NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Accreditation Advisory Committee Meeting

Confirmed minutes of the meeting held on Tuesday 15 March 2016
Derwent, NICE Offices, London

Committee Present:
Professor Martin Underwood
Mandy Sainty
Joyce Epstein
Dr Sara Twaddle
Dr Elvira Garcia
Ailsa Donnelly
Angela Green
Lynda Cox
Susan Cervetto
Dr Donal O'Donoghue
Dr Charles Young
Barbara Graham
Diana Gordon
Dr Anthony Larkin
Dr Steve Hajioff
Ruth Wakeman

Committee Apologies:
Dr Mahendra Patel
Judy Birch
Professor Ann Caress
Dr Adrian Brown
Richard Brownhill
Duncan Service

NICE staff in attendance:
Deborah Collis, Associate Director – Accreditation and Quality Assurance
Victoria Carter, Senior Technical Analyst – Accreditation
Jeremy Shaw, Project Manager – Accreditation
James Stone, Technical Analyst – Accreditation
Olufunke Usikalu, Technical Analyst – Accreditation
Martin Domanski, Coordinator – Accreditation
Liz Evans, Senior Editorial Adviser (item 6)

Closed Session

Welcome
1. The Chair welcomed all Committee members to the meeting.

2. The Chair welcomed Ruth Wakeman who is a new standing member. A second new member, Duncan Service, has also joined the committee and will attend his first meeting in May. Members introduced themselves for Ruth’s benefit.

3. The Chair informed the committee that 4 public observers were expected to the meeting, all from organisations due to renew or who are planning to submit a new accreditation application.

4. The Chair also welcomed Rosa Domingues – a NICE observer. Rosa is an epidemiologist and has been seconded to NICE from FIOCRUZ (Oswaldo Cruz Foundation), a public national research institution in Brazil, to learn about NICE products and processes.

5. Apologies were noted. The Chair reminded members of the importance of attendance, which should be at least 75%.

Minutes from the last Committee meeting

6. The Committee agreed the minutes from the meeting held on 14 January 2016 as an accurate record of discussions.

Matters Arising

7. The Chair informed the Committee that 1 new application has been received since the January committee meeting, from the Royal College of Anaesthetists – “Guidelines for the Provision of Anaesthetic Services”. The Renal Association have chosen to withdraw their renewal application, but will look to re-apply at a later date.

8. The Chair reviewed the agenda for the meeting.

Open Session

9. The Chair welcomed the public observers and the guidance producers for the Scottish Dental Clinical Effectiveness Programme (SDCEP) application.

10. The Chair announced the following accreditation recommendation from the previous meeting, which has since been ratified by NICE’s Publications Executive:

10.1. The process used by SIGN to produce clinical guidelines (renewal) was recommended for accreditation.

Declaration of Interests

11. The Chair asked all Committee members to declare any relevant interests specific to the agenda and complete a general statement of interests form. All Committee
members declared no interests specific to the agenda with the following exceptions:

- Martin Underwood – Receives an honorarium payment from NICE to chair the Accreditation Advisory Committee
- Joyce Epstein and Ailsa Donnelly declared that they receive an honorarium from NICE as lay members. Committee agreed that they were not conflicted.
- Joyce Epstein declared that she is a member on a MHRA committee not related to the area for consideration today. Committee agreed that she was not conflicted.
- Ruth Wakeman declared that she is a member on the MHRA reclassification stakeholder’s board. Committee agreed that she was conflicted and she withdrew for the MHRA discussion.

12. The Chair led the accreditation decision making session for SDCEP for the process used to produce Dental Clinical guidelines.

12.1. The Technical Analyst provided an overview of the assessment and findings including details of initial uncertainties and how they were resolved.

12.2. The Committee discussed the application summarised in the Advisory Committee submission report, based on the accreditation overview and the external adviser reports, taking into account the weight of process documentation, key criteria and implementation of the process.

12.3. Committee requested clarification on whether it was new or existing practice to seek more than 1 lay member for each guidance development group. The guidance producer explained that it was existing practice that had only recently been documented in the process, although it was not always possible to recruit more than 1 lay member.

12.4. The committee indicated they had no questions regarding the remainder of the assessment.

12.5. The Chair asked the Committee to reach a decision.

12.6. A decision was made by consensus in a closed session.

Open Session

13. The Chair welcomed the guidance producer representatives from the British Association of Audiovestibular Physicians (BAAP) to the meeting.

14. The Chair led the accreditation decision making session for BAAP for the process used to produce Clinical Guidelines.

15. The Technical Analyst provided an overview of the assessment and findings including details of initial uncertainties and how they were resolved.

16. The Committee discussed the application summarised in the Advisory Committee submission report, based on the accreditation overview and the external adviser
reports, taking into account the weight of process documentation, key criteria and implementation of the process.

17. Committee requested clarification on the funding mechanisms for guidelines produced by BAAP. Information relating to funding mechanisms was previously not publicly available, but is now on the website. Committee wanted confirmation on whether the details on the website were applicable to the guidelines submitted as part of the application. The guidance producer confirmed that the same process was used in the production of the example guidelines.

18. The committee indicated they had no questions regarding the remainder of the assessment.

19. The Chair asked the Committee to reach a decision.

20. A decision was made by consensus in a closed session

**Open Session**

21. The Chair led the accreditation decision making session for MHRA for the process used to produce Safety Public Assessment Reports - renewal.

22. The Technical Analyst informed the committee that this was a renewal of accreditation, for a process originally accredited in September 2010.

23. The Technical Analyst provided an overview of the assessment and findings including details of initial uncertainties and how they were resolved.

24. Committee suggested it would be useful to have guidance on how criteria are judged to be not applicable, to ensure consistency. It was agreed that some form of analysis would be undertaken and reported back to the committee at a later date.

25. Committee discussed whether criterion 3.3 concerning the appraisal of evidence was not fully met, or not met. The analyst stated that there was a clear process in place to consider the strength of evidence arising from reports of adverse events, but not to appraise evidence from literature reviews.

26. Committee discussed whether there was a process of external peer review. It was suggested that whilst there is iterative development by independent groups, there is no external scrutiny of the recommendations.

27. Committee queried whether the guidance producer’s process for review had changed since the original application. The analyst stated that the previous process and the original accreditation decision had not been referred to, but noted that the requirements for accreditation had moved on in many areas since accreditation was first granted.

28. The Chair asked the Committee to reach a decision.
29. A decision was made by consensus in a closed session

**Closed Session**

30. Liz Evans from the Leadership and Engagement team presented an update on the NICE Pathways programme. This was discussed in a closed session.

31. Victoria Carter presented an item regarding the assessment of applications from Clinical Decision Support producers. This was discussed in a closed session.

32. Jeremy Shaw talked through the progress made on the accreditation programme in this business year and the objectives and planned activity for the next year. This was discussed in a closed session.

**Any other business**

33. No other business was raised.

34. The Chair thanked the Committee members and NICE staff for their attendance, participation and contribution to the meeting.

**Date, time and venue of the next meeting**
The next meeting will take place on Thursday 12th May 2016. The meeting will be held at the NICE Manchester offices.