

Date and Time: *Wednesday 5 November 2014 10:00 – 16:00*

GDG 5

Minutes: Confirmed

Place: *Boardroom, National Clinical Guideline Centre, 180 Great Portland Street, London, W1W 5QZ*

Present: GDG Members

1. Bhaskar Basu	BB
2. Stephen Bennett	SB
3. Bob Handley	BH
4. Karen Hoffman	KH
5. Heather Jarman	HJ
6. Fiona Lecky	FL
7. Richard Lee	RL
8. Iain McFadyen	IM
9. David Skinner (Chair)	DS
10. Ann Weaver	AW
11. Keith Young	KY

NCGC Technical team

1. Margaret Constanti	MC
2. Caroline Farmer	CF
3. Kate Kelley	KK
4. Amy Kelsey	AK
5. Sana Khan	SK
6. Frank O'Neill	FO
7. Mark Perry	MP
8. Vicki Pollit	VP
9. Carlos Sharpin	CS
10. Sharon Swain	SS

Apologies

1. Karim Brohi	KB
2. Ben Doak	BD
3. Chris Fitzsimmons	CF
4. Graham Stiff	GS

Notes

1. The Chair welcomed the group to the sixth guideline development group meeting. The Chair reviewed and requested updates to the declarations of interest register. The Chair declared that in relation to the previous declarations recorded in the DOI register, for this meeting, the following should apply:

The DOI register was made available to the GDG chair. The chair reviewed the DOI register and deemed that none of the original DOIs were in conflict with the agenda

Notes

topics and clinical questions under discussion at the meeting. No action was required.

N.B. The Chair and GDG members were recruited to this guideline using NICE DOI policy published Oct 2008.

2. Apologies were received from KB, BD, CF and GS.
3. The Chair introduced Sharon Swain, NCGC Senior Research Fellow, who led discussions on the following protocols: audit and information and support. The GDG discussed the protocols presented. The Chair thanked SS for her presentation.
4. The Chair then introduced Kate Kelley, NCGC Guideline Lead and Vicki Pollit, NCGC Senior Health Economist, who presented the clinical and cost effectiveness evidence for multidisciplinary team management. The GDG discussed the evidence presented and drafted recommendations. The Chair thanked KK and VP for their presentation.
5. VP then presented the service delivery systems model structure and objectives to the GDG. The GDG discussed the information presented. The Chair thanked VP for her presentation.
6. There was no other business. The Chair closed the meeting and thanked the GDG for attending.

Date of next meeting: GDG 6 & 7 Wednesday 7th and Thursday 8th January 2015. Boardroom, NCGC, 180 Great Portland Street, London W1W 5QZ