

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

Suspected Neurological Conditions Guideline Committee meeting

Date: 08/03/2016

Location: National Clinical Guideline Centre, 180 Great Portland Street,
London, W1W 5QZ

Minutes: Final

Committee members present	
Richard Grunewald (Chair), Consultant Neurologist	(Present for notes 1 – 5)
Anna Botsie, Locum Children’s Physiotherapist	(Present for notes 1 – 5)
Katherine Carpenter, Consultant Clinical Neuropsychologist	(Present for notes 1 – 5)
Paul Eunson, Consultant Paediatric Neurologist	(Present for notes 1 – 5)
Carole Gavin, Consultant Emergency Physician	(Present for notes 1 – 5)
Paul Hepple, GP	(Present for notes 1 – 5)
Nassif Mansour, GP	(Present for notes 1 – 5)
Guy Parckar, Lay member	(Present for notes 1 – 5)
Wojtek Rakowicz, Consultant Neurologist	(Present for notes 1 – 5)
Sandie Scrivens, Lay member	(Present for notes 1 – 5)
Tony Wootton, Lay member	(Present for notes 1 – 5)

In attendance:		
Ben Doak (BD)	Guidelines Commissioning Manager, NICE	(Present for notes 1 – 5)
Saoussen Ftouh (SF)	Senior Research Fellow, NCGC	(Present for notes 1 – 5)
Yee Yen Goh	Clinical Fellow, RCP	(Present for notes 1 – 5)
Alex Haines (AH)	Senior Health Economist, NCGC	(Present for notes 1 – 5)
Bernard Higgins (BH)	Clinical Director/	(Present for notes 1 – 5)

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	Guideline Lead, NCGC	
Juliet Kenny (JK)	Public Involvement Advisor, NICE	(Present for notes 1 – 5)
Natalie Pink (NP)	Project Manager, NCGC	(Present for notes 1 – 5)
Carlos Sharpin (CS)	Joint Head of Information Science/Associate Director, NCGC	(Present for notes 1 – 5)
Thomas Strong (TS)	Research Fellow, NCGC	(Present for notes 1 – 5)
Ruth Wong (RW)	Information Scientist, NCGC	(Present for notes 1 – 5)

Apologies:

Mikaela Bartlett	Document Editor/Process Assistant, NCGC
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1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the first meeting of the Suspected Neurological Conditions Guideline Committee. The Committee members and attendees introduced themselves.

No members of the public asked to observe the meeting.

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

The Chair outlined the objectives of the meeting.

Introductions

2. Confirmation of matter under discussion, and declarations of interest

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
Wojtek Rakowicz	Adult Neurologist, Royal Hampshire County Hospital	08/03/16 Association of British Neurologists: Council Member (2013-2016): ending May 2016 Unremunerated.	Personal non-financial non-specific	Declare and participate

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		Association of British Neurologists: ABN advisory group (AAG) for Neuromuscular Disease (2016-2019) Unremunerated.		
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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

- a) The Chair introduced Bernard Higgins, Clinical Director and Guideline Lead (NCGC), who gave a presentation on NCGC working practices. The Committee then discussed the issues presented in relation to this guideline.
- b) The Chair introduced Ben Doak, Guidelines Commissioning Manager (NICE), who gave a presentation on the relationship with NICE. The Committee then discussed the issues presented in relation to this guideline.
- c) The Chair introduced Juliet Kenny, Public Involvement Advisor (NICE), who gave a presentation on patient and public involvement. The Committee then discussed the issues presented in relation to this guideline.
- d) The Chair introduced Carlos Sharpin, Information Scientist (NCGC), who gave a presentation on an introduction on information science. The Committee then discussed the issues presented in relation to this guideline.
- e) The Chair introduced Saoussen Ftouh, Senior Research Fellow (NCGC), who gave a presentation on the role of the research fellows. The Committee then discussed the issues presented in relation to this guideline.
- f) The Chair introduced Alex Haines, Senior Health Economist (NCGC), who gave a presentation on introduction on health economics. The Committee then discussed the issues presented in relation to this guideline.
- g) The Chair outlined the scope of this guideline.
- h) Saoussen Ftouh gave a presentation on the proposed strategy for guideline development. The Committee then discussed the issues presented in relation to searching for evidence and considered the areas where the guideline can

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add value.
5. Any other business
The Committee was informed about administrative matters relating to guideline development.

Date of next meeting: 20/04/2016

Location of next meeting: Boardroom, NCGC, 5th floor, 180 Great Portland Street, London, W1W 5QZ