

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



End of Life Care Guideline Committee meeting

Date: 31 March 2017

Location: Linacre and Sloane Room, Royal College of Physicians, 11 St Andrews Place, London, W1W 4LE.

Minutes: Draft

Committee members present:	
Mark Thomas (MT) (Chair)	Present for notes 1 – 6
Adam Firth (AFi)	Present for notes 1 – 6
Annette Furley (AF)	Present for notes 1 – 4
Elizabeth Webb (EW)	Present for notes 1 – 6
Emma Mason (EM)	Present for notes 1 – 6
Jan Ablett (JA)	Present for notes 1 – 6
Jan Bolton (JB)	Present for notes 1 – 6
Penny Wosahlo (PW)	Present for notes 1 – 6
Sam Ahmedzai (SA)	Present for notes 1 – 6
Sarah Fisher (SF)	Present for notes 1 – 6
Sinead Clarke (SC)	Present for notes 1 – 6
Suzanne Kite (SK)	Present for notes 1 – 6
Tracey Doherty (TD)	Present for notes 1 – 6

In attendance:		
Kate Kelley (KK)	Operations Director, NGC	Present for notes 1 – 6
Lauren Ramjee (LR)	Health Economist, NGC	Present for notes 1 – 6
Margherita Fanos (MF)	Senior Research Fellow, NGC	Present for notes 1 – 6
Tamara Diaz	Project Manager	Present for notes 1 – 6

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Caroline Keir (CK)	Guidelines Commissioning Manager, NICE	Present for notes 1 – 6
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Apologies:

Susan Dewar (SD)
Sue Hawkett (SH)
Ian Setchfield (IS)

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the 11th meeting of the End of Life Care Guideline Committee.

No members of the public asked to observe this meeting.

The Chair informed the Committee that apologies had been received. These are noted above.

The Chair outlined the objectives of the meeting.

2. Confirmation of matter under discussion, and declarations of interest

Name	Declarations of Interest	Type of interest	Decision taken
PW	Director of new limited company – T.O.P Health Collective Provides Training, Occupational Therapy and Paramedic services.	Non specific personal financial	Declare and participate.
JA	6/3/17 Teaching session to trainees on Doctorate in Clinical Psychology Programme, University of Liverpool: “Quality in Qualitative Research” Teaching fee for ½ day session, no other expenses 14/3/17 Presentation to Focus on Lymphoma Study Day, run by Lymphoma Association “The psychological impact of a lymphoma diagnosis”. No fee for presentation, parking fees reimbursed	Non specific personal financial Non specific personal financial	Declare and participate
SA	02/03/2017: Lecture at University of Salford on Care of the Dying Adult guideline and the Royal College of Physicians Audit on last days of life. No fee received.	Non-specific personal non-financial	Declare and participate

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	<p>08/03/2017: Lecture at the University of Warwick on evidence base for the Care of the Dying Adult guideline. No fee received.</p> <p>22/03/2017: Lecture on implementation of the Care of the Dying Adult guideline. No fee received.</p> <p>29/03/2017: Workshop and lectures in Belfast run by Public Health Agency on implementation of the Care of the Dying Adult guideline. No fee received.</p> <p>30/03/2017: Lecture at Association of palliative medicine on Supportive care in cancer.</p>		
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The Chair and a senior member of the Developer's team noted that the interests declared did not prevent the attendees from fully participating in the meeting.

- 1) The minutes of guideline committee meeting 10 were signed off with the following addition to the recorded declarations of interest:

JA	<p>10/1/17 Teaching session to trainees on Doctorate in Clinical Psychology Programme, Lancaster University: "Psychological aspects of working in cancer and palliative care" Teaching fee for ½ day session, travel expenses reimbursed</p>	Non-specific personal financial	Declare and participate
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- 2) Margherita Fanos presented the clinical evidence and Lauren Ramjee presented the health economic evidence for the review on service provision. Evidence related to the following question was presented to the committee: What is the best method/service to review service provision and identify when additional services may be required in people thought to be entering their last year of life?
- 3) Margherita Fanos presented the clinical evidence and Lauren Ramjee presented the health economic evidence for the review on service provision. Evidence related to the following question was presented to the committee: When and how frequent should service need provision be reviewed in people thought to be entering their last year of life?
- 4) The Committee split into two groups to discuss the draft research recommendations for the guideline.
- 5) The updated list of outcomes for the guideline was presented to the group and

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discussed.
6) Kate Kelley led discussions on the Linking evidence to recommendations statements and the draft recommendations.
Any other business
The Committee was informed about administrative matters relating to guideline development.

Date of next meeting: 08 May 2017

Location of next meeting: Pickering and Rosenheim Room, Royal College of Physicians.