

**Violence and Aggression Guideline Development Group Meeting
GDG 1**

Date and Time: Friday 22 March 2013, 10.30am – 4pm

Minutes: Confirmed

Place: The Royal College of Psychiatrists'
6th Floor Standon House
21 Mansell Street
London
E1 8AA

Present: **GDG members**
Peter Tyrer (PT) (Chair)
Richard Barnett (RB)
Len Bowers (LB)
Joy Duxbury (JD)
Elena Garralda (EG)
Mike Hunter (MH)
Catherine King (CK)
Brian Littlechild (BL)
Noel McKenna (NM)
Tony O'Connell (TO)
Leroy Simpson (LS)
Peter Pratt (PP)
Belinda Salt (BS)
Faisal Sethi (FS)
Peter Staves (PS)
Birgit Vollm (BV)

Experts
None

In attendance:
NCCMH Staff: Tim Kendall (TK) (facilitator)
Lucy Burt (LB)
Sabrina Naqvi (SN)
Eric Slade (ES)
Sarah Stockton (SS)
Craig Whittington (CW)

NICE staff Caroline Keir (CK)
Erin Whittingham (EW)

Observers: Toshi Baba (TB)

Notes

1. Peter Tyrer, the chair, welcomed the GDG. Apologies were received from Uday Katkar and Maeve Murphy.
2. PT highlighted the aims of the day, which were for the group to meet each other and to understand the processes and methods used in producing guidelines.
3. GDG members, NICE and NCCMH staff introduced themselves and raised any relevant declarations of interest at the same time.
4. Tim Kendall, Director of the NCCMH gave a presentation introducing the work of the NCCMH and how it can support the development of this guideline.
5. Erin Whittingham from the Public Involvement Program, NICE, gave a presentation regarding the involvement of service users and carers in guideline development.
6. Craig Whittington, Associate Director for Clinical Effectiveness, gave a presentation on the original Violence guideline CG25 (2005).
7. TK gave a presentation on the title of the guideline.
8. CW gave a presentation on the review questions.
9. Sarah Stockton, Senior Information Scientist for NCCMH gave a presentation regarding search terms and how evidence will be identified for this guideline
10. Developing Guidelines: The Nice Perspective was postponed to GDG2.
11. Sabrina Naqvi, Project Manager for NCCMH explained to the GDG that all expense claims must be submitted within 8 weeks of the date expenses were incurred, and all travel must be booked through the NCCMH 3 weeks in advance.
12. No other business was raised.
13. Next meeting: 10.30am-4pm, Friday 10th May 2013.