

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



End of Life Care Guideline Committee meeting

Date: 08/09/2017

Location: Council Chamber, Royal Institute of British Architects, 66 Portland Place, London, W1B 1AD.

Minutes: Draft

Committee members present:	
Mark Thomas (MT) (Chair)	Present for notes 1 - 4
Sam Ahmedzai (SA)	Present for notes 1 - 4
Annette Furley (AF)	Present for notes 1 - 4
Adam Firth (AFi)	Present for notes 1 - 4
Elizabeth Webb (EW)	Present for notes 1 - 4
Emma Mason (EM)	Present for notes 1 - 4
Jan Ablett (JA)	Present for notes 1 - 4
Jan Bolton (JB)	Present for notes 1 - 4
Sinead Clarke (SC)	Present for notes 1 - 4
Susan Dewar (SD)	Present for notes 1 - 4
Sarah Fisher (SF)	Present for notes 1 - 4
Suzanne Kite (SK)	Present for notes 1 - 4
Sue Hawkett (SH)	Present for notes 1 - 4
Penny Wosahlo (PW)	Present for notes 1 - 4
Debbie Hustings (DH) (Young Carers co-optee)	Present for notes 1 - 4
Tracey Doherty (TDo)	Present for notes 1 - 4

In attendance:		
Lauren Ramjee (LR)	Senior Health Economist, NGC	Present for notes 1 - 4
Kate Ashmore (KA)	Documents Editor/Process	Present for notes 1 - 4

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	Assistant, NGC	
Julie Neilson (JN)	Senior Research Fellow, NGC	Present for notes 1 - 4
Kate Kelley (KK)	Guideline Lead/Associate Director, NGC	Present for notes 1 - 4
Catharine Baden-Daintree (CBD)	Medical Editor, NICE	Present for notes 1 - 4
Caroline Keir (CK)	Guidelines Commissioning Manager, NICE	Present for note 4
Astrid Aregui (AA)	Senior Digital Editor, NICE	Present for notes 1 - 4
Catrina Charlton (CC) (observer)	Guidelines Commissioning Manager, NICE	Present for note 4

Apologies:

Ian Setchfield (IS)	Secondary Care Nurse
Ben Mayer (BM)	Research Fellow, NGC

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the fifteenth meeting of the End of Life Care Guideline Committee.

The Chair noted that Catrina Charlton, Guidelines Commissioning Manager at NICE, was observing the meeting.

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

The Chair outlined the objectives of the meeting.

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

No new declarations of interests were declared.

- 1) The minutes and working notes from GC14 were signed off with minor revisions.
- 2) AA gave a presentation and live demonstration on NICE pathways.
- 3) LR presented the final results on costing analysis and the committee

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discussed.

- 4) KK presented all the drafted recommendations and the committee reviewed and made amendments.

Any other business

The Committee was informed about administrative matters relating to guideline development.

Date of next meeting: 23/10/2017

Location of next meeting: Linacre Room, Royal College of Physicians, 11 St Andrews Place, London, Nw1 4LE