

NICE Collaborating Centre for Social Care

Home Care Guideline Development Group meeting 10
Wednesday 8th October 2014, 0930-1600, SCIE Offices, Shared Meeting Space, 206 Marylebone Rd, London NW1
6AQ

Minutes and working notes

Guideline Development Group Members	
Name	Role
Daphne Branchflower (DB)	Service user
Sandra Duggan (SD)	Carer
Bilgin Musannif (BMf)	Carer
Miranda Okon (MO)	Homecare Worker
Matthew Parris (MP)	Homecare Provider
Bobbie Mama (BMA)	Topic Advisor
Katie Tempest (KT)	Social work practitioner and inspector
Nicola Venus-Balgobin (NVB)	Voluntary Sector
Bridget Warr (BW)	GDG Chair
Miranda Wixon (MWn)	Homecare Provider
Max Wurr (MW)	Homecare Provider

The NCCSC is a collaboration led by SCIE



Other invitees		
Name	Role	Organisation
Amanda Edwards (AE)	NCCSC Director, GDG facilitator	NCCSC(SCIE)
Beth Anderson (BA)	Senior Lead and minutes	NCCSC(SCIE)
Lisa Boardman (LB)	Project Manager	NCCSC(SCIE)
Deborah Rutter (DR)	Lead Systematic Reviewer	NCCSC (SCIE)
Irene Kwan (IK)	Systematic Reviewer	NCCSC (SCIE)
Annette Bauer (AB) <i>part of the meeting only</i>	Economist	NCCSC(PSSRU)
Nick Staples (NS)	NICE Project Manager	NICE
Jane Silvester (JS)	NICE Associate Director	NICE
Jaimella Espley (JE)	NICE Editor	NICE
Ted Barker (TB)	Research Assistant	NCCSC (SCIE)
PA	PA to Daphne Branchflower	NA

Apologies	
Name	Organisation
Michael Walker (MWr)	Service user and carer
Ajibola Awogboro (AA)	Local Authority and Health Manager

No	Agenda Item	Minutes for NICE website	Action/Owner
1.	Welcome, apologies and potential conflicts of interest - recap	BA declared a new non-personal pecuniary interest: SCIE is leading an evaluation of home share pilots, as part of a funded partnership. SCIE does not see this as a conflict of interest.	
2.	Small groups - complete Safe care and training	The GDG continued facilitated small group work from GDG9 on Safe care and training evidence and recommendations.	
3.	Plenary – Safe care	BA presented Group B's draft revised recommendations on Safe Care. These were discussed and refined further in plenary.	<p>Action 1: NCC to edit as per GDG feedback</p> <p>Action 2: NCC to check highlighted recommendations (4i) against the Care Act to determine which are 'must' recommendations</p>
4.	Plenary – Care Planning approaches	BA presented the collated draft revised recommendations from GDG 9 small group discussions on Care Planning Approaches. These were discussed and refined further in plenary.	<p>Action 3: NCC to liaise with NVB to identify example tools/approaches to support risk benefit approach (3j)</p> <p>Action 4: NCC to edit as agreed</p> <p>Action 5: NCC to update evidence statements (to reflect IK revised statements and AB presentation content)</p> <p>Action 6: Map recommendations onto guideline structure agreed</p>

			Action 7: NICE to discuss what is possible in terms of making recommendations about workers' terms and conditions and advise
5.	Plenary – follow-up cost-effectiveness evidence	The group concluded the session on developing recommendations from the economic evidence.	
6.	Plenary – Training	AE presented Group A's draft revised recommendations on Training. These were discussed and refined further in plenary.	
7.	Plenary – Views	BA presented the subset of "views and experiences" evidence statements that had not yet informed specific recommendations. The group discussed them and agreed draft recommendations in plenary.	
8.	Update on next steps and AOB	<p>BW advised the GDG that the research team will now collate the full set of recommendations, edited to reflect GDG9+10 discussions and these will be circulated to members for comment in the next week. Turnaround will need to be quick as they are due to be submitted to NICE by the end of October.</p> <p>There was no AOB. The next meeting is scheduled for 19th November 2014.</p>	

Appendix A

Register of Interests - Guideline Development Group Meeting 10 Home Care

Name	Personal pecuniary interest	Personal family interest	Non-personal pecuniary interest	Personal non-pecuniary interest
Ajibola Awogboro	Director: Rembola Social Enterprises	None	Assistant Director Business Support and Commissioning - Royal Borough of Greenwich	None
Daphne Branchflower	None	None	None	None
Sandra Duggan	None	None	None	None
Bobbie Mama	None	None	Inspector at the Care Quality Commission	None
Bilgin Musannif	None	None	None	None
Miranda Okon	None	None	None	None
Matthew Parris	None	None	None	None
Katie Tempest	None	None	None	Member of the policy advisory group for the Standing Commission on Carers
Nicola Venus-Balgobin	None	None	I am employed as a Project Manager; Older People with Dual Sensory Loss Awareness program, I work for Sense, the leading national charity for people who are deafblind. This post is funded by the Department of Health.	None
Michael Walker	None	None	None	None

Bridget Warr	None	None	I am CEO of the United Kingdom Home Care Association (UKHCA), the professional association for homecare providers from all sectors, (employed for four days per week). I am Chair of two boards/committees at Sense and Chair of NHS England Continuing Health Care IRPs (SouthWest)	None
Miranda Wixon	Director: The Home care Partnership Ltd. Chair: Ceretas (Voluntary). Chair: Brent Healthwatch (voluntary). Trustee: Action on elder abuse (Voluntary).	None	None	None
Max Wurr	Employer of City and County Healthcare Group. As of December 2013, I also hold an equity stake in the company.	None	Senior manager of City and County Healthcare Group, a group of domiciliary care providers that collectively constitutes one of the largest providers of domiciliary care services in the UK	I am a Board member of the United Kingdom Homecare Association