

## Diverticular Disease Committee meeting 1

**Date:** 11/01/2018

**Location:** NGC Boardroom, Royal College of Physicians

**Minutes:** Final - Confidential

<b>Committee members present:</b>		
Christina Berry (CB)		(Present for notes 1 – 4)
Stephen Bradley (SB)		(Present for notes 1 – 4)
James Dalrymple (JD)		(Present for notes 1 – 4)
Jonathan Grunewald (JG)		(Present for notes 1 – 4)
David Humes (DH)		(Present for notes 1 – 4)
Nina Powell (NiP)		(Present for notes 1 – 4)
Claire Sheikh (CS)		(Present for notes 1 – 4)
Michael Sproat (MS)		(Present for notes 1 – 4)
Michelle Woodger (MW)		(Present for notes 3.4 – 4)

<b>In attendance:</b>		
Katie Broomfield (KB)	Document Editor/Process Assistant, NGC (notes)	(Present for notes 1 – 4)
Sophie Hughes (SH)	Health Economist, NGC	(Present for notes 1 – 4)
Caroline Keir (CK)	Guideline Commissioning Manager, NICE	
Ben Mayer (BM)	Research Fellow, NGC	(Present for notes 1 – 4)
Silvia Rabar (SR)	Senior Research Fellow, NGC	(Present for notes 1 – 4)
Lauren Ramjee (LR)	Senior Health Economist, NGC	(Present for notes 1 – 4)
Joseph Runicles (JR)	Information Specialist, NGC	(Present for notes 1 – 2)
Sharon Swain (SS)	Associate Director & Guideline Lead, NGC	(Present for notes 1 – 4)
Agnes Cuyas (AC) (observer)	Information Specialist Assistant, NGC	(Present for notes 1 – 4)

<b>Apologies:</b>		
Emma Chambers (EC)	Public Involvement Advisor, NICE	
Nancy Pursey (NaP)	Senior Project Manager, NGC	

## 1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the first meeting on diverticular disease. The Committee members and attendees introduced themselves.

The Chair informed the Committee that apologies had been received. These are noted above.

The Chair outlined the objectives of the meeting.

## Introductions

## 2. Confirmation of matter under discussion, and declarations of interest

The Chair asked everyone to verbally declare any interests that have arisen since application. The following new interests were received for this committee meeting:

<b>Committee Declarations of Interest</b>			
N.B. The Chair and Committee members were recruited to this guideline using NICE DOI policy published Sept 2014.			
<b>Insert initials</b>	<b>Declaration</b>	<b>Classification (as per the NICE DOI policy wording*)</b>	<b>Chair's action</b>
SB	Prescribing lead for practice (ends March 2018)	No conflict	Declare and participate
NICE DOI policy classifications are: <ul style="list-style-type: none"><li>• Personal financial specific</li><li>• Personal financial non-specific</li><li>• Personal non-financial specific</li><li>• Personal non-financial non-specific</li><li>• Non-personal financial specific</li><li>• Non-personal financial non-specific</li></ul>			

The DOI register was made available to the Committee chair. The chair reviewed the DOI register and deemed that none of the original DOIs were in conflict with the agenda topics and clinical questions under discussion at the meeting.

## 3. Presentations and discussion

3.1 SS gave a presentation on the NICE policy on declaring and dealing with conflicts of interest.

3.2 SS gave a presentation on the NGC and working practices.

3.3 CK gave a presentation on the role of the Guideline Commissioning Manager

and working with NICE.

- 3.4 JR gave a presentation on the role of the Information Specialist.
- 3.5 BM gave a presentation on the role of the Research Fellow.
- 3.6 SH gave a presentation on the role of the Health Economist.
- 3.7 DH gave a presentation on the key clinical issues for diverticular disease.
- 3.8 JD gave a presentation on the scope.
- 3.9 SR led a discussion on the draft protocol for conservative management for diverticulosis.
- 3.10 SR led a discussion on the draft protocol for treatment of diverticular disease.
- 3.11 SR led a discussion on the draft protocol for non-surgical treatments for acute diverticulitis.

#### **4. Any other business**

The group discussed next steps and agreed action points.

**Date of next meeting:** 22/02/2018

**Location of next meeting:** Boardroom, Royal College of Physicians