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- **Principle** – record the Committee meeting attendance, running, discussions
- **Links to include** – none
- **Attachments to include** – none
- **Info to include** – guideline title; meeting date/location; status of minutes (draft/confirmed); attendees; observers; apologies; agenda items and related discussions; declarations of interest; date of next meeting

Subarachnoid haemorrhage committee meeting 1&2

Date: 15/11/2018 and 16/11/2018

Location: Boardroom, National Guideline Centre, Royal College of Physicians, 11 St Andrews Place, London NW1 4LE (day 1)
Censors' Room, Royal College of Physicians, 11 St Andrews Place, London NW1 4LE (day 2)

Minutes: Confirmed

Committee members present:	
Robert Henderson (Chair)	
Howard Brydon (Co-opted committee member)	(Present for notes 7 – 9)
Kenan Deniz	(Present for notes 3 – 9)
Louise Dulhanty	(Present for notes 1 – 8)
Olivier Gaillemin	
Nandan Gautam (Topic adviser)	
Jane Gooch	
Robert Lenthall	(Present for notes 3 – 9)
Aidan Marsh	
James Piercy	
Hemant Sonwalkar (Co-opted committee member)	(Present for notes 3 – 5)

In attendance:		
Caroline Keir	Guideline Commissioning Manager, NICE	(Present for notes 1 – 3)
Jessica Fielding	PIP Lead, NICE	(Present for note 3)

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Vimal Bedia	Trainee Systematic Reviewer, NGC	
Jill Cobb	Information Specialist, NGC	(Present for note 3)
Emma Cowles	Senior Health Economist, NGC	
Kirsten Elliott	Information Specialist, NGC	
Ben Mayer	Senior Research Fellow, NGC	
Gill Ritchie	Associate Director/Guideline Lead, NGC	
Audrius Stonkus	Research Fellow, NGC	
Amelia Unsworth	Senior Project Manager, NGC	

Observers:

None

Apologies:

None

Day 1

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the 1st meeting on subarachnoid haemorrhage. The Committee members and attendees introduced themselves.

No members of the public asked to observe the meeting.

The Chair informed the Committee that no apologies had been received.

The Chair outlined the objectives of the meeting, which included: introductions to guideline development and discussion of the draft review questions and the draft review protocols.

Introductions

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

The Chair confirmed that, for the purpose of managing conflicts of interest, the matters under discussion were:

- Interventions to prevent rebleeding
- Timing of interventions
- Managing non-culprit aneurysms
- Medical management strategies
- Severity scoring systems
- Managing delayed cerebral ischaemia
- Managing intracranial hypertension.

The Chair asked everyone to verbally declare any interests.

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
Howard Brydon (co-optee)	Consultant Neurosurgeon, University Hospital of North Staffordshire	None, 16.11.18	n/a	No action needed.
Kenan Deniz	Consultant Neurosurgeon & Honorary Senior Lecturer, Leeds Teaching Hospitals NHS Trust & Leeds General Infirmary	None, 15.11.18	n/a	No action needed.
Louise Dulhanty	Clinical Nurse Specialist, Salford Royal Hospital, Manchester	Co-chair of British Neurovascular Nursing Group: <ul style="list-style-type: none"> • Organise meetings of NV nurses for education and networking. • Maintain 	Direct non-financial	No action needed other than process of open declaration.

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		Deshmukh H, Hinkley M, Dulhanty L, Patel HC, Galea JP. Acta Neurochirurgic a (Wien). 2016 May: 158(5):829- 835.		
		15.11.18		
Olivier Gaillemin	Consultant Physician in Acute Medicine, Salford Royal NHS Foundation Trust	None, 15.11.18	n/a	No action needed.
Nandan Gautam (Topic Advisor)	Consultant in Medicine and Critical Care, University Hospitals Birmingham NHS Foundation Trust	None, 15.11.18	n/a	No action needed.
Jane Gooch	Lay member	None, 15.11.18	n/a	No action needed.
Robert Henderson (Chair)	Consultant Cardiologist, Nottingham University Hospitals NHS Trust	None, 15.11.18	n/a	No action needed.
Robert Lenthall	Consultant Neuroradiologist, Nottingham University Hospitals NHS Trust	Sponsorship from Microvention/Terumo (previously Cordis Neurovascular) to support an INR training fellow post at NUH NHS Trust. Declared to the Trust with local support.	Indirect financial	No action needed other than process of open declaration.
		Sponsorship from Microvention/Terumo to attend the World AVM congress in	Direct financial	Reasonable travel, subsistence

