

NICE Collaborating Centre for Social Care

Home Care Guideline Development Group meeting 1
20th November 2013, 1030-1600, SCIE Offices, Shared Meeting Space, 206 Marylebone Rd, London NW1 6AQ

Minutes

Guideline Development Group Members	
Name	Role
Ajibola Awogboro (AA)	Local Authority and Health Manager
Daphne Branchflower (DB)	Service user
Sandra Duggan (SD)	Carer
Bobbie Mama (BMa)	Topic adviser
Miranda Okon (MO)	Home Care Worker
Matthew Parris (MP)	Home Care Provider
Sue Redmond (SR)	Local Authority and Health Manager
Katie Tempest (KT)	Home care workforce and Learning/Development Support
Nicola Venus-Balgobin (NVB)	Voluntary Sector
Michael Walker (MWr)	Service user and carer
Bridget Warr (BW)	GDG Chair

The NCCSC is a collaboration led by SCIE



Other invitees		
Name	Role	Organisation
Beth Anderson (BA)	Senior Lead, GDG Facilitator	NCCSC(SCIE)
Lisa Boardman (LB)	Project Manager and minutes	NCCSC(SCIE)
Deborah Rutter (DR)	Lead Systematic Reviewer	NCCSC (SCIE)
Irene Kwan (IK)	Systematic Reviewer	NCCSC (SCIE)
Annette Bauer (AB)	Economist	NCCSC(PSSRU)
Kim Rutter (KR)	Dissemination and Adoption Lead	NCCSC (SCIE)
Claire Stansfield (CS)	Information Specialist	NCCSC (EPPI)
Jeanette Leech (JL)	Dissemination and Adoption Support	NCCSC (RIP/RIPFA)
Peter O'Neill (PO'N)	NICE Technical Advisor	NICE
John McLean (JM)	NICE Programme Manager	NICE
Barbara Meredith (BM)	NICE Public Involvement Advisor	NICE
Jennifer Francis (JF)	Research Analyst (observing)	NCCSC (SCIE)
PA	PA to Daphne Branchflower	NA

Apologies	
Name	Role/Organisation
Bilgin Musannif (BMf)	GDG member - Carer
Max Wurr (MW)	GDG member - Home Care Provider
Amanda Edwards (AE)	NCCSC Director, NCCSC(SCIE)

No	Agenda Item	Minutes	Action/Owner
1.	Welcome and apologies	<p>BW welcomed members to the first Guideline Development Group meeting for the Home Care topic. This was the first ever GDG meeting of the NICE Collaborating Centre for Social Care and the first social care guideline for NICE and the NCCSC, therefore was truly pioneering.</p> <p>Apologies were received from Bilgin Musannif (BMf), Max Wurr (MW) and Amanda Edwards (AE).</p>	
2.	Introductions, aims of the day and declarations of interest	<p>BW outlined the aims of the day and GDG members introduced themselves, followed by members of the NCCSC project team and attendees from NICE.</p> <p>BW explained the importance of Declarations of Interest (DOIs) and explained that there would be a requirement at the beginning of each GDG meeting for members to declare any new interests.</p> <p>All members verbally declared interests, including those previously included on DOI forms at GDG recruitment. (see <i>Appendix A</i>)</p>	Action 1: LB to collate all DOIs declared by GDG members
3.	Developing guidance - the NICE perspective	<p>JM presented an overview of the work of NICE and an introduction to the role of Social Care Guidelines.</p> <p>After the presentation, the group had an opportunity to ask questions.</p> <p>BM from the Public Involvement Programme (PiP team) gave a presentation on service user and carer involvement in guideline development and highlighted the importance of having these members on the group.</p> <p>After the presentation, the group had an opportunity to ask questions.</p>	
4.	Introduction to the NCCSC	<p>BA introduced the NCCSC as a collaboration led by SCIE, working with the Evidence for Policy and Practice Information and Co-ordinating Centre (EPPI), based at the Institute of Education (IoE); the Personal Social Services Research Unit (PSSRU) based at the London School of Economics; Research in Practice (RIP) and Research in Practice for Adults (RIPFA). The work of the NCCSC covers social care guideline development as well as dissemination and adoption products and activities for guidelines and quality standards.</p> <p>After the presentation, the group had an opportunity to ask questions.</p>	
5.	Home Care – the scope	BA introduced the final scope and there was some discussion amongst the GDG	Action 2: GDG members to

		about areas that had been included and excluded from the scope and the rationale for this.	<p>send any relevant research papers to LB</p> <p>Action 3: Issues raised by GDG in relation to the scope to be taken into account by the project team (guidance development and D+A work)</p>
6.	Introduction to systematic reviews (searching and reviewing)	<p>IK and CS presented an introduction to how evidence is collected, how review questions are developed and how systematic reviews are planned.</p> <p>After the presentation, the group had an opportunity to ask questions.</p>	
7.	Introduction to adoption and dissemination work	<p>KR provided an introduction to the role of the Dissemination and Adoption team at the NCCSC. The D&A team are responsible for implementing and disseminating the guideline once it has been published. They also engage with stakeholders and main users of the guideline and produce tools and resources.</p> <p>After the presentation, the group had an opportunity to ask questions.</p>	Action 4: KR to identify good example of a Needs Assessment and share with GDG via LB
8.	An overview of current practice	<p>DR presented an overview of the way in which Home Care services are currently configured in England.</p> <p>The GDG made a number of observations and raised issues that they would like the guidance to address.</p>	Action 5: Issues raised by GDG in relation to the overview of current practice to be taken into account by the project team (guidance development and D+A work)
9.	Review questions	<p>DR presented the draft review questions to the GDG. The review questions were informed by the scoping work, stakeholder workshop feedback and by the comments received following stakeholder consultation of the scope.</p> <p>The GDG discussed and reviewed these and made a number of suggestions to change the wording and focus of existing questions and suggested a further discussion about the questions at GDG 2, when the questions could be mapped against the scope.</p>	<p>Action 6: DR to revise wording of some questions as agreed.</p> <p>Action 7: DR to create table format for questions, mapping clearly to scope and ensure this is sent to GDG by 25.11.13</p> <p>Action 8: LB and BW to ensure agenda allows time for full discussion about questions in GDG 2</p>

10.	Reflections of the day	BW thanked the presenters and all attendees at the meeting and invited members of the GDG to share their brief reflections on the day.	Action 9: LB to record issues with processes as identified by members of the Home Care GDG
11.	AOB	AA sent his apologies to GDG 2	
12.	Date of GDG 2	Wednesday 27 th November 2013, 10.30am – 4.00pm, SCIE offices, Meeting Room 1, 2 nd Floor, 206 Marylebone Road, London NW16AQ	

Appendix A

Register of Interests - Guideline Development Group Meeting 1 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	I work for the Care Quality Commission	None
Bilgin Musannif	None	None	None	None
Miranda Okon	None	None	None	None
Matthew Parris	None	None	I am a full-time employee of a Homecare provider	None
Sue Redmond	I am doing some work for Mears, a home care company, and am also a Non-Executive Director on the board of Optalis, which is a local authority trading company.	None	None	None
Katie Tempest	Director of Limited Company (consultant in social care)	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).	Chair of two boards/committees at Sense. Some ad hoc work with the Department of Health.
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