

Meningitis (bacterial) and meningococcal disease: recognition, diagnosis & management

Committee Meeting 1

Date: 16th September 2020

Location: Via Zoom

Minutes: Final

Committee members present:	
Mark Thomas (Chair)	Present for items 1 – 5
Ashifa Trivedi	Present for items 1 – 5
Simon Nadel	Present for items 1 – 5
Andrew Hitchings	Present for items 1 – 5
Robert Heyderman	Present for items 1 – 5
Amit Arora	Present for items 1 – 5
Saul Faust	Present for items 1 – 5
Linda Glennie	Present for items 1 – 5
Tim Cook	Present for items 1 – 5
Debarata Bhattacharya	Present for items 1 – 5
Nathan Griffiths	Present for items 1 – 5
Michael Griffiths	Present for items 1 – 5

In attendance:		
Josh South	NGA Project Manager	Present for items 1 – 5
Lisa Boardman	NGA Guideline Lead	Present for items 1 – 5
Laura O'Shea	NGA Senior Systematic Reviewer	Present for items 1 – 5
Kelly Williams	NGA Systematic Reviewer	Present for items 1 – 5
Zipporah Ihezor-Ejiofor	NGA Systematic Reviewer	Present for items 1 – 5
Neroli Harris	NGA Information Scientist	Present for items 1 – 5
Elise Hasler	NGA Information Scientist	Present for items 1 – 5
Paul Jacklin	NGA Senior Health Economist	Present for items 1 – 5
Stephen Murphy	NGA Clinical Advisor	Present for items 1 – 5
Catrina Charlton	NICE Commissioning Manager	Present for items 1 – 5
Emma Chambers	NICE PIP Advisor	Present for items 1 – 5

Apologies:

David Turner

Topic Advisor

1. Welcome and objectives for the meeting

The Chair welcomed the committee members and attendees to the 1st guideline committee meeting on Meningitis (bacterial) and meningococcal disease: recognition, diagnosis & management. The Chair thanked the committee for joining the meeting virtually. The Chair acknowledged apologies received as noted above.

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

The Chair confirmed that, for the purpose of managing conflicts of interest, the matter under discussion was meningitis (bacterial) and meningococcal disease: recognition, diagnosis & management. The Chair asked everyone to verbally declare any interests. No new interests were declared.

The Chair outlined the objectives of the meeting and asked the committee to provide a brief introduction as it was the first committee meeting.

3. Introduction from the National Guideline Alliance (NGA)

Lisa Boardman, NGA Guideline Lead, provided a presentation outlining the aims of this guideline.

4. Declaration of interests

Lisa Boardman, NGA Guideline Lead, provided a presentation on the declaration of interests policy that should be followed for the guideline.

5. NICE Public Involvement Programme

Emma Chambers, NICE Public Involvement Advisor, provided a presentation outlining the role of lay members on the guideline.

6. Guideline scope

Lisa Boardman, NGA Guideline Lead, outlined the agreed scope for the guideline. The committee discussed the scope and agreed whether any changes were required to the content.

7. Introduction to review questions and protocols

Kelly Williams, NGA Systematic Reviewer, outlined the current review questions and process for drafting protocols for this guideline.

8. Suggested amendments to review questions

Kelly Williams, NGA Systematic Reviewer, outlined the current review questions for the guideline. The committee discussed whether any changes were required to the review questions.

9. Protocol for draft review questions 3.1 & 3.2

Kelly Williams, NGA Systematic Reviewer, presented the protocol for review question 3.1 - Is immediate antibiotic administration effective in improving outcomes for people with suspected bacterial meningitis, and review question 3.2 - Is immediate antibiotic administration effective in improving outcomes in people with suspected meningococcal disease?

5. AOB

There was no further business to discuss. The Chair closed the meeting at 16:30pm.

Date of next meeting: 7th October 2020

Location of next meeting: Via Zoom