

**National Collaborating Centre for
Women's and Children's Health**

Confirmed Minutes

**6th Care of Pregnant Women with Complex Social Factors Guideline Development Group
(GDG) Meeting.**

Tuesday 22nd and Wednesday 23rd September 2009 at the RCOG.

Present:	Rhona Hughes (RH)	Lead Obstetrician, Royal Infirmary, Edinburgh. (Chair)
	Daghni Rajasingam (DR)	Consultant Obstetrician
	Poonam Jain (PJ)	Patient / Carer Representative
	Sarah Fishburn (SF)	Patient / Carer Representative
	Jan Cubison (JC)	Social Worker
	Melissa Kate Whitworth (MKW)	Consultant Obstetrician
	Helen Adams (HA)	Health Visitor
	Faye Macrory (FM)	Consultant Midwife
	Mary Sainsbury (MS)	Practice Development Manager, Social Care Institute for Excellence (SCIE)
	Dilys Noble (DN)	General Practitioner
	Yana Richens (YR)	Consultant Midwife/ Public Health
	Helen Kelly (HK)	Commissioning Manager
	Donna Kinnair (DK) (Day 1 only)	Commissioning Manager
	Jan Palmer (JP)	Consultant Nurse Substance Misuse
NCC-WCH:	Roz Ullman (RU)	Senior Research Fellow, NCC-WCH
	Martin Whittle (MW)	Clinical Co-director, Women's Health, NCC-WCH
	Wendy Riches (WR) (1 st day afternoon only)	Executive Director, NCC-WCH
	Katherine Cullen (KC)	Health Economist, NCC-WCH
	Rupert Franklin (RF)	Project Manager, NCC-WCH
	Maryam Gholitabar (MG)	Research Assistant, NCC-WCH
	Anwar Jilani (AJ)	Research Assistant, NCC-WCH
NICE:	Caroline Keir (CK)	Guidelines Commissioning Manager, NICE
	Judy McBride (JM)	Senior Medical Editor, NICE
	Nichole Taske (NT) (1 st day morning only)	Technical adviser, NICE
Observers:	Katherine Zhakour (KZ)	Medical student
Apologies:	Eva Perales (EP)	Patient / Carer Representative

Day 1

1. Welcome, Apologies, Introductions, Minutes, plans for additional GDG meeting and Declarations of Interests

RH welcomed the group to the meeting. EP was not present. The group introduced themselves to the new attendees. JM is a senior medical editor at NICE; NT is a technical adviser at NICE; and KZ is a medical student shadowing DR. The group reviewed the minutes from the previous meeting and confirmed that they were an accurate account.

It was agreed that there should be an additional meeting held in January. The group decided to confirm the date later in the day.

There were no new interests declared by those present at the meeting. It was agreed that no interests declared at the meeting or previously warranted exclusion of any GDG members from discussions of evidence or formulation of recommendations. Declarations are kept on record at the NCC-WCH and will be published in the full guideline.

2. The role of the NICE editor

JM presented to the group on the role of the NICE editor and the different sets of documents produced by NICE. She informed the group that volunteers would be required to work on the different forms of guidance. She then set out how to write recommendations for service guidance.

3. Evidence summary – recent migrants – Q1a (access)

RU presented the evidence relating to improving access for recent migrants, non-English speaking women and asylum seekers and refugees. The group discussed the evidence.

Break

4. Evidence summary – recent migrants – Q1b (barriers)

KC presented the evidence relating to barriers to accessing services for this population. The group discussed the evidence.

5. Evidence summary – recent migrants – Q2 (maintaining contact)

RU presented the evidence relating to maintaining contact with services for this population. The group discussed the evidence.

Lunch

NT left the meeting here. WR was introduced to the group: she is the Executive Director at the NCC-WCH.

6. NHS training, equalities issues, sensitive communication, informed consent

The GDG were asked to inform the technical team about any relevant pieces of legislation which might be relevant to, or impact on, the guideline and which might need to be referenced.

7. Discussion of evidence and drafting recommendations

The group discussed in further detail the evidence which had been presented during the morning.

Break

The group agreed that the date for the additional January meeting should be the 13th and 14th.

7. Discussion of evidence and drafting recommendations (continued)

Following discussion, the group drafted recommendations.

8. Service surveys - teenagers

It was agreed that the service surveys for teenagers would be presented at a later meeting

9. Review of teenagers recommendations

It was agreed that the group would review the recommendations for the teenage population at a later meeting

Any other business

There was no other business. RH thanked the group for their work and closed the first day of the meeting.

Day 2

10. Welcome, apologies

RH welcomed the group to the second day of the meeting. Apologies were received from DK.

11. Evidence summary – recent migrants – Q3 (additional consultations)

RU presented the evidence relating to additional consultations for this population. The group discussed the evidence.

12. Evidence summary – recent migrants – Q4 (information)

RU presented the evidence relating to information giving for this population. The group discussed the evidence.

Break

The group conducted consensus voting here on what they considered to be the most important barriers to care for this population.

13. Discussion of evidence and drafting recommendations

The group discussed the evidence that had been presented in more detail. Following this discussion, the group drafted recommendations.

Lunch

16. Health economics

It was agreed to move the discussion of health economics forward in the agenda. KC presented an update of the progress on the health economic model to the group.

13. Discussion of evidence and drafting recommendations (continued)

The group returned to drafting recommendations.

14. Service survey for substance misusers

Before KC presented the results of the service surveys, RU presented additional papers which had been identified for this topic. KC then presented the results of the service surveys.

15. Review of substance misusers recommendations

The group reviewed the recommendations which had been drafted for the substance misusing population and made amendments.

17. AOB

There was no further business. RH thanked the group for attending and closed the meeting.

Close

Signed:.....Date:.....

Professor Martin Whittle, Clinical Co-director, NCC-WCH

Signed.....Date.....

Rhona Hughes, GDG Chair for Care of Pregnant Women with Complex Social Problems.