

**Integrated health and social for people experiencing homelessness
recurrence Guideline Committee Meeting 1**

Date: 11th December 2020
Location Virtual meeting via Microsoft Teams
Minutes: Final

Committee members present:	
Rachel Johns (Chair)	Present for notes 1-14
Al Story (Topic Advisor)	Present for notes 1-14
Andrew Hayward (Topic Advisor)	Present for notes 1-14
Andrea Williamson	Present for notes 1-14
Colm Gallagher	Present for notes 1-14
Claire McGinley	Present for notes 1-14
Rachel Dukes	Present for notes 1-14
Colin Morrison	Present for notes 1-14
Gareth Webber	Present for notes 1-14
Fran Busby	Present for notes 1-14
Simon Cribbens	Present for notes 10-14
Rebecca Pritchard	Present for notes 1-14
Karen Kavivi Harrison	Present for notes 1-14
Jonathan Rees	Present for notes 1-14

In attendance:		
Melissa Bolessa (MB)	NGA Project Manager	Present for notes 1-14
Maija Kallioinen (MK)	NGA Guideline Lead	Present for notes 1-14
Jennifer Francis (JF)	NGA Senior Systematic Reviewer	Present for notes 1-14
Suhayl Kassam (SK)	NGA Systematic Reviewer	Present for notes 1-14
Shalmali Deshpande (SD)	NGA Systematic Reviewer	Present for notes 1-14
Eric Slade (ES)	NGA Senior Economist	Present for notes 1-14
Timothy Reeves (TR)	NGA Information Scientist	Present for notes 1-14
Bridget Warr (BW)	NGA Clinical Social care Advisor	Present for notes 1-14
Hayley Shaw (HS)	NGA Business Administrator	Present for notes 6
Nick Staples (NS)	NICE Guideline Commissioning Manager	Present for notes 1-9

Apologies:

Lucy Chiddick (GC member)

Shannon Johnstone (Lay member)

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the 1st guideline committee meeting on Integrated health and social care for people experiencing homelessness.

The Chair informed the Committee of the apologies received, which are noted above.

The Chair reminded all present that the Committee is independent and advisory, that its decisions and recommendations to NICE do not represent final NICE guidance, and that they may be changed as a result of public consultation.

The Chair discussed the meeting etiquette for the virtual meeting.

The Chair outlined the objectives of the meeting, which included the NGA team, NICE and Committee member introductions; introducing the NICE guideline development process, the NGA, the project timeline and NICE declarations of interests policy; going through the scope of the guideline; signing off the review questions and discussing and signing off protocols B and C; and agreeing economic priority for modelling.

2. Confirmation of matter under discussion, and declarations of interest

No new declarations of interest were made.

GC members were asked to submit any potential new declarations to the Project Manager after the meeting.

3. Minutes of the last meeting

N/A

4. Presentations

Morning presentations

The Chair introduced Nick Staples, NICE Guideline Commissioning Manager, who gave a presentation on 'Introduction to NICE guidelines'. Nick Staples took questions from the group. The Chair thanked Nick for his presentation.

The Chair introduced Maija Kallioinen, NGA Guideline Lead, who gave a

presentation on 'Introduction to the National Guideline Alliance'. Maija Kallioinen took questions from the group. The Chair thanked Maija for her presentation.

The Chair introduced Hayley Shaw, NGA Business Administrator, who gave a presentation on the NGA travel team and their processes. The Chair thanked Hayley for her presentation.

The Chair introduced Maija Kallioinen, NGA Guideline Lead, who gave a presentation on declarations of interest, detailing the policy and procedure of declaring interests. Maija Kallioinen took questions from the group. The Chair thanked Maija for her presentation.

The Chair introduced Alistair Story, Topic Advisor, who gave a joint presentation on the Guideline scope. Alistair Story took questions from the group. The Chair thanked Alistair for his presentation.

Following this, there was a questions and answers session led by the NGA team.

Afternoon presentations

The Chair introduced Jennifer Francis, NGA Senior Systematic Reviewer, who introduced the draft review questions and presented a recap of the induction materials around principles of review protocols. Jennifer Francis took questions from the group. The Committee discussed and agreed on the review questions. The Chair thanked Jennifer for her presentation.

The Chair again introduced Jennifer Francis, NGA Senior Systematic Reviewer who introduced the draft review protocol for review question C, *What are people's views and experiences about how to improve access to, engagement with and delivery of health and social care for people experiencing homelessness?* Jennifer Francis took questions from the group. The Committee discussed and agreed on the review protocol. The Chair thanked Jennifer for her presentation.

After a break, the Chair introduced Suhayl Kassam, NGA Systematic Reviewer, who introduced the draft protocol for review question B, *What joined up approaches are effective in responding to the health, social care and housing needs of people experiencing homelessness?* Suhayl Kassam took questions from the group. The Committee discussed and agreed on the review protocol. The Chair thanked Suhayl for his presentation.

The Chair introduced Eric Slade, NGA Senior Economist, who gave a presentation on Economics and agreeing economic priority for modelling. Eric Slade took questions from the group. The Committee discussed the issues and agreed on the economic priority. The Chair thanked Eric for his presentation.

5. Questions and discussion

The Committee discussed:

- The guideline scope
- The review questions
- Review protocols B and C
- Topic for economic priority

6. Any other business

The committee were reminded that the next meeting will be in the new year and would be held virtually.