

4.0.03 DOC Cmte minutes

- **Principle** – record the Committee meeting attendance, running, discussions
- **Links to include** – none
- **Attachments to include** – none
- **Info to include** – guideline title; meeting date/location; status of minutes (draft/confirmed); attendees; observers; apologies; agenda items and related discussions; declarations of interest; date of next meeting

Improving adults' experience of social care services Committee meeting 2

Date: 11/05/2016

Location: SCIE offices, Kinnaird House, 1 Pall Mall East, London SW1Y 5BP

Minutes: Confirmed

Committee members present:	
Alice Maynard (Chair)	(Present for notes 1 – 5)
Sophie Staniszewska (Topic adviser)	(Present for notes 1 – 5)
Alec Porter (APo)	(Present for notes 1 – 5)
Anne Pridmore (APr)	(Present for notes 1 – 5)
Gerry Bennison (GB)	(Present for notes 1 – 5)
Jonathan Kilworth (JKi)	(Present for notes 1 – 5)
Jonathan Rackham (JR)	(Present for notes 1 – 5)
Ju Gosling (JG)	(Present for notes 1 – 5)
Martha Wiseman (MW)	(Present for notes 1 – 5)
Mary Gardner (MG)	(Present for notes 1 – 5)
Matthew Parris (MP)	(Present for notes 1 – 5)
Paul Jays (PJ)	(Present for notes 1 – 5)
Sid Jeewa (SJ)	(Present for notes 1 – 5)
Tony Prosser (TP)	(Present for notes 1 – 5)
Walkiria Moura (WM)	(Present for notes 1 – 5)

In attendance:		
Amanda Edwards (AE)	Director, NCCSC	(Present for notes 1 –5)
Kim Rutter (KR)	Implementation Lead, NCCSC	(Present for notes 1 – 4)

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Zenette Abrahams (ZA)	Project Manager, NCCSC (minutes)	(Present for notes 1 – 5)
Catherine Swann (CS)	Lead Systematic Reviewer, NCCSC	(Present for notes 1 – 5)
Nadira Sharif (NS)	Systematic Reviewer, NCCSC	(Present for notes 1 – 5)
Marija Trachtenberg (MT)	Economist, NCCSC	(Present for notes 1 – 5)
Deanne Mitchell (DM)	Information Specialist, NCCSC	(Present for notes 1 – 5)
Rebecca Maguire (RB)	Project Manager, NICE	(Present for notes 1 – 5)
Sue Jelley (SJ)	Editor, NICE	(Present for note 5)

Observers:

N/A

Apologies:

Beth Anderson	Senior Lead, NCCSC
Sandra Rennie	Committee Member
Leonie Gregson	Editor, NICE

1. Welcome

The Chair welcomed the Committee members and attendees to the second meeting on Improving adults' experience of social care services.

2. Introductions and apologies

The Committee members and attendees introduced themselves.

The Chair informed the Committee that apologies had been received. These are noted above.

3. Declarations of interest

The Chair asked everyone to verbally declare any interests.

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
Alec Porter	District Manager Access & Inclusion, Bradford	Jan 2015: NHS England grant to pilot the Accessible Information Standard - £17k, paid to Bradford Metropolitan	Non-personal financial	No action needed.

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	Metropolitan District Council	District Council. I did not make any personal financial gain.		
Alec Porter	District Manager Access & Inclusion, Bradford Metropolitan District Council	Feb 2016: NHS England grant to develop tools to support Accessible Information Standard - £13k. The grant was paid to Bradford Metropolitan District Council I did not make any personal financial gain.	Non-personal financial	No action needed.
Alice Maynard	Director, Future Inclusion Ltd	08/05/2016: Trustee/Director and Chair of Swanswell Charitable Trust, a drug and alcohol recovery charity.	Personal financial	No action needed.
Alice Maynard	Director, Future Inclusion Ltd	08/05/16: Independent member of the guest experience committee for Revitalise, a provider of social care services in the form of respite care. This is not a remunerated position.	Personal non-financial	No action needed.
Alice Maynard	Director, Future Inclusion Ltd	08/05/16: Chair of a strategic advisory panel for Dimensions, another organisation that provides social care. This is not a remunerated position.	Personal non-financial	No action needed.
Anne Pridmore	Expert by experience	None		
Catherine Swann	Research Analyst, NCCSC	10/05/2016: Director of Healthwatch Brighton and Hove, a service user and patient advocacy organisation. This role is unpaid.	Personal non-financial	No action needed.
Gerry Bennison	Expert by experience	21/12/2015: Panel member of the PRP Funding Panel of the Department of Health since 2014 for a fixed period of approximately four years.	Personal financial	No action needed.
Gerry	Expert by	21/12/2015: Research	Personal	No action

