

Date and Time: 10am - 27th February 2013

Minutes: Draft

Guideline Development Group Meeting

Place: *Mercure Hotel*
Portland Street
Manchester
M1 4PH

Present: Ibrahim Abubakar (Chair) (IB)
Michael Einsenhut (ME)
Ann Chapman (AC)
Tessa Marshall (TM)
Faizan Ahmed (FA)
Christine Bell (CB)
Philip Monk (PM)
Timothy Collyns (TC)
Marc Lipman (ML)
Amy McConville (AM)
Horace Reid (HR)
Mango Hoto (MH)
Bertie Squire (BS)

Apologies: Andrew Hayward (AH)
Al Story (AS)
Francis Drobniowski (FD)

In attendance:

NICE Staff:

Caroline Keir (CK)
Lucy Hoppe (LH)
Toni Tan (TT)
Gabriel Rogers (GR)
Michael Heath (MH)
Nicole Elliott (NE)
Suzi Peden (SP)
Catherine Swann (CS)
Barbara Meredith (BM)
Jenny Craven (JC)

Observers:

Emma Stonier

Notes

1. IB welcomed the group to the first meeting of this GDG. IB introduced himself to the group and asked each person around the table to introduce themselves and briefly outline their interest in the guideline. Apologies were received from AH, AS & FD. The Chair asked all GDG members to declare any relevant conflicts of interest. All declared that they knew of no personal specific, personal non-specific, non-personal specific or non-personal non-

Notes

specific interest in the development of this guideline that had not already been declared on appointment to the committee.

IB gave a presentation on GDG working.

2. CK gave a presentation to the group outlining her role as a guideline commissioning manager, and went on to explain the roles of the NICE teams tasked with developing the guidance.

LH and CS gave presentations looking at the scope and some of the methods that will be used when developing the guidance.

JC presented literature searching to the GDG, including the general methods NICE use when searching for literature.

BM introduced the Public Involvement Programme to the GDG which looked at including the service user, carer and community perspectives in guidance development.

MH gave a presentation on the expenses system and the NICE declarations of interest policy.

3. GR gave a presentation introducing health economics to the GDG. GR outlined dates of Health Economic Workshops to be held at NICE and agreed to circulate these dates to the GDG following the GDG meeting.
4. LH presented a summary of the scope and GDG went on to discuss the specific details of the scope.
5. LH went on to present the review protocols for a number of questions. The GDG worked through each protocol giving feedback. LH confirmed she would update the protocols following the meeting.
6. GR gave a second presentation looking at health economics in relation to this specific guideline.
7. IB thanked the GDG for attending the meeting and looked forward to the subsequent meetings of the group.

Date, time and venue of the next meeting

8. 10am – Monday 15th & Tuesday 16th April 2013 – NICE Offices – London.