

**Shared Decision Making Committee meeting 8**

**Date:** 22nd July 2020

**Location:** Virtual committee meeting by Zoom

**Minutes:** Final

<b>Committee members present:</b>	
Marie Burnham (MB (Chair))	Present for notes 1 – 5
Nina Barnett (NB)	Present for notes 1 – 5
Adrian Edwards (AE)	Present for notes 1 – 5
Gilli Erez (GE)	Present for notes 1 – 5
David Metcalfe (DM)	Present for notes 1 – 5
Helen Morgan (HM)	Present for notes 1 – 5
Sian Phipps (SP)	Present for notes 1 – 5
Carole Pitkeathley (CP)	Present for notes 1 – 5
Louisa Polak (LP)	Present for notes 1 – 5
David Shaw (DS)	Present for notes 1 – 5
Chloe Stewart (CS)	Present for notes 1 – 5
Richard Thomson (RT)	Present for notes 1 – 5
Nigel Westwood (NW)	Present for notes 1 – 5

<b>In attendance:</b>		
Chris Carmona (CC)	Senior Technical Analyst	Present for notes 1 – 5
Sarah Catchpole (SC)	Medical Editor	Present for notes 1 – 5
Joe Crutwell (JC)	Technical Analyst	Present for notes 1 – 5
Amy Finnegan (AF)	Information Specialist	Present for notes 1-2, part of 3, 4-5
Rupert Franklin (RF)	Senior Guideline Commissioning Manager	Present for notes 1 – partway through 3
Anthony Gildea (AG)	Project Manager	Present for notes 1 – partway through 2
Edgar Masanga (EM)	Business Analyst - Resource Impact Assessment	Present for notes 1 – 5
Vonda Murray (VM)	Project Manager	Present for notes 1 – 5
Rebecca Parsons (RP)	Programme Manager	Present for notes 1 – partway

		through 2
Gabriel Rogers (GR)	Technical Analyst – Health Economics	Present for notes 1 – partway through 3
Susan Spiers (SS)	Associate Director	Present for notes 1 – 5

**Apologies:**

Wendy Thompson	Committee member
Joshua Ruegger	Committee member

**1. Welcome and objectives for the meeting**

The Chair welcomed the committee members and attendees to the 8th meeting of the shared decision-making committee.

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

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

- Evidence review and discussion on what are the core components of effective shared decision-making approaches and activities.

The Chair asked everyone to verbally declare any interests that have arisen since the last meeting, these are noted below.

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 prevent the attendees from fully participating in the meeting.

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
Carole Pitkeathley	Lay Member	Committee member on the NICE COVID-19 Rapid Guidelines Expert Panel, Systemic Anti-cancer Treatment or radiotherapy on the risk of severe illness or death in patients with cancer and COVID-19.	Direct, financial	Declare and participate
Sian Phipps	Lay Member	Committee member of the Genomics Wales Partnership Patient and	Direct, financial	Declare and participate

		Public Sounding Board		
Chloe Stewart	Chartered Health Psychologist	Clinical Lead for Personalised Care Sussex Integrated Care System (ICS)	Direct, financial	Declare and participate
Nigel Westwood	Lay Member	Member of NICE Technology Appraisal Committee B	Direct, financial	Declare and participate

The Chair asked the committee if they 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. RQ1.3 What are the core components of effective shared decision making approaches and activities?**

- **Evidence presentation**

The Chair introduced JC, Technical Analyst who gave a presentation what are the core components of effective shared decision-making approaches and activities. The Chair thanked JC for their presentation.

**3. RQ1.3 What are the core components of effective shared decision making approaches and activities?**

- **Discussion and recs**

The Chair facilitated a discussion around the evidence presented by JC

**4. AOB**

No other business

**5. Summary and next steps**

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

**Date of next meeting:** Wednesday 2nd September, 08:45 to 12:00

**Location of next meeting:** Virtual