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		<p>Montreal Canada – travel, accommodation and registration fees paid.</p> <p>Sponsorship from Microvention/Terumo to attend physicians’ factory visit and educational meeting in Aliso Viejo (LA, USA) – travel, subsistence and accommodation paid.</p> <p>Microvention/Terumo manufacture coils, coil assisted stents and flow diverters, 15.11.18</p>	<p>Direct financial</p>	<p>and attendance costs. No action needed other than process of open declaration</p> <p>Reasonable travel, subsistence and attendance costs. No action needed other than process of open declaration</p>
Aidan Marsh	Consultant in Anaesthesia and Intensive Care Medicine, North Bristol NHS Trust	Father-in-law is director of Flynn Pharmaceuticals (Holdings) Ltd. Flynn Pharma is a pharmaceutical company which markets generic prescription pharmaceuticals including phenytoin capsules and diclofenac, 15.11.18	Indirect financial	No action needed other than process of open declaration.
James Piercy	Lay member	Trustee and board member of United Kingdom Acquired Brain Injury Forum. This is a voluntary post supporting the work of the forum which aims to improve services to brain injury sufferers.	<p>Direct non-financial</p> <p>Direct non-</p>	No action needed other than process of open declaration.

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		European Brain Injury Council ambassador. A voluntary position. I am rarely engaged in direct activity but support and promote relevant council campaigns.	financial	No action needed unless campaign work relevant to scope
Hemant Sonwalkar (co-optee)	Consultant in diagnostic and interventional neuroradiology, Royal Preston Hospital	Primary investigator for SHIELD Trial. Flow diverter for aneurysm treatment– stopped recruitment, follow up and data collection phase, 15.11.18.	Indirect financial and direct non-financial	No action needed other than process of open declaration

The Chair and a senior member of the Developer’s team noted that the interests declared did not prevent the attendees from fully participating in the meeting.

3. Presentations

The Chair introduced Gill Ritchie, NGC Associate Director/Guideline Lead, who gave a presentation on the working practices of the National Guideline Centre.

The Chair introduced Caroline Keir, NICE Guidelines Commissioning Manager, who gave a presentation on the role of the NICE guideline commissioning manager and working with NICE.

The Chair introduced Jessica Fielding, NICE PIP Lead, who gave a presentation on the NICE patient involvement programme.

The Chair introduced Kirsten Elliott, NGC Information Specialist, who gave a presentation on the NGC Information Specialist’s role in searching for the evidence.

The Chair introduced Vimal Bedia, NGC Trainee Systematic Reviewer, who gave a presentation on the NGC Research Fellow’s role in reviewing the evidence.

The Chair introduced Emma Cowles, NGC Senior Health Economist, who gave a presentation on the NGC Health Economist’s role in reviewing health economic evidence in guideline development.

The Chair introduced Nandan Gautam, Consultant in Medicine and Critical Care, who gave an overview presentation on the topic of subarachnoid haemorrhage.

The Chair gave an overview presentation on the scope.

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The Committee thanked all the presenters for their presentations and contribution to the development of the guideline.

4. Questions and discussion

The Committee discussed the draft review questions and were given the opportunity to ask questions.

The Committee discussed the following draft review protocols and were given the opportunity to ask questions:

- Interventions to prevent rebleeding
- Timing of interventions
- Managing non-culprit aneurysms.

5. Any other business

None

Day 2

6. Welcome, apologies and declarations of interest

The Chair welcomed the Committee members and attendees to the 2nd meeting on subarachnoid haemorrhage.

No members of the public asked to observe the meeting.

The Chair informed the Committee that apologies had been received from CK.

No new declarations of interest were received therefore no action was needed.

7. Draft review protocols

The Committee discussed the following draft review protocols and were given the opportunity to ask questions:

- Medical management strategies
- Severity scoring systems
- Managing delayed cerebral ischaemia
- Managing intracranial hypertension.

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8. Other issues
The Committee considered the health economic prioritisation.
9. Any other business
None

Date of next meeting: 14/01/2019

Location of next meeting: Boardroom, National Guideline Centre, Royal College of Physicians, 11 St Andrews Place, London NW1 4LE