

#### 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



### Supporting Adult Carers Committee meeting

**Date:** 31<sup>st</sup> October 2017

**Location:** RCOG, 27 Sussex Pl, Marylebone, London NW1 4RG

**Minutes:** Final

<b>Committee members present:</b>	
Phil Taverner (Chair)	Present for notes 1 – 12
Philippa Russell (Topic Advisor)	Present for notes 1 – 12
Dorinda Jack	Present for notes 1 – 12
Charlotte Argyle	Present for notes 1 – 12
Sue Jones	Present for notes 1 – 12
Mary Larkin	Present for notes 1 – 12
Karen Harrison Denning	Present for notes 1 – 12
Clare Rachwal	Present for notes 1 – 12
Celia Robinson	Present for notes 1 – 12
Anna Ferguson Montague	Present for notes 1 – 12

<b>In attendance:</b>		
Justine Karpusheff	NICE Guideline Commissioning Manager	Present for notes 1 – 12
Sarah Catchpole	NICE Editor	Present for items 1-4
Bridget Warr	NGA Social care Advisor	Present for items 1-12
Lisa Boardman	NGA Guideline Lead	Present for notes 1 – 12
Victoria Rowlands	NGA Project Manager	Present for notes 1 – 12
José Marcano-Belisaro	NGA Senior systematic	Present for notes 1 – 12

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	reviewer	
Ferruccio Pelone		Present for notes 1 – 12
Linyun Fou	NGA Systematic Reviewer	Present for notes 1 – 12
Paul Jacklin	NGA Health Economist	Present for notes 1 – 4

#### **Apologies:**

Lena Walliams	Committee member
Paul Jacklin ( Items 5-12)	NGA Economist
Sarah Stockton	NGA Information scientist

#### **1. Welcome and objectives for the meeting**

The Chair welcomed the Committee members and attendees to the Carers: Provision of support for adult carer's guideline committee.

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, which included: Finalising protocols for questions 2,4,5,6,7 & 8.

Declarations of Interest- No new declarations of interest were declared.

The minutes of the previous meeting were confirmed.

#### **2. Presentation- NICE- Editor Presentation**

Sarah Catchpole presented on the role of the NICE Editor.

#### **3. Presentation- Economic Priorities**

Paul Jacklin presented on prioritising the Economic areas on the guideline.

#### **4. Confirming Protocol Topic 2 – Information and advice protocol**

The committee edited and signed off the final version of the protocol for Topic 2 – Information and advice.

#### **5. Confirming Protocol Topic 4 –Work and Education protocol**

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The committee edited and signed off the final version of the protocol for Topic 4 – Information and advice.
<b>6. Confirming Protocol Topic 5 –Training for practical support</b>
The committee edited and signed off the final version of the protocol for Topic 5 – Information and advice.
<b>7. Confirming Protocol Topic 6 –Practical support</b>
The committee edited and signed off the final version of the protocol for Topic 6 – Practical Support.
<b>8. Confirming Protocol Topic 7 –Psychological support</b>
The committee edited and signed off the final version of the protocol for Topic 7 – Psychological support.
<b>9. Confirming Protocol Topic 8 –Support for end of life</b>
The committee edited and signed off the final version of the protocol for Topic 8 – Support for end of life.
<b>10. Presentation- Example of an Evidence report</b>
José Marcano Belisaro took the committee through an example of an Evidence report and its contents.
<b>11. Agreement on Topic group membership and GC recruitment gaps</b>
The committee discussed progress on the gaps in the committee constituency and whether any Expert advisors would be recruited. The decision was made to not appoint any expert advisors at this time, the committee would revisit this again if the evidence presents in a way that they feel they need to call on an expert advisor.
<b>12. AOB &amp; Close</b>
The Chair Closed the meeting

**Date of next meeting:** 06/03/2018

**Location of next meeting:** RCOG