

## Shared Decision Making - Committee Meeting 5 minutes

### Shared Decision Making Committee meeting 5

**Date:** 11<sup>th</sup> December 2019

**Location:** NICE Offices, Manchester

**Minutes:** Final

<b>Committee members present:</b>	
Marie Burnham (MB (Chair))	Present for notes 1 – 8
Adrian Edwards (AE)	Present for notes 1 – 8
Nina Barnett (NB)	Present for notes 1 – 8
David Metcalfe (DM)	Present for notes 1 – 8
Helen Morgan (HM)	Present for notes 1 – 8
Sian Phipps (SP)	Present for notes 1 – 8
Carole Pitkeathley (CP)	Present for notes 1 – 8
Louisa Polak (LP)	Present for notes 1 – 8
Joshua Reuggar (JP)	Present for notes 1 – 8
David Shaw (DS)	Present for notes 1 – 8
Chloe Stewart (CS)	Present for notes 1 – 8
Richard Thomson (RT)	Present for notes 1 – 8
Wendy Thompson (WT)	Present for notes 2 - 8
Nigel Westwood (NW)	Present for notes 1 – 8
Georgina Wiley (GW)	Present for notes 1 – 8

<b>In attendance:</b>		
Chris Carmona (CC)	Senior Technical Analyst	Present for notes 1 – 8
Joe Crutwell (JC)	Technical Analyst	Present for notes 1 – 8
Amy Finnegan (AF)	Information Specialist	Present for notes 1 – 8
Vonda Murray (VM)	Project Manager	Present for notes 1 – 8
Gabriel Rogers (GR)	Technical Analyst – Health Economics	Present for notes 1 – 8
Susan Spiers (SS)	Associate Director	Present for notes 1 – 8

<b>Observers:</b>		
Emma Bradley	NICE - Administrator	Present for notes 1 – 8
Victoria Lyle	NICE - Scholar	Present for notes 1 – 8

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Olivia Niziolek	NICE - Finance Assistant	Present for notes 1 – 8
Louisa Regan	Nice - Implementation Advisor	Present for notes 1 – 8

### Apologies:

Rupert Franklin	NICE- Senior Guideline Commissioning Manager
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### 1. Welcome and objectives for the meeting

The Chair welcomed the committee members and attendees to the 5th meeting of the shared decision making committee.

SS welcomed the Chair, MB to the committee. The committee and observers provided introductions. It was noted that the committee would like to pass on their thanks to Ros Levenson, who was the guideline committee Chair, until October 2019.

**Action** - SS to write to Ros Levenson to thank her for chairing the committee and her contribution to the development of the shared decision making guideline

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

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

- Review of the evidence reviews for;
  - What are the most effective approaches and activities to support the following groups to engage with shared decision making:
    - (a) people using healthcare services, and their families, carers and advocates?
    - (b) healthcare providers?
  - What are the barriers to, and facilitators for, engagement with shared decision making by:
    - (a) people using healthcare services, and their families, carers and advocates?
    - (b) healthcare providers?
  - What are the most effective approaches and activities to normalise shared decision making in the healthcare system?
- Review options / core components, for what are the core components of effective shared decision making approaches and activities?
- Discussion on expert witnesses

The DOI register was made available to the Chair and committee. The Chair and a senior member of the Developer's team noted that the interests declared did not

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prevent the attendees from fully participating in the meeting.

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
<b>Marie Burnham (Chair)</b>	Lay Chair of West Yorkshire and Harrogate Clinical Commissioning Groups	Independent Chair for Central Lancashire Integrated Care partnership (salaried)	Direct, financial	Declare and participate – Not specific to the scope of the guideline

The Chair asked the committee if it wanted any changes made to the minutes of the last meeting. The Committee then agreed that the minutes were a true and accurate account of the meeting.

**2. RQ1.1 What are the most effective approaches and activities to support the following groups to engage with shared decision making:**  
**(a) people using healthcare services, and their families, carers and advocates?**  
**(b) healthcare providers?**

**RQ1.2 What are the barriers to, and facilitators for, engagement with shared decision making by:**  
**(a) people using healthcare services, and their families, carers and advocates?**  
**(b) healthcare providers?**

- **Combined chapter – review**
- **Suggested draft recs - review**

The Chair introduced JC, Technical Analyst who gave a presentation on the effectiveness of approaches and activities to increase engagement in shared decision making and the barriers and facilitators to engagement. The Chair thanked JC for their presentation. The committee discussed the issues presented in relation to this guideline.

**3. RQ 1.3 What are the core components of effective shared decision making approaches and activities?**

- **Selecting core components**

The Chair introduced CC, Senior Technical Analyst who gave a presentation about the selection of core components, for the evidence review on the core components of effective shared decision making. The Chair thanked CC for their presentation, the

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committee discussed which core components should be included for the analysis.
<b>4. and 5. RQ2.1 What are the most effective approaches and activities to normalise shared decision making in the healthcare system?</b> <ul style="list-style-type: none"><li>• Review</li></ul>
The Chair introduced JC who gave a presentation on effectiveness of approaches and activities to support shared decision making. The Chair thanked JC for their presentation. The committee discussed the issues presented in relation to this guideline.
<b>6. Expert witness brief</b>
The Chair introduced CC who provided a presentation on progress made in regard to arranging for expert witnesses to attend a future committee meeting to share their expertise with the committee on the most effective approaches and activities to normalise shared decision making in the healthcare system. CC led a discussion around developing a brief for the expert witnesses.
<b>7. Any other business</b>
No other business to discuss
<b>8. Summary and next steps</b>
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 21st January 2020

**Location of next meeting:** NICE Offices – London