

APMH
Guideline Development Group Meeting 1

Date & Time: 10.30am-4pm, Thursday 14 March 2013

Minutes: Confirmed

Place: The Royal College of Psychiatrists
 Standon House, 4th Floor
 21 Mansell Street
 London E1 8AA

Present: **GDG members**
 Louise Howard (Chair) (LH)
 Steve Pilling (Facilitator) (SP)
 Jane Barlow (JB)
 Maria Bavetta (MB)
 Karen Grayson (KG)
 Alain Gregoire (AG)
 Ian Jones (IJ)
 Liz McDonald (LMcD)
 Heather O'Mahen (HO)
 Anne Oxley (AO)
 Sally Russell (SR)
 Judy Shakespeare (JS)

Experts

None

In attendance:

NCCMH Staff: Bronwyn Harrison (BH)
 Christina Loucas (CL)
 Maryla Moulin (MM)
 Eric Slade (ES)
 Sarah Stockton (SS)
 Amina Udechuku (AU)

NICE staff: Caroline Keir (CK)
 Erin Whittingham (EW)

Notes

1. LH, the chair and SP, the facilitator of the GDG and Director of the National Collaborating Centre for Mental Health, welcomed the group and all members introduced themselves. Apologies were received from Helen Adams, Sonji Clarke, Asha Day, Jill Demilew and Kirstie McKenzie-McHarg.
2. The chair highlighted the aims of the day, which were for the group to meet each other, to understand the process for producing guidelines, the importance of health economics and to advise on the review questions.
3. Steve Pilling (SP) Director of the National Collaborating Centre for Mental Health, informed the group of the importance of declaring all interests each member may have. At each meeting GDG members will be asked to declare if they have any new interests to ensure the process is clear and transparent. It is better to over declare, even if you are unsure if an interest is relevant.
4. SP gave a presentation introducing the work of the NCCMH and how it can support the development of this guideline
5. Caroline Keir (CK) Guideline Commissioning Manager for NICE, gave a presentation outlining how this guideline fits within the overall work NICE do.
6. Erin Whittingham (EW) from Public Involvement Programme, NICE, gave a presentation on the involvement of service users and carers in guideline development. She highlighted the importance of service user and carer members of the group to develop a relevant and well rounded guideline.
7. SP gave a presentation on the scope, highlighting what will and will not be covered in the guideline.
8. Amina Udechuku (AU), Systematic Reviewer for NCCMH, gave a presentation introducing the group to systematic reviews and meta analysis.
9. SP gave an overview of the draft review questions prepared by the NCCMH team.
10. Sarah Stockton (SS), Senior Information Scientist for NCCMH, gave a presentation regarding search terms and how evidence will be identified for this guideline.
11. Eric Slade (ES), Health Economist for NCCMH, gave an overview of health economics.
12. The introduction to the GMS presentation was postponed till the next GDG.
13. Maryla Moulin (MM), Project Manager for NCCMH, reminded the GDG that all expense claims must be submitted within 8 weeks of the date expenses were incurred. Also, all travel must be booked 3 weeks in advance, unless the meeting is called at the last minute. If sufficient notification has been given but members have not booked and bought a last minute ticket they will only be able to reclaim the cost of the pre-booked ticket. All travel must be in standard class, unless otherwise specifically agreed with the centre.

Date, time and venue of the next meeting

Tuesday 16 April 2013; 10.30am – 4pm at The Royal College of Psychiatrists, Standon House, 6th Floor, 21 Mansell Street, London E1 8AA