

#### 4.0.3 DOC Cmte minutes

### Dementia (update) Guideline Committee – development

**Date:** 21/11/2016

**Location:** NICE offices, Manchester

**Minutes:** Final



<b>Committee members present:</b>	
Tracey Wright (TW) (Chair)	Present for all
Sally English (SE)	Present for all
Pauline Shaw (PS)	Present for all
Maggie Murdoch (MM)	Present for all
Ben Williams (BW)	Present for all
Belinda Black (BB)	Present for all

<b>In attendance:</b>		
Sue Spiers (SS)	ICG – Associate Director	Present for all
Joshua Pink (JP)	ICG – Technical Advisor	Present for all
Vicky Gillis (VG)	ICG – Technical Analyst	Present for all
Sohaib Ashraf (SA)	ICG – Health Economist	Present for all
Mike Mellors (MM)	NICE Social Care Advisor	Present for all
Erin Whittingham (EW)	NICE Public Involvement Advisor	Present for items 1 – 3
Elizabeth Barrett (EB)	NICE Information Specialist	Present for all

<b>Observers:</b>	
Marie Harrisingh (MH)	ICG – Technical Analyst
Toby Mercer (TM)	ICG – Technical Analyst

<b>Apologies:</b>	
Ruth O’Dea (RO)	Subgroup member

### 1. Introduction & Guideline Committee working

#### 4.0.3 DOC Cmte minutes

The Chair welcomed the Subgroup members and attendees to the first meeting of the dementia guideline Social Care Subgroup. The members and attendees introduced themselves.

Apologies for the meeting were received as detailed above.

The Chair outlined the proposed objectives of the meeting, as noted on the agenda

The Chair gave a presentation introducing the members to the Subgroup. The presentation introduced the guideline committee to the role of Chair and the committee, and an overview of the process of guideline development.

#### **2. Developing NICE clinical guidelines**

The Chair introduced EW, who gave a presentation on the Public Involvement Programme and the role and value of lay members.

The Chair introduced DD, who presented an outline of the role of the project manager and also reiterated some of the key points relating to declarations of interest and claiming expenses.

#### **3. Declarations of interest (DOI)**

The Chair requested that subgroup members and attendees outline all potential conflicts of interest.

No new declarations were made.

The Chair noted that the interests declared did not prevent the attendees from fully participating in the meeting.

#### **4. Presentation of Methods**

The Chair introduced VG who presented an overview of the process of guideline development and a summary of the scope for the Dementia (update) guideline.

VG went on to introduce the group to how the NICE team will help formulate review protocols, answer review questions and use GRADE to rank evidence quality. EB presented on how NICE identify evidence through literature searching.

JP presented NICE's rationale for the inclusion of health economics in guideline development alongside information on how the committee would be involved in this process.

#### **5. Review recommendations**

JP presented the recommendations made by the main committee thus to update them on the progress made.

#### 4.0.3 DOC Cmte minutes

##### 6. Social Care review protocols

JP presented the Social Care review protocols to the subgroup for their comment and insight. The group advised of some additional details which could aid in the evidence search.

##### 7. Next Steps

The chair advised that minutes of the meeting, along with electronic versions of what was presented would be circulated following the meeting. She also reminded the group of the location and date of the next meeting.

The Chair thanked the group for their time and contribution to the meeting.

**Date of next meeting:** Wednesday 04 January 2017

**Location of next meeting:** NICE offices, Manchester