

Diabetes guideline update Committee meeting

Date: 06/12/19

Location: NICE Manchester

Minutes: Final

Committee members present:	
Ibrahim Abubakar (Chair)	Present for items 1 – 10
Sarah Ali	Present for items 1 – 10
Augustin Brooks	Present for items 1 – 10
Jonathan Webber	Present for items 1 – 10
Soon Song (afternoon only)	Present for items 7 - 10
Anne Dornhorst	Present for items 1 – 10
Jenny Myers	Present for items 1 – 10
May Ng	Present for items 1 – 8
Chizo Agwu	Present for items 1 – 10
Sharon McCarthy	Present for items 1 – 10
Nicola Milne	Present for items 1 – 10
Andrew Farmer (morning only)	Present for items 1 – 6
Chirag Bakhai	Present for items 1 – 10
Dorothy Frizelle	Present for items 1 – 10
Joanne Hutchinson	Present for items 1 – 10
Diane Todd	Present for items 1 – 10
Carole Gelder	Present for items 1 – 10
Natasha Jacques	Present for items 1 – 10
Salianne Kavanagh	Present for items 1 – 10
Sian Rilstone	Present for items 1 – 10
Fiona Rutherford	Present for items 1 – 10
Hugh Gallagher	Present for items 1 – 10
Daniel Newman	Present for items 1 – 10
Corrine Wykes	Present for items 1 – 10
Katie Young	Present for items 1 – 10
Rohan McMillan	Present for items 1 – 10
Therese Docherty	Present for items 1 – 10

In attendance:

Emma Chambers	Public Involvement Adviser	Present for items 1 – 6
Sarah Glover	Information Scientist	Present for items 1 – 10
Rupert Franklin	Guideline Commissioning Manager	Present for items 1 – 10 (left between 2 – 3pm)
Thomas Jones	Technical Analyst (Health Economics)	Present for items 1 – 10
Caroline Mulvihill	Technical Adviser	Present for items 1 – 10
Anneka Patel	Project Manager	Present for items 1 – 10
Gabriel Rogers	Technical Adviser (Health Economics)	Present for items 1 – 10
Shreya Shukla	Technical Analyst	Present for items 1 – 10
Susan Spiers	Associate Director	Present for items 1 – 10

Observers:	
Emily Leckenby	Present for notes 1 – 10

Apologies:	
Carol Metcalfe	Paediatric diabetes Nurse Specialist

1. Welcome and objectives for the meeting
<p>The Chair welcomed the Committee members and attendees to the first meeting on Diabetes. Committee members and attendees introduced themselves.</p> <p>The Chair informed the Committee that apologies had been received. These are noted above.</p> <p>The Chair outlined the objectives of the meeting, which included: induction presentations, health economic prioritisation and review protocols.</p>
Introductions
1. Confirmation of matter under discussion, and declarations of interest (DoI's)

The Chair confirmed that, for the purpose of managing conflicts of interest, the matter under discussion was Continuous glucose monitoring and Digital technologies.

The Chair asked everyone to verbally declare any interests. Please refer to the published DOI registry.

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 this meeting.

2. Public Involvement Programme presentation

The Chair introduced Emma Chambers, Public Involvement Adviser, who gave a presentation on the public involvement programme.

The Chair thanked Emma for their presentation.

3. Role of the Guideline Commissioning Manager presentation

The Chair introduced Rupert Franklin, Guideline Commissioning Manager, who gave a presentation on the commissioning team.

The Chair thanked Rupert for their presentation.

4. Role of the Project Manager, expenses & Dols presentation

The Chair introduced Anneka Patel, Project Manager and Jackie Durkin, Administrator, who gave a presentation on the project team and Dol's.

The Chair thanked Anneka and Jackie for their presentation.

5. Information Services presentation

The Chair introduced Sarah Glover, Information Scientist, who gave a presentation on the information team and searches.

The Chair thanked Sarah for their presentation.

6. Guideline development and Health economics presentations

The Chair introduced Caroline Mulvihill, Technical Adviser who gave a presentation on Introduction to NICE and role of committee, guideline development and systematic reviews and presenting the evidence and making recommendations.

The Committee then discussed the issues presented in relation to this guideline. The Chair thanked Caroline for their presentation.

The Chair introduced Tom Jones, Technical Analyst who gave a presentation on an

introduction to health economics.

The Chair thanked Tom for their presentation.

7. Review protocols

Shreya Shukla, Technical Analyst, gave a presentation on the review protocols for Continuous glucose monitoring and Digital technologies.

The Committee discussed the protocols and were given the opportunity to amend based on their expertise and ask questions.

The Chair thanked Shreya for their presentation.

8. Health Economics prioritisation

Tom Jones, Technical Analyst (Health economics), gave a presentation on prioritising areas for health economics resource.

The Committee discussed this and agreed with the areas suggested for prioritisation.

The Chair thanked Tom for their presentation.

9. AOB

Anneka Patel, Project Manager, asked Committee members to return any new DOI's on their latest form, so an audit trail is maintained. There was no other business raised.

10. Summary and next steps

The Chair thanked the Committee members and NICE team for a useful and information first meeting and summed up the day.

Date of next meeting: 03/02/2020

Location of next meeting: NICE Manchester offices