

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: 08/05/2017

Location: Council Chamber, 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
Susan Dewar (SD)	Present for notes 1 – 6
Elizabeth Webb (EW)	Present for notes 1 – 6
Sinead Clarke (SC)	Present for notes 1 – 6
Tracey Doherty (TD)	Present for notes 1 – 6
Jan Bolton (JB)	Present for notes 1 – 6
Adam Firth (AFi)	Present for notes 1 – 6
Sue Hawkett (SH)	Present for notes 1 – 6
Emma Mason (EM)	Present for notes 1 – 6
Jan Ablett (JA)	Present for notes 1 – 6
Penny Wosahlo (PW)	Present for notes 1 – 6
Tracey Hyland (TH) (Young Carers co-optee)	Present for notes 1 – 6
Debbie Hustings (DH) (Young Carers co-optee)	Present for notes 1 – 6

In attendance:		
Lauren Ramjee (LR)	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, NGC	Present for notes 1 – 6

4.0.03 DOC Cmte minutes

Ben Mayer (BM)	Research Fellow, NGC	Present for notes 1 – 6
Kate Kelley (KK)	Guideline Lead/Associate Director, NGC	Present for notes 1 – 6
Margaret Constanti (MC)	Senior Health Economist	Present for notes 1 – 2
Caroline Keir (CK)	Guidelines Commissioning Manager, NICE	Present for notes 1 – 6
Catharine Baden-Daintree (CBD)	Medical Editor, NICE	Present for notes 1 – 6
Jane Lynn (JL)	Business Analyst, Resource Impact Assessment, NICE	Present for notes 1 – 6

Apologies:

Ian Setchfield (IS)	Secondary Care Nurse
Sarah Fisher (SF)	Allied Health Professional (Physiotherapist)
Annette Furley (AF)	Lay member
Suzanne Kite (SK)	Palliative Care Physician

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the twelfth 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	<ol style="list-style-type: none"> Co-chaired NIHR Cancer Charities Summit in London with Baroness Julia Neuberger – aim was to encourage cancer-related charities to do more to fund and facilitate research in hospices and community. 6.04.17. Travelling expenses paid. Part of my salaried part-time role in NIHR. Attended workshop in London on increasing research into stratified cancer medicine in 	Personal financial non-specific	Declare and participate

4.0.03 DOC Cmte minutes

	<p>primary care. 12.04.17. Travelling expenses paid. Part of my salaried part-time role in NIHR.</p> <p>3. Lecture at Westminster Health Forum in London on progress against NICE guideline NG31. 25.04.17. Travelling expenses paid. No fee.</p> <p>4. Pharmaceutical Advisory Board meeting for Mundipharma, on planning research for a new compound aimed at preventing chemotherapy-induced peripheral neuropathy and pain. 27.04.17. Travelling expenses and hotel paid. No fee.</p> <p>5. Lecture for MA Conferences in London on managing complex cases in early stage cancer and in cancer survivors. 28.04.17. Travelling expenses and hotel paid. No fee.</p> <p>6. Chaired and spoke at sessions (1) research into chronic pain and (2) pain in cancer. My lecture was on research evidence base for pain recommendations in NICE guideline NG31. 3-5.05.17. Travelling expenses and hotel paid. No fee.</p>	Personal non-financial specific	
PW	Change of job: new employer is Plexus HealthCare – providing rehabilitative case management through Occupational Therapy for Severe and Catastrophic injury and training programmes for care staff/providers.	Personal financial non-specific	Declare and participate
SC	Governing Body member South Cheshire and Vale Royal CCGs	Personal financial non-specific	Declare and participate

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) TH and DH informed the committee of key issues surrounding young carers and the committee discussed.
- 2) LR presented an update for the health economics costing for out of hours community services and the committee discussed.
- 3) The minutes and working notes from GC11 were signed off with no revisions.
- 4) SA gave a presentation on service models to support identification of people who may be entering the last year of life.
- 5) JN presented the clinical evidence for the service models evidence review. The committee discussed and drafted recommendations.
- 6) BN presented the clinical evidence for the advanced care planning evidence review. The committee discussed and drafted recommendations.

4.0.03 DOC Cmte minutes

Any other business
The Committee was informed about administrative matters relating to guideline development.

Date of next meeting: 15/06/2017

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