

**Date and Time:** 9<sup>th</sup> & 10<sup>th</sup> October 2013

**Minutes:** Agreed

**Standing Committee Meeting 1: Advanced Breast Cancer**

**Place:** McDonald Hotel (meeting room 11)  
London Road, Manchester M1 2PG

**Present:** Damien Longson (Chair) (DL)  
 Susan Bewley (SB)  
 Catherine Briggs (CB)  
 John Cape (JC)  
 Alun Davies (AD)  
 Alison Eastwood (AE)  
 Sarah Fishburn (SF)  
 Amanda Gibbon (AG)  
 Jim Gray (JG)  
 Kath Nuttall (KN)  
 Tilly Pillay (TP)  
 Nick Screaton (NS)  
 Lindsay Smith (LS)  
 Sophie Wilne (SW)  
 Jane Board (JB) [Expert Advisor]  
 Vaughan Keeley (VK) [Expert Advisor]  
 Kate Gowans (KG) [Expert Advisor]  
 Netta Wooles (NW) [Expert Advisor]

**Apologies:** Nuala Lucas (NL)  
 Alun Davies (AD) (day 2 only)

<b>In attendance:</b> NICE Staff:  Michael Heath (MH) Toni Tan (TT) Nicole Elliott (NE) Susannah Moon (SM) Katie Perryman Ford (KPF)	Gabriel Rogers (GR) (day 1 only) Robby Richey (RR) (day 1 only) Laura Norburn (LN) (day 1 only) Sarah Gage (SG) (day 1 only) Mark Baker (MB) (day 1 PM only) Anne-Louise Clayton (ALC) (day 2 only)
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## **Notes**

### **Day One**

1. DL welcomed everyone to the first meeting of the clinical guidelines rapid update standing committee. DL introduced himself and went round the table giving all committee members the opportunity to introduce themselves to the group.
2. NE introduced the committee to the rapid updates programme, giving details on the background to the new programme of work, the process to be followed, how the topics are selected, the roles of NICE staff members and the associated products to be produced as part of this process.
3. NE gave an overview of the topics currently allocated to the programme.
4. TT gave a presentation on the methods to be used for clinical reviewing of the evidence.
5. This agenda item was removed.
6. SG gave an overview of the Meetings in Public programme at NICE and how this will impact on committee meetings and committee members.
7. LN introduced the Public Involvement Programme at NICE.
8. KPF went through the role of the Guidelines Commissioning Manager and how this related to the development process.
9. JB gave a presentation that introduced the committee to the topic of advanced breast cancer and lymphoedema.
10. DL chaired a discussion around the issues of lymphoedema in people with breast cancer.
11. It was agreed this agenda item would move to day 2.
12. MB introduced himself to the group and gave some of the background to the rapid updates programme as a whole and his thoughts on the future of the programme.
13. DL closed the meeting and thanked everyone for attending.

## **Day Two**

1. DL welcomed the group back to day 2 of the meeting. Apologies were received from AD.
2. DL went through the declarations of interest policy and asked all members to declare any relevant interests.
3. TT gave a presentation to the committee on the review question: *What is the best management strategy of lymphoedema?* The group discussed at length the review question and the review protocol used to answer this question. As this is a pilot process, a number of issues were raised with the way the team had approached this question. Following this discussion the NICE team agreed to go away and discuss potential changes to the process in time for the next committee meeting.
4. Following the above discussion, it was decided to pause the process at this point, to allow the technical team to go away and revisit the review question for the advanced breast cancer rapid review. The evidence will be presented back to the committee at the next meeting and recommendations will be considered where appropriate.
5. ALC introduced the role of the NICE editor.
6. DL closed the meeting.

### **Date and venue of the next meeting:**

Next Meeting: 15<sup>th</sup> January 2014 at Red Rooms, City Tower, Manchester M1 4BT.