

Advocacy services for adults with health and social care needs

Committee Meeting 1

Date: 6th May 2021

Location Via Zoom

Minutes: Final

Committee members present:	
Phil Taverner (Chair)	Present for items 1 – 11
Claire Gilbert	Present for items 5 – 11
Gail Petty	Present for items 1 – 11
Robert Cooper	Present for items 1 – 11
Jonathan Senker	Present for items 1 – 11
Kate Mercer	Present for items 1 – 11
Pamela Wrest	Present for items 1 – 11
Simon Abbott	Present for items 1 – 11
Ellie Thomas	Present for items 1 – 11
Catherine Ruane	Present for items 1 – 11
Ali Sea	Present for items 1 – 11
Gabriel Ivbijaro	Present for items 1 – 11
Cherry Pedler	Present for items 1 – 11

In attendance:		
Josh South	NGA Project Manager	Present for items 1 – 11
Offiong Ani	NGA Co-Guideline Lead	Present for items 1 – 11
Timothy Reeves	NGA Co-Guideline Lead	Present for items 1 – 11
Laura O'Shea	NGA Senior Systematic Reviewer	Present for items 1 – 11
Jennifer Francis	NGA Senior Systematic Reviewer	Present for items 1 – 11
Bridget Warr	NGA Social Care Advisor	Present for items 1 – 11
Nick Staples	NICE Commissioning Manager	Present for items 1 – 11
Janine Wigmore	NICE PIP Advisor	Present for items 1 – 6
Sarah Catchpole	NICE Content Editor	Present for items 1 – 8

Apologies:	
Katriona O'Donoghue	NGA Systematic Reviewer

1. Welcome and objectives for the meeting

The Chair, Phil Taverner, welcomed the committee members and attendees to the 1st guideline committee meeting on Advocacy services in adults with health and social care needs. The Chair thanked the committee for joining the meeting virtually. The Chair outlined the process for how these virtual meetings will run.

2. Introductions

The Chair asked the committee to briefly introduce themselves to the other committee members and state their role on the committee.

3. Declarations of interest

Timothy Reeves, NGA Co-Guideline Lead, outlined the declaration of interests' policy. The Chair asked the committee if they had any new declarations to declare. New declarations were noted and added to the interest register that is published on the NICE website.

4. Introductions to NICE guidelines

Nick Staples, NICE Commissioning Manager, outlined the role of the commissioning manager in NICE guidelines.

5. Public involvement in NICE guidelines

Janine Wigmore, NICE Public Involvement Advisor, outlined the role of the lay member in NICE guidelines.

6. Introduction to the NICE Editor

Sarah Catchpole, NICE Content Editor, outlined the role they will have on this guideline.

7. Introduction from the National Guideline Alliance (NGA)

Offiong Ani and Timothy Reeves, NGA Co-Guideline Leads, provided a presentation outlining the aims of this guideline.

8. Guideline scope

Bridget Warr, NGA Social Care Advisor, outlined the agreed scope for the guideline. The committee discussed the scope and agreed whether any changes were required to the content.

9. Existing recommendations on advocacy from other NICE guidelines

Jennifer Francis, NGA Senior Systematic Reviewer, outlined the recommendations relating to advocacy that already exist in other NICE guidelines. The committee discussed whether these could be adopted/adapted/discarded for this guideline.

10. Summary of call for evidence

Laura O'Shea, NGA Senior Systematic Reviewer, outlined the call for evidence process that is being followed on this guideline.

11. AOB

The Chair closed the meeting at 16:30pm.

Date of next meeting: 27th May 2021

Location of next meeting: Via Zoom