

## Looked After Children and Young People GComm 1 minutes 20.05.19

### Looked after children and young people - Committee Meeting 1

**Date:** 20<sup>th</sup> May 2019

**Location:** NICE offices London

**Minutes:** Draft



<b>Committee members present:</b>		
Marie Burnham (MB)	Chair	Present for all
Melanie Bracewell	Consultant Community Paediatrician,	Present for all
Stephanie Butler	Lay member	Present for all
Devonte Cook (with James Rattigan)	Lay member	Present for all
Claire Currie	Consultant in Public Health	Present for all
Louise Edwards	Lay member	Present for all
Maureen Giles	Education consultant for LACYP	Present for all
Julie Hamilton	Director, Keys Childcare	Present for all
Renu Jainer	Consultant Community Paediatrician	Present for all
Nancy Sayer	Consultant Nurse	Present for all
Jenifer Wakelyn	Child and adolescent psychotherapist	Present for all
David Whatton	Lay member	Present for all

<b>In attendance:</b>		
Jenny Craven (JC)	Information Specialist	Present for all
Stephen Duffield (SD)	Technical Analyst	Present for all
Anthony Gildea (AG)	Project Manager	Present for all
Ross Maconachie (RM)	Health Economics, Technical Adviser	Present for all
Caroline Mulvihill (CM)	Technical Adviser	Present for all
Sarah Scott (SSc)	Public Involvement Adviser	Present for all
Sue Spiers (SS)	Associate Director	Present for all
Nick Staples (NS)	Guideline Commissioning Manager	Present for Items 1-6
Julie Vile	NICE Field Team	Present for all

<b>Apologies:</b>	
Wendy Nicholson	Public Health England
Kat Smoraczewska	Social Worker

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### Item 1

- Introductions and committee working
- Guideline committee composition
- NICE team composition
- Role of the chair
- DOI's

### Item 1

The Chair welcomed the Committee members and attendees to the 1<sup>st</sup> meeting on Looked after children and young people.

The Chair invited the committee members and NICE staff to introduce themselves. The Chair outlined the objectives of the meeting, which included:

Reviewing the; scope, review protocols, health economics priority setting  
Learning more about; the role of the committee, public involvement programme, commissioning, project management, information services, guideline development

The Chair introduced the guideline committee to; the role of the Chair and the role and responsibilities of the committee, and an overview of the process of guideline development.

The DOI register was made available to the Chair and committee. The Chair reviewed the DOI register, no conflict of interest was identified for the meeting, and all committee members were eligible to attend the committee meeting and contribute to the discussions.

### Item 2

- Public Involvement Programme presentation

### Item 2

The Chair introduced Sarah Scott, Public Involvement Adviser who gave a presentation on the role of the Public Involvement Programme (PIP).

The committee were given the opportunity to ask questions. The Chair thanked Sarah for her presentation.

### Item 3 -

- Role of the Guideline Commissioning Manager presentation

### Item 3

The Chair introduced Nick Staples, Guideline Commissioning Manager who gave a presentation on the role of the Guideline Commissioning Manager.

The committee were given the opportunity to ask questions. The Chair thanked Nick for his presentation.

### Item 4

- Role of the Project Manager, expenses & Dols

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### Item 4

The Chair introduced Anthon Gildea, Project Manager who gave a presentation on the role of the Project Manager and declarations of interest (DOI). Jacqueline Durkin also joined the meeting via video conference in Manchester to explain the expense system to the committee.

The committee were given the opportunity to ask questions. The Chair thanked Anthony and Jacqueline for their presentation.

### Item 5

- Information Services presentation

### Item 5

The Chair introduced Jenny Craven, Information Specialist who gave a presentation on the role of Information Services.

The committee were given the opportunity to ask questions. The Chair thanked Jenny for her presentation.

### Item 6

- Guideline development
  - Guideline development and systematic reviews
  - Asking/answering review questions
  - Formulating review protocols
  - Health economics in guideline development

### Item 6

The Chair introduced Stephen Duffield, Technical Analyst and Caroline Mulvihill, Technical Adviser, , who gave a presentation on the role of the Guideline Development Team.

The committee were given the opportunity to ask questions. The Chair thanked Stephen and Caroline for their presentation.

The Chair introduced Ross Maconachie, Technical Advisor (Health Economics) who gave a presentation on the role of Health Economics.

The committee were given the opportunity to ask questions. The Chair thanked Ross for his presentation.

### Item 7/8

- Scope summary
- Review protocols

### Item 7/8

The Chair introduced Caroline Mulvihill, Technical Adviser who provided an overview of the scope; what will be covered, and what is outside of the scope of the guideline. CM/SD introduced the committee to the process of review protocol development and went through each of the protocols for the Looking after children and young people review questions.

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The committee were given the opportunity to ask questions. The Chair thanked Caroliine and Stephen for their presentation.

### Item 9

- Information Services, literature search

### Item 9

The Chair introduced Jenny Craven, Information Specialist who gave a presentation on the literature searches which will be used for the evidence reviews for this guideline update. The advice of the committee was sought on these.

The committee were given the opportunity to ask questions. The Chair thanked Jenny for her presentation.

### Item 10

- AOB

### Item 10

No other business to discuss

### Item 11

- Summary and next steps

### Item 11

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:** Monday 1<sup>st</sup> July 2019

**Location of next meeting:** NICE Offices, Manchester