

4.0.03 DOC Cmte minutes

End of Life Care Guideline Committee meeting

Date: 01/09/2016

Location: Pickering and Rosenheim Room, Royal College of Physicians, 11 St Andrews Place, London, NW1 4LE

Minutes: Draft

Committee members present:		
Mark Thomas (MT) (Chair)		(Present for notes 1 – 5)
Sam Ahmedzai (SA)		(Present for notes 1 – 5)
Susan Dewar (SD)		(Present for notes 1 – 5)
Elizabeth Webb (EW)		(Present for notes 1 – 5)
Jan Ablett (JA)		(Present for notes 1 – 5)
Sinead Clarke (SC)		(Present for notes 1 – 5)
Tracey Doherty (TD)		(Present for notes 1 – 5)
Jan Bolton (JB)		(Present for notes 1 – 5)
Sarah Fisher (SF)		(Present for notes 1 – 5)
Annette Furley (AF)		(Present for notes 1 – 5)
Penny Wosahlo (PW)		(Present for notes 1 – 5)
Sue Hawkett (SH)		(Present for notes 1 – 5)
Emma Mason (EM)		(Present for notes 1 – 5)

In attendance:		
Kate Kelley (KK)	Guideline Lead/Operations Director, NGC	(Present for notes 1 – 5)
Elisabetta Fenu (EF)	Senior Health Economist, NGC	(Present for notes 1 – 5)
Lauren Ramjee (LR)	Health Economist, NGC	(Present for notes 1 – 5)
Lina Gulhane (LG)	Joint Head of Information Science, NGC	(Present for notes 1 – 5)
Tamara Diaz (TD)	Project manager	(Present for notes 1 – 5)
Sharon Swain (SS)	Senior Research Fellow, NGC	(Present for notes 1 – 5)
Caroline Keir (CK)	Guidelines Commissioning	(Present for notes 1 – 5)

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	Manager , NICE	
Margherita Fanos (MF)	Research Fellow, NGC	(Present for notes 1 – 5)

Apologies:

Adam Firth (AF)

Declan O’Kane (DOK)

Elizabeth Webb (EW)

Ian Setchfield (IS)

Sarah Fisher (SF)

Suzanne Kite (SK)

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the fifth 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

SA	<p>Committee member for Bowel Cancer UK project on ‘Critical gaps in bowel cancer research – Subgroup on Stage 4 cancer’, in London on 12 July 2016. Expenses only.</p> <p>Attended NIHR meeting of National Specialty Leads (my role = NSL for Cancer research outside the acute hospital) in London on 15 July 2016. Contractual payment from NIHR and expenses.</p> <p>Attended Maggie’s Centres Scientific Advisory Committee, in London on 19 July 2016. Expenses only.</p> <p>Member of NIHR Cancer and Nutrition project – nutritional studies subgroup. Participated in conference call on 25 July 2016. No financial interest.</p> <p>Committee member for NICE QS on ‘Care of dying adults in the last days of life’ – attended meeting in Manchester on 27 July 2016. Expenses only.</p> <p>CI for international RCT on new opioid drug for cancer</p>	<p>Non-specific non-financial personal</p> <p>Non-specific financial personal</p> <p>Specific personal non-financial</p> <p>Non-Specific non-financial personal</p> <p>Specific non-financial personal</p> <p>Non-specific</p>	<p>Declare and participate.</p>

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	<p>pain, sponsored by Grunenthal. Teleconference call to discuss results of trial, 30 July 2016. Honorarium.</p> <p>Meeting to be held on 1 September 2016 with representatives from Convatec Ltd to discuss potential trial with new subcutaneous injection system for supportive and palliative care in cancer patients – in my role as chair of NCRI Supportive and Palliative Care Clinical Studies Group. No financial interest.</p>	<p>personal financial</p> <p>Specific personal non-financial</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>			
<p>3. Membership Update: lay member: The group was introduced to Lucy Watts who will be attending all future GCs and contributing as a lay member on the guideline.</p>			
<p>4. Presentations</p>			
<ul style="list-style-type: none"> MF delivered a presentation on ‘understanding evidence reviews’. This presentation is designed to assist GC members with understanding how the technical team presents evidence for their consideration. 			
<ul style="list-style-type: none"> MF delivered a presentation summarising the draft review on Out of Hours service delivery. The group discussed the evidence summarising 			
<ul style="list-style-type: none"> EF and LR presented the results of the recently conducted Economic Prioritisation survey. The group heard that the two top priorities for health economic modelling are: 24/7 or out of hours care and Community based interventions. 			
<ul style="list-style-type: none"> EF and LR delivered a presentation entitled: ‘Out of Hours care – defining alternative strategies’. The group was asked to assist the technical team by defining the key issues for the out of hours question and the possible model details in terms of strategies compared. 			
<p>5. Any other business</p>			
<p>The Committee was informed about administrative matters relating to guideline development.</p>			

Date of next meeting: 12 October 2016

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