

4.0.03 DOC Cmte minutes

Tinnitus Committee meeting 9

Date: 14/05/2019

Location: Boardroom, Royal College of Physicians, London

Minutes: Confirmed

Committee members present:		
Tracey Moore (Chair) (TM)		(Present for notes 1 – 9)
Veronica Kennedy (Topic advisor) (VK)		(Present for notes 1 – 9)
Claire Banks (CB)		(Present for notes 1 – 9)
Beth-Anne Culhane (BAC)		(Present for notes 1 – 9)
Michelle Foster (MFo)		(Present for notes 1 – 9)
Laurence McKenna (LMK)		(Present for notes 1 – 9)
David Stockdale (DS)		(Present for notes 1 – 9)
Lucy Partridge (LuP)		(Present for notes 1 – 9)
Emma Dickson (ED)		(Present for notes 1 – 9)

In attendance:		
Jennifer Hill (JH)	Guideline Lead	(Present for notes 1 – 9)
Sedina Lewis (SL)	Senior Research Fellow	(Present for notes 1 – 9)
Richard Clubbe (RC)	Research Fellow	(Present for notes 1 – 9)
Emtiyaz Chowdhury (EC)	Health Economist	(Present for notes 1 – 9)
Giulia Zuodar (GZ)	Project Manager	(Present for notes 1 – 9)
Catrina Charlton (CC)	Guidelines Commissioning Manager, NICE	(Present for notes 1 – 9)
Ian Mather (IM)	Business Analyst, NICE	(Present for notes 1 – 9)
Annette Mead (AM)	Senior Editor, NICE	(Present for notes 1 – 9)
Anna Sparshatt (AS)	Senior Digital Editor,	(Present for notes 1 – 9)

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	NICE	
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Apologies:

Mark Fleming (MFI)	GC member
Linda Parton (LiP)	GC member
John Phillips (JP)	GC member

Observers:

Gill Ritchie (GR)	Associate Director, NGC
Stephen Pattison (SP)	NGC Management Board Member

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the ninth meeting on Tinnitus. The Committee members and attendees introduced themselves.

CC noted that previous versions of the minutes mentioned that no members from the public were asked to attend the meeting. This sentence was incorrect as it does not apply to topic-specific committees and therefore it was agreed to amend all previous minutes.

The Chair informed the Committee that apologies were received from MF, LiP and JP.

The Chair outlined the objectives of the meeting.

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

The Chair confirmed that, for the purpose of managing conflicts of interest, the matter under discussion was the draft recommendations from all the areas covered by the guideline.

The Chair asked everyone to verbally declare any interests that have arisen since the last meeting.

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
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LuP	GC member	Contributing author on article: A scoping review to catalogue tinnitus problems in children International Journal of Paediatric Otorhinolaryngology	Direct, non-financial	Not directly relevant to any reviews. Declare and participate
VK	GC member	Contributing author on article: A scoping review to catalogue tinnitus problems in children International Journal of Paediatric Otorhinolaryngology	Direct, non-financial	Not directly relevant to any reviews. 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.

3. NICE pathway

The committee was given a presentation on the NICE pathway.

4. Agree draft recommendations

The committee discussed and amended the draft recommendations.

5. Agree top five research recommendations

The committee discussed the top five research recommendations.

6. Counselling

The committee discussed and agreed an alternative definition of the Tinnitus counselling concept as 'support for people with tinnitus'.

7. Guideline algorithms: secondary care

The committee did not have time to discuss the algorithm for secondary care and will do so at the next meeting.

8. Re-runs of the searches

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The committee was given a presentation on re-runs of the searches for the guideline questions.
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9. Any other business

None.

Date of next meeting: 18/06/2019

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