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Bennison	experience	Advisor for QORU (Quality and Outcomes for Person Centred Care Policy Research Unit) relating to the PSSRU at the University of Kent. QORU undertakes research into Social Care with various work such as Dementia Care, Personal Budgets. This has a PPI Research Advisors Group of about 10 to 12 people who asked to be involved and is remunerated once or twice a year.	financial	needed.
Jonathan Kilworth	Business Intelligence Partner, Adult Social Care & Housing, Harrow Council	None		
Jonathan Rackham	Expert by experience	None		
Ju Gosling	Expert by experience	None		
Martha Wiseman	Carer	21/12/2015: Trustee of Carers UK, elected for term 2013-2017	Personal financial	No action needed.
Mary Gardner	Practice Governance Manager, British Red Cross	21/12/2015: I work for the British Red Cross who provide low level social care support. My role involves me providing advice and support on good practice and providing quality assurance.	Personal financial	No action needed.
Matthew Parris	Manager, Healthwatch Surrey	03/02/2016: Possible commercial interest if the scope of this work includes the provision of information, advice or advocacy services due to my employment with the charity Help & Care and	Personal financial	No action needed.

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		Healthwatch Surrey C.I.C., given that they provide these services. Possible commercial interest given my employment with Healthwatch Surrey C.I.C given their role in Health & Social Care as the statutory consumer champion, amplifying the voice and involvement of patients in services.		
Paul Jays	Consultant in social care and health	08/12/2016: I have worked as an independent consultant across Social Care and Health for the last thirteen years on a fee basis, undertaking work for the UK DoH, the Northern Ireland Health and Social Care Commissioning Board, English Local Authorities and currently the Falklands Island Government. I work through my own Limited Company and I am the sole Director.	Personal financial	No action needed.
Paul Jays	Consultant in social care and health	Chair of a Welsh arts charity for people with disabilities, for which there is no remuneration.	Personal non-financial	No action needed.
Sandra Rennie	Expert by experience	None		
Sid Jeewa	Expert by experience	11/12/2015: Lay Visitor for Health and Care Professions Council (HCPC). This role is remunerated.	Personal financial	No action needed.
Sid Jeewa	Expert by experience	11/12/2015: Management Committee member of Shaping Our Lives, a national organisation and network of user-led groups, service users and	Personal financial	No action needed.

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		disabled people. This role is remunerated.		
Sophie Staniszewska	Lead for Experiences of Care and Patient and Public Involvement Programme, RCN Research Institute, University of Warwick	None		
Tony Prosser	Carer	12/12/2015: Member of Hull Learning Disability Partnership Board.	Personal non-financial	No action needed.
Tony Prosser	Carer	12/12/2015: Co-Chair of PMLD sub-group of Hull Learning Disability Partnership Board.	Personal non-financial	No action needed.
Walkiria Moura	Independent Mobility Assessor, Croydon Borough Council	None		

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 the meeting.

4. Presentations

The Chair introduced Kim Rutter, Implementation Lead, who gave a presentation on introduction to implementation work and the practice context.

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

The Chair introduced Marija Trachtenberg, Economist, who gave a presentation on introduction to economic work.

Marija went on to give a presentation on the economic plan and potential priority areas.

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

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The Chair introduced Catherine Swann, Lead Systematic Reviewer, who gave a presentation on the review questions and draft review protocol.

The Committee then discussed the issues presented and proposed amendments to the review questions and protocol. The Committee suggested additional papers, which the team would review in line with NICE methods. The Chair thanked CS for her presentation.

The Chair introduced Deanne Mitchell, Information Specialist, who gave a presentation on the search strategy.

The Committee then discussed the issues presented and suggested terms to include in the search protocol. The Chair thanked DM for her presentation.

The Chair introduced Sue Jelley, NICE Editor, who gave a presentation on the role of the NICE Editor and writing recommendations.

Sue Jelley took questions from the group. The Chair thanked SJ for her presentation.

5. Any other business

None

Date of next meeting: 25/07/2016

Location of next meeting: SCIE offices, Kinnaird House, 1 Pall Mall East, London, SW1Y 5BP.