

## Advocacy services for adults with health and social care needs

### Committee Meeting 11

**Date:** 26<sup>th</sup> January and 1<sup>st</sup> and 3<sup>rd</sup> February 2022

**Location** Via Zoom

**Minutes:** Confirmed

<b>Committee members present:</b>	
Phil Taverner (Chair)	Present for items 1 – 10
Kate Mercer	Present for items 1 – 5, 8 – 10
Pamela Wrest	Present for items 1 – 4, 6 – 10
Ellie Thomas	Present for items 1 – 10
Catherine Ruane	Present for items 2 – 7, 9 – 10
Cherry Pedler	Present for items 1 – 10
Gail Petty	Present for items 1 – 10
Claire Gilbert	Present for items 1 – 5
Stephen Lim	Present for items 1 – 5, 8 – 10
Robert Cooper	Present for items 1 – 5, 6, 8 – 10
Jonathan Senker	Present for items 1 – 5, 8 – 10

<b>In attendance:</b>		
Hayley Shaw	NGA Project Manager	Present for items 1 – 10
Timothy Reeves	NGA Co-Guideline Lead	Present for items 1 – 10
Laura Elliff-O'Shea	NGA Senior Systematic Reviewer	Present for items 8 – 10
Jen Francis	NGA Senior Systematic Reviewer	Present for items 1 – 7
Anja Fricke	NGA Systematic Reviewer	Present for items 1 – 10
James Hawkins	NGA Senior Health Economist	Present for items 1 – 5
Angela Bennett	NGA Director of Guidelines	Present for item 8
Bridget Warr	NGA Social Care Advisor	Present for items 1 – 10
Annette Mead	NICE Content Editor	Present for items 1 – 10
Nick Staples	NICE Commissioning Manager	Present for items 3 – 5, 8 – 10

<b>Apologies:</b>	
Simon Abbott	GC member
Gabriel Ivbijaro	GC member
Kate Mercer (1 <sup>st</sup> )	GC member
Claire Gilbert (1 <sup>st</sup> and 3 <sup>rd</sup> )	GC member

Jonathan Senker (1 <sup>st</sup> )	GC member
Nick Staples (1 <sup>st</sup> )	NICE Commissioning Manager
Stephen Lim (1 <sup>st</sup> )	GC member

<b>Day 1 – 26<sup>th</sup> January 2022</b>
<b>1. Welcome and objectives for the meeting</b>
<p>The Chair, Phil Taverner, welcomed the committee members and attendees to the first day of the 11<sup>th</sup> guideline committee meeting on Advocacy services in adults with health and social care needs. The Chair thanked the committee for joining the meeting virtually.</p> <p>The Chair asked the committee if they had any new declarations. No new declarations were declared.</p>
<b>2. Health economics update</b>
<p>James Hawkins, NGA Senior Health Economist, provided an update on health economics for the guideline.</p>
<b>3. Non-instructed advocacy topic group suggestions discussion and Equalities topic group suggestions discussion</b>
<p>Timothy Reeves, NGA Co-Guideline Lead, outlined and led a discussion on suggestions made by the non-instructed advocacy topic group and the equalities topic group.</p>
<b>4. Outstanding recommendations and queries – various sections</b>
<p>Timothy Reeves, NGA Co-Guideline Lead, outlined the outstanding recommendations and queries with the guideline.</p> <p>The committee were asked if they were happy with these recommendations and agreed on amended wording if required and if certain recommendations should be removed.</p>
<b>5. AOB</b>
<p>The Chair closed the meeting at 13:00pm.</p>
<b>Day 2 – 1<sup>st</sup> February 2022</b>
<b>6. Reviewing and signing off the guideline</b>
<p>Timothy Reeves, NGA Co-Guideline Lead, led the committee through the guideline. The committee resolved outstanding queries from the technical team and reviewed edits to recommendations, including addressing suggestions made by committee members who had emailed comments to Timothy.</p>
<b>7. AOB</b>

Timothy Reeves, NGA Co-Guideline Lead, asked for a volunteer to give a quote for the NICE social work newsletter.

The Chair closed the meeting at 13:00pm.

**Day 3 – 3<sup>rd</sup> February 2022**

**8. Reviewing and signing off the guideline**

Timothy Reeves, NGA Co-Guideline Lead, continued to lead the committee through the guideline. The committee resolved outstanding queries from the technical team and reviewed edits to recommendations.

**9. Presentation of next steps**

Timothy Reeves, NGA Co-Guideline Lead, delivered a presentation of the upcoming key dates for the guideline and gave an outline of the NICE publication policy.

**10. AOB**

The Chair closed the meeting at 16:20pm.

**Date of next meeting:** Post-consultation meeting – 8<sup>th</sup> and 9<sup>th</sup> August 2022

**Location of next meeting:** Via Zoom