

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

15/06/2017

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

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
Sue Hawkett (SH)	Present for notes 1 – 6
Emma Mason (EM)	Present for notes 1 – 6
Jan Ablett (JA)	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
Ian Setchfield (IS)	Present for notes 1 – 6
Sarah Fisher (SF)	Present for notes 1 – 6
Annette Furley (AF)	Present for notes 1 – 6
Suzanne Kite (SK)	Present for notes 1 – 6

In attendance:		
Sharon Swain	Associate Director, NGC	Present for notes 1 - 6
Lauren Ramjee (LR)	Health Economist, NGC	Present for notes 1 – 6
Tamara Diaz (TD)	Documents Editor/Process	Present for notes 1 – 6

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	Assistant, NGC	
Julie Neilson (JN)	Senior Research Fellow, NGC	Present for notes 1 – 6
Ben Mayer (BM)	Research Fellow, 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:

Adam Firth (AFi)	General Practitioner
Kate Kelley (KK)	NGC, Operations Director/Guideline Lead
Penny Wosahlo (PW)	Allied Health Professional

1. Welcome and objectives for the meeting

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

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	18.05.2017 – Invited lecture to University of Sussex Medical School to final year medical students – ‘My reflections on an academic career’. Expenses only.	Personal non-financial non-specific	Declare and participate
	07 June 2017. Met with Pharma company Tesaro in Sheffield medical School, to discuss research on new drug for chemotherapy-induced nausea and vomiting, on behalf of NCRI. No payment. I paid for beverages.	Personal non-financial non-specific	Declare and participate
	12 June 2017. Will start one week lecture tour of Far East on cancer pain management. One lecturer is entitled ‘Early integration of supportive	Personal financial non-specific	Declare and participate

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	care into oncology; evidence and barriers'. Other lecturers all on my own and others' research on opioids for cancer pain. Travelling expenses and hotel paid. Will receive honorarium from Mundipharma.		
AF	Living well, Dying Well. Interviewed in the Welcome Trust's Video production: 'the people who help you die better'. One of four 'End of Life Doulas, who have been trained to support people who are dying and their families. The video is held online and accessible by the public. https://mosaicscience.com/extra/i-help-people-live-until-very-last-moment	Specific personal non-financial	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.			
<ol style="list-style-type: none"> 1) The minutes from GC12 were signed off with minor revisions. 2) BM delivered presented an update on the carer support services evidence review for the committee's discussion. 3) JN delivered a presentation on qualitative reviews, for the group's information before presenting the review on barriers and facilitators to the involvement of carers of people important to those in their last year of life in planning and decision making. 4) LR delivered an update on health economics and guided group discussions on the results of the costing analysis for the guideline. The group discussed and agreed inputs for the analysis. 5) The group deferred the discussion of all draft recommendations to meeting 14. 6) TD guided the group's discussions on the draft outline and chapter order for the end of life care, service delivery guideline. The group was asked to volunteer their support for drafting individual chapter introductions. 			
Any other business			
The Committee was informed about administrative matters relating to guideline development. There being no further business the meeting ended at 16:30.			

Date of next meeting: 28/07/2017

Location of next meeting: Pickering Rosenheim room, the Royal College of Physicians, 11 St. Andrew's Place Regent's park, London, NW1 4LE.