

**Adults with complex needs: social work interventions including
assessment, care management and support**

Committee Meeting 1

Date: 10th February 2020

Location: Royal College of Obstetricians & Gynaecologists, London

Minutes: Final

Committee members present:	
Rebecca Harrington (Chair)	Present for notes 1 – 6
Brynmor Lloyd-Evans (Topic Advisor)	Present for notes 1 – 6
Mark Cooper	Present for notes 1 – 6
Claire Gilbert	Present for notes 1 – 6
Jane Miller	Present for notes 1 – 6
Janet Reynolds	Present for notes 1 – 6
Ellen Thomas	Present for notes 1 – 6
Meryl Williams	Present for notes 1 – 6
Louise Zonko	Present for notes 1 – 6

In attendance:		
Katharina Dworzynski	NGA Guideline Lead	Present for notes 1 – 6
Jennifer M Francis	NGA Senior Systematic Reviewer	Present for notes 1 – 6
Agnesa Mehmeti	NGA Systematic Reviewer	Present for notes 1 – 6
Stephanie Arnold	NGA Information Scientist (Via VC)	Present for notes 1 – 6
James Hawkins	NGA Health Economist (Via VC)	Present for notes 4
Feima Ndoeka	NGA Project Manager	Present for notes 1 – 6
Bridget Warr	NGA Clinical Advisor (Via VC)	Present for notes 1 – 6
Sonniya Lewis	NGA Business Administrator	Present for notes 1 – 4
Nick Staples	NICE Guideline Commissioning Manager	Present for notes 1 – 6

Apologies:	
Eleni Chambers	Committee Member
Katie Clarke	Committee Member
Erin Whittingham	NICE Public Involvement Advisor

1. Welcome and objectives for the meeting

The Chair welcomed the committee members and attendees to the 1st guideline committee meeting on Adults with complex needs: social work interventions including assessment, care management and support. The Chair acknowledged apologies received as noted above.

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

The Chair confirmed that, for the purpose of managing conflicts of interest, the matter under discussion was Adults with complex needs: social work interventions including assessment, care management and support. The Chair asked everyone to verbally declare any interests. Six new declarations were made by four committee members.

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
Rebecca Harrington	Chair	Direct non-financial professional and personal	Trustee of The Maya Centre which provides counselling for women who have experienced mental health issues which may stem from trauma including domestic violence, physical abuse or sexual abuse in childhood and war and conflict.	<ul style="list-style-type: none"> • Declare and participate • Agreed by GL and NICE CA at recruitment • Rationale: This declaration is non-specific to the scope.
Janet Reynolds	Guideline Committee Member	Direct non-financial	Employed as Practice Learning Tutor with the Open University and the University of Bradford - supporting and advising social work students on practice	<ul style="list-style-type: none"> • Declare and participate • Agreed by GL and NICE CA at recruitment • Rationale: This declaration refers to teaching according to a curriculum that is agreed collaboratively.
Mark Cooper	Guideline Committee Member (Applied Mental Health profession)	Direct non-financial	Presented at several conferences regarding the “bed crisis” in mental health care and the	<ul style="list-style-type: none"> • Declare and participate • Agreed by GL and NICE CA at recruitment • Rationale: Even

	al)		failure to meet MHA s140 duties.	though relevant to the guideline, this interest is non-specific to a particular topic area of the scope.
Meryl Williams	Guideline committee member (Registered Social Worker)	Direct non-financial	On a voluntary basis I undertake adult safeguarding advice and training with a local charity linked to The Hill church who provide hope and hospitality to the homeless of Swansea. I also liaise on the management board of the different projects that they have.	<ul style="list-style-type: none"> • Declare and participate • Agreed by GL and NICE CA at recruitment • Rationale: This interest is non-specific to the scope of the guideline.
Meryl Williams	Guideline committee member (Registered Social Worker)	Direct financial interest	I work as a lecturer with the Open University on a module on the social work degree course.	<ul style="list-style-type: none"> • Declare and participate • Agreed by GL and NICE CA at recruitment • Rationale: This interest relates to the training of modules the content of which are decided according to a national curriculum rather than according to specific individual opinions.
Meryl Williams	Guideline committee member (Registered Social Worker)	Direct financial interest	<p>Involvement as a result of my role with BASW Cymru as Professional Officer. This will result in:</p> <p>1. Writing articles – in process of writing an article around the</p>	<ul style="list-style-type: none"> • Declare and participate • Agreed by GL and NICE CA at recruitment • Rationale: Even though this declaration is related to the content of the guideline it has an impact on the

			<p>relationship between NICE and BASW in Wales and how we can promote social care guidelines in Wales.</p> <p>Involvement in working groups – currently involved in Social work in disaster and emergency situations.</p>	<p>implementation of the guideline output rather than the recommendations themselves.</p>
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NICE Commissioning manager noted that the interests declared did not prevent the attendees from fully participating in the meeting.

The Chair outlined the objectives of the meeting. All attendees outlined their experience and what they will bring to the guideline.

3. Minutes of last meeting

N/A.

4. Presentations

The Chair introduced the following presentations:

Sonniya Lewis, NGA Business Administrator presented on the NGA travel and related costs policy.

Katharina Dworzynski, NGA Guideline Lead presented on the National Guideline Alliance, which included; the guideline timetable, roles/ responsibilities of the NGA and committee members and what a guideline evidence review looks like.

Katharina Dworzynski, presented on declarations of interest, providing the committee with background and policy information.

Nick Staples, NICE Guidelines Commissioning Manager presented an introduction to NICE guidelines. On the behalf of Erin Whittingham, NICE Public Involvement Advisor, Nick Staples presented an introduction to the NICE public involvement programme.

Jennifer M Francis, NGA Senior Systematic Reviewer, led on the questions and answer session for committee members to ask questions about the online introduction material.

Brynmor Lloyd-Evans, Topic Advisor, presented on the final guideline scope.

Jennifer M Francis, presented on the draft review questions.

Jennifer M Francis, presented the review protocol for A1 What is the effectiveness of social

work approaches to assessing and reviewing complex care and support needs (including strengths-based approaches)?

Jennifer M Francis, presented the review protocol for A2 Based on the views and experiences of everyone involved, what works well and what could be improved about social work assessments of complex care and support needs?

The Chair thanked all the presenters.

5. Questions and discussion

The committee discussed:

- declarations of interest
- draft review questions
- the draft review protocols for A1 & A2 and agreed searches, population, types of studies to be included, primary & secondary outcomes and type and method of review.

6. AOB

There was no further business to discuss.

The Chair closed the meeting at 4pm.

Date of next meeting: 26th March 2020

Location of next meeting: Royal College of Obstetricians and Gynaecologists (10 – 18 Union Street, London SE1 1SZ)