NICE Collaborating Centre for Social Care

Transition between inpatient mental health settings and community or care home settings
Guideline Development Group meeting 2
21st January 2015, *09.30 – 15.45,* **SCIE Offices, Shared Meeting Space, 206 Marylebone Rd, London NW1 6AQ**
Minutes and working notes

Guideline Development Group Members	
Name	**Role**
Rebecca Harrington	GDG Chair
Sarah Matthews	Topic Adviser
Sandra Bilsborrow	Service user/carer
Kate King *(only attending day 2)*	Service user/carer
Shannon O'Neill	Service user/carer
Dawn Talbot	Service user/carer
Virginia Beacham	Mental health nurse and Trainer
Mary Birken	Academic and occupational therapist
Jane Clark	Consultant occupational therapist
Shawn Mitchell	Consultant Psychiatrist
Karen Morse	Area manager, Skills for care
Christina Richardson (*Apologies for both days*)	Mental health social worker
Anna Stratford	Director of a user led mental health peer support and training organisation
Michele Tynan (*Apologies for both days*)	Chief social worker for adults
Helen van Ristell	Residential Step Down Development manager and occupational therapist

Other invitees		
Name	**Role**	**Organisation**
Amanda Edwards (AE)	NCCSC Director	NCCSC (SCIE)
Carolyn Denne (CD)	Senior Lead	NCCSC (SCIE)
Marjorie Edwards (ME)	Project Manager and minutes	NCCSC
Lisa Boardman (LB)	Senior Project Manager	NCCSC
Deborah Rutter (DR)	Lead Systematic Reviewer	NCCSC
Nadira Sharif (NS)	Systematic Reviewer	NCCSC
Marija Trachtenberg (MT)	Economist	NCCSC (PSSRU)
Sarah Lester (SL)	Research Assistant	NCCSC (EPPI)
Claire Stansfield (day 2 only) (CS)	Information Specialist	NCCSC (EPPI))
Kim Rutter (KR)	Implementation Lead	NCCSC (SCIE)
Anthony Gildea (AG)	NICE Project Manager	NICE
John Mclean (JM)	NICE Programme Manager	NICE
Erin Whittingham (day 1 only) (EW)	NICE Public Involvement Advisor	NICE
Lisa Smith (LS)	Dissemination and Adoption Support	NCCSC (RIP/RIPFA)
Rita Parkinson (RP)	Project Coordinator	NICE
Peter O'Neil (PO'N)	Technical Advisor	NICE

Item	Agenda Item	minutes	Action/Owner
1.	**Welcome and apologies**	RH welcomed members to the second Guideline Development Group meeting for this topic Apologies had been received from Christina Richardson (CR). Michele Tynan (MT) had traveling problems the previous day. Karen Morse (KM) and Peter O'Neil (PO) would arrive at the meeting later in the morning.	
2.	**Note from Chair: Issues emerging from the scope**	Note from Chair – Discussed additional areas that may be considered within scope and the areas that need particular consideration.	
3.	**An overview of the practice context**	Lisa Smith (LS) gave an overview of the practice context around transition between inpatient mental health settings and community or care home settings. LS talked about such issues as: transition and the different contexts we were referring to; some of the issues around poor transitions and delays; the negative effect on people using services and their families and reasons for delay LS asked the GDG to get into small groups and discuss: - What are our aspirations in improving transitions? - What do know about what people want? - What is our experience? Members discussed the questions for 15 minutes and then fed back in a plenary session	
4.	**Discuss and agree review questions & draft review protocols**	DR introduced the draft review questions and draft review protocols. The review questions would be used to guide the systematic review work, which in turn would guide the GDG in the development of recommendations. The GDG discussed each question in depth and suggested and agreed amendments, including amendments to the objectives outlined in the review protocols. RH thanked the GDG for their contribution in refining the review questions. DR would now work on a revised set and these would be circulated to the GDG and agreed with NICE within the next 2 weeks.	**Action: PO to provide a relevant Search Strategy on a link for GDG members** **Action: DR to ensure there is a link to EIA in the document or link made available to GDG members**

			Action: If GDG members come across relevant websites/ published Journals – pass to ME who will pass to CS **Action:** DR to update copy of RQs by end of week, GDG to receive week beginning 26/01/15. GDG to respond by 29/01/15
5.	**Economic plan and potential priority areas**	This area was revisited from the previous day. Due to time limits, MT made a brief presentation (taking into consideration that an Economic Training day was taking place on the 27 Jan).	
	Introduction to Implementation work	This presentation will be postponed until GDG3 in March due to lack of time on the agenda.	
6.	**Reflections from GDG members and AOB**	RH asked GDG members and the project team to share thoughts and reflections on the last two days. RH thanked everybody for a very informative and productive two days and closed the meeting	
7.	**Date of next GDG**	GDG3 - Tuesday 31 March SCIE offices, Shared Meeting Room, 2nd Floor, 206 Marylebone Road, London NW1 6AQ	