

# NICE Collaborating Centre for Social Care

**Social care of older people with multiple long-term conditions Guideline Development Group meeting 3  
Wednesday 30<sup>th</sup> April 2014, 10.30am – 3.40pm, SCIE Offices, Shared Meeting Space, 206 Marylebone Rd, London  
NW1 6AQ**

## *Minutes*

<b>Guideline Development Group Members</b>	
<b>Name</b>	<b>Role</b>
Bernard Walker (BW)	GDG Chair
Beth Britton (BB)	Carer
Kevin Minier (KM)	Carer
Ann MacFarlane (AM)	Service user
Diana Robinson (DR)	Service user and carer
Deborah Read (DRe)	Social Worker
Karin Tancock (KT)	Occupational Therapist
Jeremiah Kelleher (JK)	Local authority manager
Chris Wood (CW)	Researcher
Janet Reynolds (JR)	Social Worker
Philippa Thompson (PT)	Home care provider

### **Other invitees**

The NCCSC is a collaboration led by SCIE



<b>Name</b>	<b>Role</b>	<b>Organisation</b>
Amanda Edwards (AE)	NCCSC Director	NCCSC (SCIE)
Beth Anderson (BA)	Senior Lead	NCCSC (SCIE)
Palida Teelucknavan (PTe)	Project Manager	NCCSC (SCIE)
Naila Dracup (ND)	Information Specialist	NCCSC (SCIE)
Deborah Rutter (DRu)	Lead Systematic Reviewer	NCCSC (SCIE)
Isabel Quilter (IQ)	Research Assistant	NCCSC (SCIE)
Kim Rutter (KR)	Dissemination and Adoption Lead	NCCSC (SCIE)
Pete Fleischmann (PF)	Head of Co-Production	NCCSC (SCIE)
Carol Vigurs (CV)	Systematic Reviewer	NCCSC (EPPI)
Marija Trachtenberg (MT)	Economist	NCCSC (PSSRU)
Jose-Luis Fernandes (JLF)	Senior Economist	NCCSC (PSSRU)
Jaimella Espley (JE)	Project Manager	NICE
Liz Evans (LE)	Technical Advisor	NICE
Tony Smith (TS)	Technical Advisor	NICE

<b>Apologies</b>	
<b>Name</b>	<b>Organisation</b>
Nick Staples (NS)	NICE
Peter O'Neill (PO)	NICE
Gerry Nosowska (GN)	NCCSC (RIP/RIPFA)
Belinda Black (BBI)	GDG member (Care home provider)
Gillian Crosby (GC)	GDG member (Researcher)
Maggie Winchcombe (MW)	GDG member (Occupational Therapist)
Lelly Oboh (LO)	GDG member (Consultant Pharmacist)
Kim Curry (KC)	GDG member (Local authority manager)

No	Agenda Item	NICE website	Action/Owner
1.	<b>Welcome, introductions and declarations of interest</b>	<p>BW welcomed KM to the group as this was his first meeting. Apologies are noted as above.</p> <p>The following GDG members declared some new interests (see Appendix A for further details):</p> <ul style="list-style-type: none"> <li>• Beth Britton</li> <li>• Bernard Walker</li> <li>• Philippa Thompson</li> </ul> <p>BA also declared a new family interest: her sister and sister's partner are consultant neurologists for Newcastle Hospitals NHS Foundation Trust and are both shareholders in Rubrum, a company developing eHealth solutions for long-term conditions.</p>	<b>Action 1: PTe to send a blank DOI form to BB and PT and also update the DOI log.</b>
2.	<b>Minutes and matters arising</b>	<p>There were some corrections and typos noted for the working notes.</p> <p>All actions were completed and the minutes of the last meeting were accepted as a true record of the meeting and were approved.</p>	<b>Action 2: PTe to correct the working notes.</b>
3.	<b>Review protocols and overview of the evidence</b>	<p>The review protocols and the overview of the evidence were presented to the GDG.</p> <p>The technical team provided background information on how the evidence was sought. A chart showing the different types of evidence found were presented to the GDG.</p> <p>The NCCSC clarified why home care was excluded and this was because a NICE guideline on Home Care is currently being produced. Both guidelines will complement one another and evidence can be cross-referenced in both guidelines. This will also be explored further when the NICE pathways have been developed.</p> <p>The GDG then made suggestions to the review protocols and agreed the changes. A final set of protocols will then be circulated to the GDG after the meeting for sign off. Overall, the GDG were very impressed with the protocols and thanked the review team for their hard work.</p>	<p><b>Action 3: NCCSC Review Team – Revise protocols by adding full search strategy and extra column with sources and other amendments. Then re-circulate to GDG for sign-off.</b></p> <p><b>Action 4: GDG to send any additional suggestions of sources to PTe.</b></p>

