

#### 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:** 24/02/2017

**Location:** Council Chamber, Royal College of Physicians, 11 St Andrews Place, London, W1W 4LE.

**Minutes:** Draft

<b>Committee members present:</b>	
Mark Thomas (MT) (Chair)	Present for notes 1 – 5
Suzanne Kite (SK)	Present for notes 1 – 5
Susan Dewar (SD)	Present for notes 1 – 5
Elizabeth Webb (EW)	Present for notes 1 – 5
Jan Bolton (JB)	Present for notes 1 – 5
Sue Hawkett (SH)	Present for notes 1 – 5
Emma Mason (EM)	Present for notes 1 – 5
Sarah Fisher (SF)	Present for notes 1 – 5
Jan Ablett (JA)	Present for notes 1 – 5
Penny Wosahlo (PW)	Present for notes 1 – 5
Ian Setchfield (IS)	Present for notes 1 – 5
Sam Ahmedzai (SA)	Present for notes 1 – 5

<b>In attendance:</b>		
Lauren Ramjee (LR)	Health Economist, NGC	Present for notes 1 – 5
Kate Ashmore (KA)	Documents Editor/Process Assistant, NGC	Present for notes 1 – 5
Margherita Fanos (MF)	Senior Research Fellow, NGC	Present for notes 1 – 5
Ben Mayer (BM)	Research Fellow, NGC	Present for notes 1 – 5
Margaret Constanti (MC)	Senior Health Economist	Present for notes 1 – 5

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	NGC	
Kate Kelley (KK)	Guideline Lead/Associate Director, NGC	Present for notes 1 – 5
Caroline Keir (CK)	Guidelines Commissioning Manager, NICE	Present for notes 1 – 5
Catharine Baden-Daintree (CBD)	Medical Editor, NICE	Present for notes 1 – 5

#### Apologies:

Sinead Clarke (SC)	Commissioner of palliative care
Annette Furley (AF)	Lay member
Adam Firth (AFi)	General Practitioner
Jane Lynn (JL)	Business Analyst, Resource Impact Assessment, NICE
Tracey Doherty (TD)	Commissioner of palliative care

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

The Chair welcomed the Committee members and attendees to the tenth 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	1. Continuing work on NICE Quality Standards on Last Days of Life and on Haematological Cancers. No payment.	Specific personal non-financial	Declare and participate
	2. Continuing work on ReSPECT programme for patient treatment escalation form. No payment.	Specific personal non-financial	
	3. Continuing work for NCRI on supportive and palliative care research in cancer. No	Non-specific personal non-	

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	payment.	financial	
4.	Continuing work for NIHR – National Speciality Lead for cancer supportive care and community research. Personal financial.	Non-specific personal financial	
5.	Lectures on Breathlessness and Cancer Cachexia, East European Supportive Care Conference. Belgrade, Serbia, 3 Dec 2016. Had travelling expenses and accommodation covered, no honorarium.	Non-specific personal non-financial	
6.	Lecture on Cancer Pain Management at all stages of disease. Hong Kong, 16 Feb 2017. Paid honorarium and travelling, accommodation. Personal financial.	Non-specific personal financial	
7.	Received honorarium for role as Editor-in-Chief of journal Current Opinion in Supportive and Palliative Care. Personal financial.	Non-specific personal financial.	
<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"> <li>1) Margherita Fanos presented the critical outcomes and the GC discussed.</li> <li>2) Kate Kelley presented the LETRs from the previous meeting and the GC discussed.</li> <li>3) The GC split into two groups to discuss and draft recommendations.</li> <li>4) Ben Mayer presented the clinical evidence for the smooth transitions review and the GC discussed and drafted recommendations.</li> <li>5) Kate Kelley presented the early versus late LETR and the GC discussed.</li> </ol>			
<p><b>Any other business</b></p>			
<p>The Committee was informed about administrative matters relating to guideline development.</p>			

**Date of next meeting:** 31/03/2017

**Location of next meeting:** Linacre and Sloane Room, Royal College of Physicians, 11 St Andrews Place, London, W1W 4LE.