

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 3

Date: 25/07/2016

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

Minutes: Final

Committee members present:

Alice Maynard (AM) (Chair)	(Present for notes 1 – 12)
Sophie Staniszewska (SS) (Topic adviser)	(Present for notes 1 – 12)
Alec Porter (APo)	(Present for notes 1 – 12)
Anne Pridmore (APr)	(Present for notes 1 – 12)
Gerry Bennison (GB)	(Present for notes 1 – 12)
Jonathan Kilworth (JK)	(Present for notes 1 – 12)
Jonathan Rackham (JR)	(Present for notes 1 – 12)
Ju Gosling (JG)	(Present for notes 1 – 12)
Martha Wiseman (MW)	(Present for notes 1 – 12)
Mary Gardner (MG)	(Present for notes 1 – 12)
Paul Jays (PJ)	(Present for notes 1 – 12)
Sandra Rennie (SR)	(Present for notes 1 – 12)
Tony Prosser (TP)	(Present for notes 1 – 12)
Walkiria Moura (WM)	(Present for notes 1 – 12)

In attendance:

Beth Anderson (BA)	Senior Lead, NCCSC	(Present for notes 1 – 12)
Zenette Abrahams (ZA)	Project Manager, NCCSC (minutes)	(Present for notes 1 – 12)
Antonia Simon (AS)	Lead Systematic Reviewer, NCCSC	(Present for notes 1 – 12)

4.0.03 DOC Cmte minutes

Nadira Sharif (NS)	Systematic Reviewer, NCCSC	(Present for notes 1 – 12)
Marija Trachtenberg (MT)	Economist, NCCSC	(Present for notes 1 – 12)
Rebecca Maguire (RM)	Project Manager, NICE	(Present for notes 1 – 12)
Peter O’Neill (PO)	Technical Adviser, NICE	(Present for notes 1 – 12)
Astrid Aregui	Pathways Editor, NICE	(Present for note 7)
	PA to Alice Maynard	(Present for notes 1 – 12)
	PA to Ju Gosling	(Present for notes 1 – 12)
	PA to Anne Pridmore	(Present for notes 1 – 12)
	PA to Mary Gardner	(Present for notes 1 – 12)

Apologies:

Sid Jeewa	Committee Member
Matthew Parris	Committee Member

1. Welcome and introductions

The Chair welcomed the Committee members and attendees to the third meeting on Improving adults’ experience of social care services. The Committee members and attendees introduced themselves.

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

BA informed the Committee that Catherine Swann has left the NCCSC, and has been replaced by Antonia Simon and Carol Vigurs from EPPI.

2. 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 Metropolitan District Council	Jan 2015: NHS England grant to pilot the Accessible Information Standard - £17k, paid to Bradford Metropolitan District Council. I did not make any personal	Non-personal financial	No action needed.

4.0.03 DOC Cmte minutes

		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: 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		
Gerry Bennison	Expert by experience	21/12/2015: Research 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. The role is remunerated once or twice a year.	Personal financial	No action needed.
Jonathan	Business	None		

4.0.03 DOC Cmte minutes

Kilworth	Intelligence Partner, Adult Social Care & Housing, Harrow Council			
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 non-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 employment with the charity Help & Care and Healthwatch Surrey C.I.C., who provide these services. Possible commercial interest through employment with Healthwatch Surrey C.I.C, given their role as the statutory consumer champion in Health & Social Care in amplifying the voice and	Personal financial	No action needed.

4.0.03 DOC Cmte minutes

		involvement of patients in services.		
Paul Jays	Consultant in social care and health	08/12/2016: Independent consultant across Social Care and Health on a fee basis, undertaking work for the UK DH, 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 disabled people. This role is remunerated.	Personal financial	No action needed.
Sophie Staniszewska	Lead for Experiences of Care and Patient and	None		

4.0.03 DOC Cmte minutes

	Public Involvement Programme, RCN Research Institute, University of Warwick			
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.

3. Minutes of last meeting

The Chair asked the Committee if it wanted any changes made to the minutes of the last meeting. The Committee suggested the following changes:

- GC2 minutes, P3 – correct typo

The Chair confirmed that all matters arising had been completed or were in hand.

4. Presentation - Updated review protocol

The Chair introduced BA, Senior Lead, who gave a presentation on the revised questions and review protocol.

The Committee then discussed the issues presented in relation to this guideline.

The Chair thanked BA for her presentation.

5. Presentation - Update on review work

The Chair introduced Antonia Simon, Systematic Reviewer, who gave an update on

4.0.03 DOC Cmte minutes

the progress of the review work and next steps.

Action for NCC: circulate the detailed search strategy to the Committee

The Chair thanked AS for her presentation.

6. Presentation - Economic plan

The Chair introduced MT, Economist, who gave a presentation on the draft economic plan for Committee review and sign-off.

The Committee then discussed the issues presented in relation to this guideline.

The GC agreed with the economic plan.

The Chair thanked MT for her presentation.

7. Presentation - Introduction to NICE Pathways

The Chair introduced Astrid Aregui, Pathways Editor, who gave a presentation on NICE pathways.

AA took questions from the group.

The Chair thanked AA for her presentation.

8. Presentation - Other relevant recommendations from published NICE guidelines

The Chair introduced BA, who gave a presentation on review of other relevant recommendations from published NICE guidelines (CG136 and CG138).

9. Group work (closed session)

The Committee split into small groups to discuss review of relevant evidence from other guidelines. A member of the Developer's team facilitated each group. Another member scribed.

10. Plenary feedback

After the small group sessions, each group gave feedback on the issues identified.

The members of the Committee discussed the feedback in plenary.

A number of issues and actions were noted as a result of Committee discussion and these will be captured on the draft Linking Evidence to Recommendation (LETR) tables which will be reviewed at meeting 8 & 9.

4.0.03 DOC Cmte minutes

11. Other issues

The Committee considered the following implementation issues relevant to this guideline:

- Including views of hard to reach and marginalised people.
- The importance of differentiating between paid and unpaid carers.

The Committee suggested the following potential future expert witness:

- ADASS National Lead

12. Reflections on the day

None.

Date of next meeting: 12/09/2016

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