

**Babies, Children and Young People's experience of Healthcare Guideline
Committee Meeting 8**

Date: 15th January 2020

Location: RCOG, Room 105, London

Minutes: Final

Committee members present:	
Catherine White (Chair)	Present for notes 1 – 6
Dougal Hargreaves (Topic Adviser)	Present for notes 1 – 6
Grace Atkins	Present for notes 1 – 6
Emma Beeden	Present for notes 1 – 6
Nathan Randles	Present for notes 1 – 6
Kath Evans	Present for notes 1 – 6
Sallie Bloomfield	Present for notes 1 – 6
Rachel Elvins	Present for notes 1 – 6
James McTaggart (via VC)	Present for notes 1 – 6
Richard Churchill	Present for notes 1 – 6
Xanthe Hodgson	Present for notes 1 – 6
Paul Ashley	Present for notes 1 – 6
Catherine Churchill	Present for notes 1 – 6
Amy Overend	Present for notes 1 – 6

In attendance:		
Hilary Eadon	NGA Guideline Lead	Present for notes 1 – 6
Patrice Carter	NGA Senior Systematic Reviewer	Present for notes 1 – 6
Anuja Pandey	NGA Systematic Reviewer	Present for notes 1 – 6
Alice Navein	NGA Systematic Reviewer	Present for notes 1 – 6
Stephanie Armstrong	NGA Health Economist	Present for notes 1 – 6
Feima Ndoeka	NGA Project Manager	Present for notes 1 – 6
Charlie Fairhurst	NGA Clinical Advisor	Present for notes 1 – 6
Gareth Murphy	NICE Business Analyst	Present for notes 1 – 6
Rakhee Shah	NGA Clinical Fellow	Present for notes 1 – 6
Joanna Carr	Senior Participation Development Officer, National Children's Bureau (NCB)	Present for notes 1 – 4

Apologies:	
Aishah Farooq	Committee Member
Charity Gondwe	Committee Member
Cath Hubbuck	Committee Member
Joanna Shaw	Committee Member
Catrina Charlton	NICE Guideline Commissioning Manager

1. Welcome and objectives for the meeting

The Chair welcomed the committee members and attendees to the 8th guideline committee meeting on Babies, children and young people's experience of healthcare. The Chair acknowledged apologies received as noted above.

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 babies, children and young people's experience of healthcare. The Chair asked everyone to verbally declare any interests that have arisen since the last meeting. No new declarations were made.

The Chair confirmed two members of the NGA team were leaving- Anuja Pandey and Rakhee Shah.

The Chair outlined the objectives of the meeting.

3. Minutes of last meeting

A slight amendment was required on the committee meeting 6 minutes – Kath Evans had attended all the meeting and not just part. After the amendment the minutes from the last meeting were agreed as an accurate record.

4. Presentations

The Chair introduced the following presentations:

Joanna Carr, NCB Senior Participation Development Officer presented an update and feedback from reference groups.

Rakhee Shah, NGA Clinical Fellow presented the analysis of the grey literature surveys.

Alice Navein, NGA Systematic Reviewer presented the evidence review for 4.1b (quant) What factors are important to babies, children and young people to improve their experience of healthcare services?

Anuja Pandey, NGA Systematic Reviewer presented the evidence review for 2.1 How do children and young people, and the parents or carers of babies and young children prefer to access healthcare information?

The Chair thanked all the presenters.

5. Questions and discussion

The committee discussed the feedback from the reference groups, and in particular the evidence relevant to question 4.1b (quant) and 2.1.

The committee discussed the evidence review for 4.1b (quant) & 2.1 and agreed recommendations.

The committee discussed the edits received from the NICE editor to the previous recommendations for evidence reviews (1.3, 5.1, 5.2, 6.1 & 7.1) and made amendments where required. The committee also discussed the grey literature and the feedback from the reference groups that was relevant to these review questions, and amended the recommendations where necessary.

6. AOB

The chair confirmed the next meeting will be held at the Broadway House. The meeting closed at 5pm.

Date of next meeting: 27th February 2020

Location of next meeting: Broadway House (Tothill St, Westminster, London SW1H 9NQ), London