

4.0.03 DOC Cmte minutes

- **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 meetings 13&14

Date: 20/7/2020 and 27/7/2020

Location: Virtual meeting via Zoom

Minutes: Final

Committee members present:	
Robert Henderson (Chair)	
Julie Cox	(Present for items 1 – 7)
Kenan Deniz	
Louise Dulhanty	
Olivier Gaillemin	(Present for item 5 onwards)
Nandan Gautam (Topic adviser)	
Jane Gooch	
Robert Lenthall	
Aidan Marsh	
James Piercy	
Anh Tran	

In attendance:		
Caroline Keir	Guideline Commissioning Manager, NICE	(Present for items 1 – 7)
Ian Mather	Business Analyst – Resource Impact	

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	Assessment Team, NICE	
Judith McBride	Senior Medical Editor, NICE	
Vimal Bedia	Systematic Reviewer, NGC	
Alexandra Bonnon	Health Economist, 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	
Danielle White	Office Manager, NGC	

Observers:

None	
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Apologies:

Day 1

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the 13th meeting on subarachnoid haemorrhage. The Committee members and attendees introduced themselves.

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

The Chair outlined the objectives of the meeting, which included: discussion of the draft recommendations and impact and rationale for the review question on symptoms and signs, the evidence for the review question on patient information, additional evidence found in the literature top-up searches and a review of all draft recommendations.

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

The Chair confirmed that, for the purpose of managing conflicts of interest, the

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matters under discussion were:

- Symptoms & signs of SAH
- Patient information
- All other review questions.

The Chair asked everyone to verbally declare any interests that have arisen since the last meeting.

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
None				

No new declarations were received and the Chair and a senior member of the Developer's team noted that the existing interests previously declared did not prevent any attendee from fully participating in the meeting.

3. Review GC12 draft recommendations, rationale & impact section

The Committee discussed the draft recommendations, rationale & impact section for the review question on symptoms and signs of SAH.

4. Evidence review

The Committee was given a presentation on the clinical evidence for the review question on patient information.

5. Re-runs

The Committee was given a presentation on the additional clinical and cost-effectiveness evidence found in the top-up searches.

6. Draft recommendations

The Committee discussed and made edits to the list of draft recommendations.

7. Any other business

None

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Day 2

8. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the 14th meeting on subarachnoid haemorrhage. The Committee members and attendees introduced themselves.

The Chair informed the Committee that apologies had been received by JC and CK.

The Chair outlined the objectives of the meeting, which included: discussion of all draft recommendations and all draft research recommendations.

9. 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:

- All review questions.

The Chair asked everyone to verbally declare any interests that have arisen since the last meeting.

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
None				

No new declarations were received and the Chair and a senior member of the Developer's team noted that the existing interests previously declared did not prevent any attendee from fully participating in the meeting.

10. Draft recommendations

The Committee discussed and made edits to the list of draft recommendations.

11. Draft research recommendations

The Committee discussed and made edits to the list of draft research recommendations and agreed the top 5 priorities.

12. Minutes of the last meeting

The Committee agreed the minutes of the last meeting were an accurate record.

13. Timeline

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The Committee was shown a slide on the updated timeline.
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14. Any other business

None

Date of next meeting: TBC

Location of next meeting: Virtual meeting via Zoom