

End of Life Care Guideline Committee meeting

Date: 12/10/2016

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

Minutes: Draft

Committee members present:	
Mark Thomas (MT) (Chair)	Present for notes 1 – 11)
Sam Ahmedzai (SA)	Present for notes 1 – 11)
Suzanne Kite (SK)	Present for notes 1 – 11)
Susan Dewar (SD)	(Present for notes 1-4 and 10 – 11)
Elizabeth Webb (EW)	Present for notes 1 – 11)
Jan Ablett (JA)	Present for notes 1 – 11)
Sinead Clarke (SC)	Present for notes 1 – 11)
Tracey Doherty (TD)	Present for notes 1 – 11)
Jan Bolton (JB)	Present for notes 1 – 11)
Sarah Fisher (SF)	Present for notes 1 – 11)
Annette Furley (AF)	Present for notes 1 – 11)
Adam Firth (AFi)	Present for notes 1 – 11)
Declan O’Kane (DOK)	Present for notes 1 – 11)
Ian Setchfield (IS)	Present for notes 1 – 11)
Penny Wosahlo (PW)	Present for notes 1 – 11)
Sue Hawkett (SH)	Present for notes 1 – 11)
Emma Mason (EM)	Present for notes 1 – 11)

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 – 11)
Margherita Fanos (MF)	Senior Research Fellow, NGC	Present for notes 1 – 11)
Sharon Swain (SS)	Associate Director, NGC	Present for notes 1 – 11)
Caroline Keir (CK)	Guidelines Commissioning	Present for notes 1 – 11)

	Manager, NICE	
Catharine Baden-Daintree (CBD)	Medical Editor, NICE	Present for notes 1 – 11)

Apologies:

Lucy Watts (LW)	Lay member
Elisabetta Fenu (EF)	Health Economics Lead
Kate Kelley (KK)	Guideline Lead/Operations Director, NGC

1. Welcome and objectives for the meeting

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

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

Na me	Declarations of Interest	Type of interest	Decision taken
TDo	Gave a talk on the commissioning of End of Life Care at the National Association of Hospice at their home conference in Bristol. No fees received; expenses only.	Non-specific Personal Non-financial	Declare and participate
	Masters dissertation on ACP completed and handed in. Awaiting grade (December 2016).	Specific Personal Non-financial	
SA	5 Sept 2016 – Attended NIHR Cancer and Nutrition Programme workshop in capacity as National Specialty Lead for cancer research. Expenses only.	Non-Specific Personal Non-financial	Declare and participate
	12 Sept 2016 – Attended British Pain Society Council meeting. Expenses only.	Non-Specific Personal Non-financial	
	12 Sept 2016 – Meeting at NICE London HQ with Mark Baker and members of Medicines and Prescribing Programme – about progress on publishing guidelines for prescribing in the last days of life (left over from NICE guideline NG31. No financial interest.	Non-specific Personal Non-financial	
	<ul style="list-style-type: none"> 13 Sept 2016 – Lecture at ‘Understanding 	Non-specific Personal	

	modern government' conference on end of life care – topic was NICE guideline NG31. Expenses only.	Non-financial	
	<ul style="list-style-type: none"> 15 Sept 2016 – Lecture to Myeloma UK roadshow for haematology nurses on Supportive care for myeloma patients – focusing on managing side-effects of treatment. Expenses only. 	Non-specific Personal Non-financial	
	<ul style="list-style-type: none"> 19 and 20 Sept 2016 – Chaired NCRI Supportive and Palliative Care Clinical Studies Group meetings. Expenses only. 	Specific Personal Non-financial	
	<ul style="list-style-type: none"> 22 Sept 2016 – Lecture at Kings Fund conference on End of life care – my topics were NICE guideline NG31 and RCP national audit on last days of life in hospital. Expenses only. 	Non-specific Personal Non-financial	
	<ul style="list-style-type: none"> 11 Oct 2016 – Lectures at EFIC Winter Cancer Pain School in Liverpool – my topics were Review of guidelines for cancer pain management and Pain in cancer survivors. Honorarium and expenses. 	Non-specific Personal Financial	

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) Kate Ashmore informed the GC that two co-optees for young carers have been recruited.
- 2) Sharon Swain informed the GC that the timeline for the guideline has been extended and the call for evidence has closed.
- 3) The Chair informed the GC that the January meeting had been cancelled and there will now be a two-day meeting in February.
- 4) Margherita Fanos presented the Out of Hours LETR. The Committee then discussed and made amendments.
- 5) Tracey Doherty delivered a presentation on the commissioning cycle.
- 6) Sinead Clarke delivered a presentation on commissioning OOH palliative care.
- 7) Sharon Swain delivered a presentation on producing a service delivery guideline.
- 8) Catharine Baden-Daintree delivered a presentation on drafting NICE recommendations.
- 9) Margherita Fanos presented the clinical evidence and Lauren Ramjee

presented the economic evidence for the evidence review on multi-disciplinary teams. The GC discussed and drafted the Linking Evidence to Recommendations.

10) Margherita Fanos presented the clinical evidence and Lauren Ramjee noted that there was no economic evidence for the evidence review on facilitators. The GC discussed and drafted the Linking Evidence to Recommendations.

11) Margherita Fanos and Lauren Ramjee informed the GC that there was no clinical or economic evidence for the evidence review on lead health professionals. The GC discussed and drafted the Linking Evidence to Recommendations.

Any other business

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

Date of next meeting: 23/11/2016

Location of next meeting: Wolfson & Exhibition Area, Academy of Medical Sciences, 41 Portland Place, London, W1W 1QH.