Date and Time:  22nd May 2013, 9:30 – 16:00

Minutes: Confirmed

Guideline Development Group Meeting 11
Place:  Boardroom, NCGC, 180 Great Portland Street, London, W1W 5QZ

GDG Present:  Fiona Lecky (Chair) (FL)  (Present for notes 1 – 7)
Mukul Agarwal (MA)  (Present for notes 1 – 7)
Kieran Hogarth (KH)  (Present for notes 1 – 7)
Peter Hutchinson (PH)  (Present for notes 1 – 7)
Gaby Lomas (GL)  (Present for notes 1 – 7)
Mark Lyttle (ML)  (Present for notes 1 – 7)
David Menon (DM)  (Present for notes 1 – 7)
Paul Wallman (PW)  (Present for notes 1 – 7)
Lisa Turan (LT)  (Present for notes 1 – 7)

NCGC Present:  Sarah Hodgkinson (SH)  (Present for notes 1 – 7)
Vicki Pollit (VP)  (Present for notes 1 – 7)
Sue Latchem(SL)  (Present for notes 1 – 5)
Carlos Sharpin (CS)  (Present for notes 1 – 7)

In attendance:

NICE Staff:  Ben Doak (BD)  (Present for notes 1 – 7)
Ann Horrell (AH)  (Present for notes 1 – 7)

Observers:  None

Agenda item

1.  Welcome introductions and apologies
FL welcomed the group to the eleventh meeting of this GDG. The GDG agreed the minutes and working notes of GDG 9 and 10 (two day meeting) as an accurate record.

FL asked members to state any changes to their declarations of interest. The following was noted:

DM - Principle investigator on CENTER-TBI trial, which has now received funding. Large observational study
PH - Co-applicant on CENTER-TBI trial
FL - Co-applicant on CENTER-TBI trial
ML - RCPCH representative on the working group for radiological imaging guideline in development by the Royal College of Radiologists.

The remaining GDG and NCGC technical team declared no changes.

The GDG acknowledged apologies from Robin Clarke.
2. **Results of voting**  
SH detailed the results of the GDG votes on key priority recommendations for implementation and high priority research recommendations.

3. **Consensus on recommendations**  
CS gave a presentation on the aims of this session, detailing how the editor has suggested changes to recommendations and a reminder on NICE recommendation style and preferences.  

CS led the discussion on the editor’s queries recommendations on general recommendations, presentation and referral and transport.

4. **Consensus on recommendations - continued.**  
SH lead the discussion on the editor’s queries recommendations on assessment of head injury and assessment of cervical spine injury.

5. **Consensus on recommendations - continued.**  
CS led the discussion on the editor’s queries recommendations on safeguarding, transport from the emergency department to neuroscience, discharge advice and communication with community services.

6. **Algorithm**  
SH outlined the draft algorithms for selection of patients for CT head imaging and imaging of the cervical spine. The GDG discussed changes required and also amendments based on changes to recommendations suggested by the editor.

7. **Summary of next steps and any other business**  
SH detailed the timelines for the remainder of guideline development and urged the GDG to continue to work on the chapter write ups outside the meeting.

**Date, time and venue of the next meeting**

Monday 28th October 2013, 9.30 – 16.00 Boardroom, NCGC, 180 Great Portland Street, London, W1W 5QZ.