for notes 1 – 6 |
| Ann Louise Clayton (ALC) | Medical Editor, NICE | Present for notes 1 – 3 |

Apologies:

| | |
|--------------------------------|--|
| Ian Setchfield (IS) | Secondary Care Nurse |
| Tracey Doherty (TDo) | Commissioner of palliative care |
| Sue Hawkett (SH) | Lay member |
| Catharine Baden-Daintree (CBD) | Medical Editor, NICE |
| Caroline Keir (CK) | Guidelines Commissioning Manager, NICE |
| Jane Lynn (JL) | Business Analyst, Resource Impact Assessment, NICE |
| DH | |

1. Welcome and objectives for the meeting

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

No members of the public asked to observe this 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 |
|------|---|-----------------------------|-------------------------|
| SA | 15-21 June 2017. Lecture tour of Hong Kong and Manila, Philippines. Subjects mainly cancer pain management. One lecture entitled "Early integration of supportive care into oncology: evidence and barriers". Other lectures all on my own and others' research on opioids for cancer pain. Travelling expenses and hotel paid, received honorarium from pharma company (Mundipharma – financial, personal. 23 June 2017 – Conducted Masterclass for | Personal financial specific | Declare and participate |

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| | | | |
|---|--|--|--|
| | <p>University of Amsterdam, on medical aspects of palliative care (annual teaching event). Travelling expenses and hotel paid, received honorarium – financial, personal.</p> <p>13-19 July. Lecture tour in South Korea. Subjects – supportive and palliative care in oncology; cancer pain management. Travelling expenses and hotel paid, received honorarium from pharma company (Menarini) – financial, personal.</p> <p>23-27 July. Invited speaker at Asia Pacific Hospice Conference, Singapore. Topics – Biology of cancer pain; NICE NG31 guideline on care of dying adult, focus on pain management. Travelling expenses and hotel paid by charitable foundation. Received honorarium from pharma company (Menarini) – financial, personal.</p> | | |
| <p>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.</p> | | | |
| <ol style="list-style-type: none"> 1) The minutes and working notes from GC13 were signed off with minor revisions. 2) MT and KK gave feedback to the committee on the drafted chapter introductions. 3) BM presented the clinical evidence for the carer support services evidence review. LR informed the committee that there was no health economic evidence for this review. The committee discussed and drafted recommendations. 4) JN re-presented the barriers to carer involvement evidence review for the committee to consider alongside the carer support services evidence review. The committee discussed and drafted recommendations. 5) JN presented the clinical evidence for the barrier to accessing end of life care services evidence review. The committee discussed and drafted recommendations. 6) LR presented an update for the health economics costing for out of hours community services and the committee discussed. | | | |
| <p>Any other business</p> | | | |
| <p>The Committee was informed about administrative matters relating to guideline development.</p> | | | |

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Date of next meeting: 08/09/2017

Location of next meeting: Council Chamber, Royal Institute of British Architects,
66 Portland Place, London, W1B 1AD