

## Adrenal Insufficiency Committee meeting 13

**Date:** 06 September 2023

**Location:** Virtual meeting

**Minutes:** Final

<b>Committee members present:</b>	
<b>Philip Newland-Jones (PNJ) (Interim Chair)</b>	Present for items 1 – 5
<b>Helen Simpson (HS) (Topic Advisor)</b>	Present for items 1 – 4
Aled Rees (AR) (Cooptee)	Present for items 4 – 5
Anh Tran (AT)	Present for items 1 – 5
Callum Brown (CB) (Cooptee)	Present for items 1 – 5
Chloe Mezzetti (CM)	Present for items 1 – 5
Colin Omorodion (CO)	Present for items 1 – 5
Geraint Morris (GM)	Present for items 1 – 5
Kate Davies (KD)	Present for items 1 – 4
Kate Owen (KO)	Present for items 1 – 4
Kaz Williams (KW)	Present for items 1 – 5
Lisa Shepherd (LS)	Present for items 1 – 5
Nabil Boulos (NB)	Present for items 1 – 4
Ranna El Khairi (RK)	Present for items 1 – 4
Sally Caruthers (SC) (Cooptee)	Present for items 1 – 5
Simon Pearce (SP)	Present for items 1 – 4
Emma Beecroft (EB) (Cooptee)	Present for items 1 – 5

<b>In attendance:</b>		
Alexandra Bonnon (AB)	Health economist	Present for items 1 - 5
Rupert Franklin (RF)	In-coming Guideline Commissioning Manager	Present for items 1 - 5
Rebecca Boucher	Senior Editor	Present for items 1 - 5
Saoussen Ftouh (SF)	Senior Research Fellow	Present for items 1 - 5
Gill Ritchie	Guideline Lead	Present for items 1 - 5
Stephen Deed (SD)	Information Specialist	Present for items 1 - 5
Tamara Diaz (TD)	Project Manager	Present for items 1 - 5

<b>Apologies:</b>	
Benjamin Ellis (BE) (Chair)	
Sally Tollerfield (ST)	
Mandish Dhanjal (MD)	

1.

<b>1. Welcome and objectives for the meeting</b>								
<p>The Chair welcomed the Committee members and attendees to the 13th meeting on the Adrenal Insufficiency guideline. Apologies are noted above.</p> <p>The Chair outlined the objectives of the meeting, which included the review of draft recommendations for ongoing care and monitoring, and emergency management of adrenal crisis.</p>								
<b>2. Confirmation of matter under discussion, and declarations of interest</b>								
<p>New declarations made by committee members on meeting day are listed below.</p> <table border="1"><thead><tr><th>Name</th><th>Declaration</th><th>Classification</th><th>Action</th></tr></thead><tbody><tr><td>Nil</td><td>Nil</td><td>Nil</td><td>Nil</td></tr></tbody></table> <p>The Interim Chair and a senior member of the Developer's team noted recommendations on previous reviews would be discussed during the day. Committee members were reminded to withdraw from discussions for the areas for which they are conflicted as noted on the circulated register, as follows:</p> <ul style="list-style-type: none"><li>• ST, HS, SP and NB to withdraw from discussions related to emergency management of adrenal crisis (NB paediatric care) (HS and SP adult care).</li></ul>	Name	Declaration	Classification	Action	Nil	Nil	Nil	Nil
Name	Declaration	Classification	Action					
Nil	Nil	Nil	Nil					
<b>3. Confirmation of minutes</b>								
<p>Minutes of guideline committee meetings 12 were confirmed as accurate.</p>								
<b>4. Draft Recommendations:</b>								
<p>The Editor's amendments to the draft recommendations were reviewed by the committee for the following areas:</p> <ul style="list-style-type: none"><li>• Ongoing care and monitoring</li><li>• Emergency management of adrenal crisis</li></ul>								
<b>5. Any other business</b>								
<p>None. There being no further business the meeting ended at 4:00 p.m.</p>								

**Date of next meeting:** GC14, Thursday 09 November 2023

**Location of next meeting:** Virtual meeting