

NICE Collaborating Centre for Social Care

**Transition from children's to adult services
Guideline Committee meeting 11
Thursday 11th June 2015
10.30am – 5.30pm
SCIE Offices**

Guideline Committee Minutes

<i>Guideline Committee Members</i>	
Name	Role
Alun Williams (AW)	Paediatrician
Bryony Beresford (BB)	Topic Adviser
Caroline Bennett (CB)	Transition Lead
Carrie Wilson (CW)	Care Leaver and Carer
Charlotte Gatherer (CG)	Service user/carer
Clare Lamb (CL)	Child and Adolescent Psychiatrist
Debbie Kinsella (DK)	Transition Lead
Helena Gleeson (HG)	Consultant Endocrinologist
Julie Turner (JT)	Social Worker
Kathie Drinan (KD)	Physiotherapist
Swaran Singh (SS)	GC Chair
Theresa Culverwell (TC)	Carer

The NCCSC is a collaboration led by SCIE



Other invitees		
Name	Role	Organisation
Beth Anderson (BA)	Senior Lead	NCCSC (SCIE)
Palida Teelucknavan (PT)	Project Manager	NCCSC (SCIE)
Kristin Liabo (KL)	Lead Systematic Reviewer	NCCSC (EPPI)
Joanna Lenham (JL)	Practice Development Manager	NCCSC (SCIE)
Peter O'Neill (PO)	Technical Adviser	NICE
Anna Wasielewska (AW)	Technical Adviser	NICE
Jaimella Espley (JE)	Editor	NICE
Leonie Gregson (LG)	Editor	NICE

Apologies	
Name	Role
Philippa Williams (PW)	Carer
Thines Ganeshamoorthy (TG)	Service User
Eugenia Lee (EL)	Clinical Commissioner & GP
Marija Trachtenberg (MT)	NCCSC
Nadira Sharif (NS)	NCCSC

No	Agenda Item	Minutes	Action/Owner
1.	Welcome, introductions and potential conflicts of interest	<p>SS welcomed all attendees to the meeting and the apologies were noted as above.</p> <p>No new interests were declared.</p>	
2.	Minutes and matters arising	<p>The Guideline Committee (GC) reviewed the minutes from the last meeting and the following corrections were noted:</p> <ul style="list-style-type: none"> • AW did attend the meeting. • CL attended the first day but not the second day. <p>All actions were completed and the minutes were accepted as true record of the meeting.</p> <p>Other matters included:</p> <ul style="list-style-type: none"> • Amy Moore resigned from the committee. • This is KL's last meeting as she is leaving the NCCSC. 	Action 1: PT to make corrections to the minutes from the last meeting.
3.	Review recommendations and respond to priority comments from NICE	<p>The GC reviewed comments from NICE on the recommendations and agreed to make changes to the wording of some of the recommendations.</p> <p>They also agreed that most of the recommendations were generic enough to cover most of the evidence statements.</p>	Action 2: NCCSC to edit the recommendations as suggested by the GC.
4.	Heading & structure of guideline	<p>BA presented a revised structure of the guideline and the GC agreed that to adopt this.</p>	Action 3: NCCSC to make changes as suggested by GC.
5.	Who should take action – agree audiences	<p>The GC identified the key audiences.</p>	Action 4: NCCSC to add the suggested key audiences to the guideline.
6.	Glossary section	<p>The GC highlighted the key terms that should be included in the Glossary section.</p>	Action 5: NCCSC to update the Glossary.

7.	Implementation section	<p>The GC explored areas that were most challenging for implementation and identified the top 3 priority areas for implementation.</p> <p>The next step will be for JL to draft the implementation section and circulate to the GC for review.</p>	Action 6: JL to draft the implementation section and circulate to the GC for review.
8.	AOB & next steps	<p>SS thanked the GC and NCCSC for all their hard work and also said a special thank you and farewell to KL.</p> <p>The next steps were as follows:</p> <ul style="list-style-type: none"> • NCCSC will send revised recommendations to NICE which will then go through the editing process before consultation. • Research recommendations will also be included and will be circulated to GC. • Consultation will take place from 10 Sep – 22 Oct. • GC will reconvene at the final meeting on 5th November. 	