

4.0.3 DOC Cmte minutes

Abdominal Aortic Aneurysm Guideline Committee – development

Date: 03/11/2015

Location: Mercure Manchester Piccadilly

Minutes: Final



Committee members present:	
Andrew Bradbury (Chair)	(Present for notes 1–7)
Roger Good (RG)	(Present for notes 1–7)
Chris Hammond (CH)	(Present for notes 1–7)
Karen Jellett (KJ)	(Present for notes 1–7)
Gillian Kitching (GK)	(Present for notes 1–7)
Claire Martin (CM)	(Present for notes 1–7)
Adam Pichel (AP)	(Present for notes 1–7)
Eshan Senanayake (ES)	(Present for notes 2–7)
Matthew Slater (MS)	(Present for notes 1–7)
Matt Thompson (MT)	(Present for notes 1–7)
Noel Wilson (NW)	(Present for notes 1–7)
Jugdeep Dhesi (JD)	(Present for notes 1–7)

In attendance:		
Sarah Stephenson (SSt)	NICE – Guideline Commissioning Manager	(Present for notes 1–7)
Lucy Hoppe (LH)	ICG – Technical Analyst	(Present for notes 1–7)
Rachel Houten (RH)	ICG – Health Economist	(Present for notes 1–7)
Sue Spiers (SSp)	ICG – Associate Director	(Present for notes 1–7)
Sue Ellerby (SE)	ICG – Clinical Advisor	(Present for notes 1–7)
Gabriel Rogers (GR)	ICG – Technical Advisor (HE)	(Present for notes 1–7)
Holly Irwin (HI)	ICG – Project Manager	(Present for notes 1–7)
Sarah Glover (SG)	NICE – Information Specialist	(Present for notes 1–7)
Erin Whittingham (EW)	Public Involvement Advisor	(Present for notes 1–4)

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Observers:	
Sarah Mills (SM)	ICG – Project Manager
Helen Dickenson (HD)	NICE Guideline Coordinator
Hema Ali (HA)	NICE Guideline Coordinator

Apologies:	
Tamsin Ribbons	Committee member

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1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the first meeting on abdominal aortic aneurysm.

Apologies for the meeting were received as detailed above.

The Chair outlined the proposed objectives of the meeting, which included:

- Introductions; committee & NICE staff
- Role of chair, committee, Guideline Commissioning Manager, Public Involvement Programme and Project Manager
- Introduction to health economics
- Agreeing review questions
- Initial discussion around identifying priorities for health economic analysis

The Chair invited the committee members and NICE staff to introduce themselves to the whole committee. The Chair gave a presentation highlighting the importance and potential impact of the guideline. The wider presentation introduced the guideline committee to the role of Chair and the committee, and an overview of the process of guideline development.

2. Developing NICE clinical guidelines

The Chair introduced EW, who gave a presentation on the Public Involvement Programme and the role and value of lay committee members. The Chair thanked EW for her presentation.

The Chair introduced SSt, who delivered a presentation outlining the role of the NICE Guideline Commissioning Manager. SSt also provided a context for the development of clinical guidelines within NICE as a wider organisation. The Chair thanked SSt for her presentation.

The Chair introduced HI, who presented an outline of the role of the project manager and also reiterated some of the key points relating to declarations of interest and claiming expenses. HI informed the committee that for future meetings SM would undertake the project manager role for this guideline. The Chair thanked HI for her presentation.

3. Declarations of interest (DOI)

The DOI register was made available to the Chair. The Chair reviewed the DOI register and declared that in relation to the previous declarations recorded in the DOI register, for this meeting, no committee members were asked to withdraw from the meeting.

New declarations of interest defined as requiring consideration, for this or future meetings, by the NICE Conflict of Interest policy are outlined below:

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Initials	Declaration	Classification	Chairs action
MT	Departmental research grant funding from Medtronic and Endologix	Specific, non-personal financial	Declare and participate (to be excluded from future meetings where evidence on products made by these companies is considered)
MT	Involved in several published departmental research papers on abdominal aortic aneurysm	Reputational	Declare and participate (will assess requirement for exclusion from discussion at future meetings where relevant research papers are considered)

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.

4. Guideline development presentations

The Chair introduced MT who provided an introduction to the morphology of abdominal aortic aneurysms in the context of the guideline scope. There was discussion about the guideline scope and its relationship to existing policy and technical appraisals.

Action: SSt to liaise with NHS England regarding existing policy on complex EVAR and to feed back to the committee via HI.

The Chair introduced LH who presented an overview of the process of guideline development and a summary of the scope for the Abdominal Aortic Aneurysm Guideline. SG presented a summary of the process involved in literature searching, including a high level strategy for searches for the guideline. RH presented NICE's rationale for the inclusion of health economics in guideline development alongside information on how the committee would be involved in this process.

Action: Interested committee members to contact HI to book a place on a health economic training day.

5. Agreeing Review Questions

LH introduced a number of draft review questions to the committee (RQs 1-18). The committee considered each of the draft review questions making minor amendments where appropriate. It was suggested that data from the National Vascular Registry and the National AAA Screening

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programme could be helpful to inform the guideline.

Action: SSp to make contact with the National Vascular Registry and agree a process for requesting data (should this be required).

6. Health economics – priority setting

Due to a lack of time this item was deferred to the next meeting.

7. Next steps

The Chair thanked the committee for their time and contribution to the meeting. The venue, date and time of the next meeting was confirmed.

Date of next meeting: Tuesday 15th December

Location of next meeting: NICE offices, Manchester