4.	<b>The role of the NICE editor and writing recommendations</b>	<p>Jaimella Espley (Senior Editor, NICE) provided useful tips when writing recommendations and also displayed some examples of how they look once published in the guideline (e.g. on the web).</p> <p>NICE will also work with the D&amp;A team to produce support tools but also acknowledged that there is a need to also produce an accessible and easy to read version for the public and lay people. This will be explored further later in the process.</p>	
5.	<b>Introduction to NICE pathways</b>	<p>Liz Evans (Senior Editorial Adviser, NICE) introduced the NICE pathway.</p>	
6.	<b>Engagement with older people – progress report update</b>	<p>Pete Fleischmann (Head of Co-Production, SCIE) discussed the importance with engaging with older people and asked the GDG to start thinking about whether it may be necessary to do additional engagement for the purposes of this guideline To help the GDG to consider this further, PF is working with NICE and NCCSC colleagues to consider the options for engagement. The outputs of this work, which will take into account feedback from today, will be shared at a future GDG.</p> <p>The GDG also requested further clarification from NICE about where in the process this could take place and its limitations.</p> <p>It was also agreed that any further ideas and suggestions from GDG members would be sent to PTe.</p>	<p><b>Action 5: PF to draft a briefing paper on ideas around engagement and circulate to the GDG for further consideration.</b></p> <p><b>Action 6: TS to provide further clarity on when engagement with older people could take place in the process from NICE and feed back to the GDG.</b></p> <p><b>Action 7: All ideas and suggestions to be sent to PTe.</b></p>
7.	<b>Economic Plan – for review and sign off</b>	<p>The GDG reviewed the draft economics plan. Some minor revisions were noted but overall the GDG were happy to agree the plan. The final plan will be submitted to NICE after the GDG. Any relevant studies identified to help inform the economic analysis should also be forward PTe who would then cascade to the wider team.</p> <p>The GDG were also reminded to sign up for the Economic training due to take place on 7<sup>th</sup> July &amp; 3<sup>rd</sup> October 2014.</p>	<p><b>Action 8: GDG to send any relevant economic studies to PTe.</b></p> <p><b>Action 9: Reminder to GDG to sign up for the economic training taking place on 7 July &amp; 3 Oct 2014.</b></p>
8.	<b>AOB</b>	<p>None.</p>	
9.	<b>Date of next meeting</b>	<p>11<sup>th</sup> June 2014, SCIE offices, London</p>	

## Appendix A – DOI Summary Table

Name	Personal pecuniary interest	Personal family interest	Non-personal pecuniary interest	Personal non-pecuniary interest
Philippa Thompson	None	None	None	Member of the English steering committee of the Campaign for a Fair Society – campaigning for a fair approach to welfare provision for disabled people.
Beth Britton	Part of events or done work for: GE Healthcare, NHS Expo, CQC and RCPSY MSNAP (Memory Service Peer Review).	None	None	Member of: PHE National Mental Health Intelligence Network Dementia Expert Reference Group

Ann McFarlane	None	None	<p>Work for: Care Quality Commission on work commissioned by Age UK Trustee at SCIE Ad hoc, usually one-day assignments, often for non-payment, only travel expenses, with NHS, DoH.</p> <p>At local level in Kingston upon Thames, Patron of Kingston Centre for Independent Living: ex officio on Board, Health watch – Member, Kingston at Home: RBK Older Peoples' Reference Group member, People at Risk Group – interim Chair: service user group that reports to Kingston's Adult Safeguarding Partnership Board, Better Services Better Value: Member for South West Commissioning Group.</p>	None
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Diana Robinson	Has a small shareholding in Reckitt Benckiser (yields less than £1,000 pa) PPI work - the following may pay expenses and/or honorarium for meetings, workshops or conference attendance; and for reviewing research proposals. National Institute for Health Research. PGfAR funding panel (replaces RfPB panel, ended Sept '13) - from June 14. Occasional lay peer reviews. National Cancer Research Institute. National Cancer Intelligence Network, NICE UK DUETs Steering Group. Health Research Authority, University of Leeds (IMPACCT stydt); Leeds Clinical Research Facility Executive (from Feb 14); CQC; NHS England; Health Quality Improvement Partnership - Service User Network.	Sister-in-law works for UCL in Credit Control Section	None	None
Bernard Walker	Occasional consultancy work for local authorities and other bodies in the social care field. Associate Research in Practice for Adults Provides advice to HSA Global (Health Care Consultancy) on integration of Local Government with NHS.	None	Chair Adults Faculty. The College of Social Work	None
Kevin Minier	None	None	None	None
Gillian Crosby	None	None	None	None
Belinda Black	None	None	None	None
Deborah Read	None	None	None	None

Karin Tancock	Works part time (17.5 hours) for the College of Occupational Therapists as the Professional Affairs Officer for Older People. Responsibilities include: providing advice and information to members to support best practice and highlighting service innovation. Mapping and keeping up to date with national policy and legislation and communicating this to members through briefings and other protects. Coordinating responses to government consultations. Ensuring COT and member participation at key influencing events related to older people. Developing and maintaining professional networks with key organisations and government departments.	None	None	None
Kim Curry	None	None	None	None
Jeremiah Kelleher	None	None	None	None
Lelly Oboh	None	None	None	None
Maggie Winchombe	None	None	None	None
Chris Wood	None	None	Works at Action on Hearing (formerly RNID) as a Senior Research and Policy Officer, and hence receive a salary from them. Action on Hearing Loss is a voluntary sector provider of care services and a campaigning organisation for people with hearing loss.	None
Janet Reynolds	None	None	None	None