

# NICE Collaborating Centre for Social Care

Home Care Guideline Development Group meeting 2  
27<sup>th</sup> November 2013, 1030-1600, SCIE Offices, Shared Meeting Space, 206 Marylebone Rd, London NW1 6AQ

## Minutes

<b>Guideline Development Group Members</b>	
<b>Name</b>	<b>Role</b>
Daphne Branchflower (DB)	Service user
Sandra Duggan (SD)	Carer
Bilgin Musannif (BMf)	Carer
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
Bridget Warr (BW)	GDG Chair
Miranda Wixon (MWn)	Home Care Provider

The NCCSC is a collaboration led by SCIE



<b>Other invitees</b>		
<b>Name</b>	<b>Role</b>	<b>Organisation</b>
Amanda Edwards (AE)	NCCSC Director, GDG facilitator	NCCSC(SCIE)
Beth Anderson (BA)	Senior Lead	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)
Claire Stansfield (CS)	Information Specialist	NCCSC (EPPI)
Peter O'Neill (PO'N)	NICE Technical Advisor	NICE
Tony Smith(TS)	NICE Economist	NICE
PA	PA to Daphne Branchflower	NA

<b>Apologies</b>	
<b>Name</b>	<b>Organisation</b>
Ajibola Awogboro (AA)	Local Authority and Health Manager
Bobbie Mama (BMA)	Topic adviser
Michael Walker (MWr)	Service user and carer
Max Wurr (MW)	Home Care Provider

No	Agenda Item	Minutes for NICE website	Action/Owner
1.	<b>Welcome and apologies</b>	<p>BW welcomed members to the second Guideline Development Group meeting. Apologies were received from Ajibola Awogboro (AA), Michael Walker (MW), Bobbie Mama (BM) and Max Wurr (MW). Daphne Branchflower (DB) was expected to join the meeting later in the morning.</p> <p>GDG members introduced themselves, followed by members of the NCCSC project team and attendees from NICE. BW extended a special welcome to Bilgin Musannif (BM) and Miranda Wixon (MWn) who were unable to join GDG meeting 1.</p> <p>All members verbally declared interests (<i>See Appendix A</i>). There were no conflicts of interests.</p>	<b>Action 1: LB to collate all DOIs declared by GDG members</b>
2.	<b>Minutes and matters arising from the last meeting</b>	The minutes of GDG 1 were not ready for review and would be reviewed at GDG 3.	
3.	<b>Introduction to the NCCSC</b>	<p>AE gave a brief overview of the work of the NCCSC. AE explained how SCIE was the accountable body to NICE for delivery of the NCCSC contract and that we worked with partners who all brought with them a really strong commitment to people who use services, their carers and families.</p> <p><i>(DB joined the meeting)</i></p>	<b>Action 2: LB to include sector engagement on agenda in 2-3 meetings time.</b>
4.	<b>Understanding outcomes</b>	<p>IK and AB gave a presentation about understanding outcomes and about the specific outcomes in relation to Home Care included in the scope.</p> <p>After the presentation, the group had an opportunity to ask questions.</p>	
5.	<b>Introduction to economics as part of NCCSC guidance development</b>	AB gave a presentation about economic evaluation in social care and invited questions and comments from the GDG.	
6.	<b>Discuss and finalise review questions and priority outcomes to address</b>	<p>DR presented a paper that framed the review questions against the relevant sections of the scope. The team had also responded to feedback from the GDG and amended some of the questions as requested.</p> <p>The GDG has a number of comments and suggestions in relation to the questions.</p> <p>The questions would be revised further and sent to the GDG for final sign off via email. Following this they would be sent to NICE for formal sign off.</p>	<b>Action 3: LB to send the final EIA to the group</b>
7.	<b>Economic plan and</b>	AB outlined some potential priority areas for economic modelling around the	<b>Action 4: AB to work with</b>

	<b>potential priority areas</b>	<p>questions and some initial proposals for the economic plan.</p> <p>AB talked through seven potential priority areas for economic modelling and invited comments from the group. The GDG raised a number of points in response to the proposals</p> <p>TS explained the purpose and shape of the economic plan.</p> <p>AB suggested that a small group of GDG members assist her in developing the economic plan for review at the next meeting.</p> <p>NVB, SR, MP, DB and BW all offered to be part of this group and AB agreed to be in touch to seek views on priority areas for economic modelling.</p>	<b>NVB, SR, MP, DB and BW to agree priority areas for economic modelling and to produce the economic plan.</b>
<b>8.</b>	<b>Project timeline – milestones 2013 to 2016</b>	<p>LB gave a presentation talking through the 8 phases of the guidance development project and the outline time line for the work.</p> <p>After the presentation, the group had an opportunity to ask questions.</p>	
<b>9.</b>	<b>AOB</b>	<p>Noted that the NICE social care manual on the website is a very useful point of reference for all GDG members and gives a good outline of guidance development process.</p>	<b>Action 5: LB to send the link for the social care manual to all members of the GDG</b>
<b>10.</b>	<b>Date of GDG 3</b>	<p>Wednesday 19<sup>th</sup> February 2014, 10.30am – 4.00pm, SCIE offices, Shared Meeting Room, 2<sup>nd</sup> Floor, 206 Marylebone Road, London NW16AQ</p>	

## Appendix A

### Register of Interests - Guideline Development Group Meeting 2 Home Care

<b>Name</b>	<b>Personal pecuniary interest</b>	<b>Personal family interest</b>	<b>Non-personal pecuniary interest</b>	<b>Personal non-pecuniary interest</b>
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.
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