

Renal and Ureteric Stones Committee meeting 1

Date: 18/05/2017

Location: The Boardroom, National Guideline Centre, 180 Great Portland Street, London, W1W 5QZ

Minutes: Confirmed

Committee members present:	
Alan Chant (AC)	(Present for notes 1 - 10)
Andrew Dickinson (AD) (Chair)	(Present for notes 1 - 10)
Jane Collie (JC)	(Present for notes 1 - 10)
Kathryn Griffith (KG)	(Present for notes 1 - 10)
Kay Thomas (KT)	(Present for notes 1 - 10)
Nick Leggett (NL)	(Present for notes 1 - 10)
Robert Calvert (RC)	(Present for notes 1 - 10)
Sally-Anne Hulton (SAH)	(Present for notes 1 - 10)
Shabbir Moochhala (SM)	(Present for notes 1 - 10)
Soha Zouwail (SZ)	(Present for notes 1 - 10)
Stephen Griffin (SG)	(Present for notes 1 - 10)

In attendance (National Guidelines Centre):		
Beatriz Ferrer-Quiles	Information Specialist	(Present for notes 1 - 10)
Emma Brockis (EB)	Health Economist	(Present for notes 1 - 10)
Gill Richie	Associate Director	(Present for notes 1 - 10)
Joseph Runicles (JR)	Information Specialist	(Present for notes 1 - 6)
Lina Gulhane	Head of Information Specialists	(Present for notes 1 - 10)
Meredith Faust	Documents Editor/Process Assistant	(Present for notes 1)
Silvia Rabar (SR)	Senior Research Fellow	(Present for notes 1 - 10)
Sophia Kemmis-Betty (SKB)	Health Economics Lead	(Present for notes 1 - 10)
Sophie Carlisle (SC)	Research Fellow	(Present for notes 1 - 10)
Tamara Diaz (TD)	Project Manager	(Present for notes 1 - 10)

In attendance (National Institute of Health and Care Excellence)

Caroline Keir (CK)	Guidelines Commissioning Manager	(Present for notes 1 - 10)
Mark Rasburn (MR)	Patient Involvement Programme Manager	(Present for notes 1 - 8)

Apologies:

Chris Sills	Committee Member
David Maudgil	Committee Member

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the first meeting of the Renal and Ureteric Stones Guideline Committee.

No members of the public asked to observe the meeting.

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

The Chair outlined the objectives of the meeting and then invited all participants to introduce themselves.

2. The Chair delivered a presentation on the guideline's topic for the committee and then introduced the following participants for the delivery of presentations:

3. Gill Ritchie, Associate Director (NGC), delivered a presentation on NGC working practices.

4. Caroline Keir, Guidelines Commissioning Manager, NICE, delivered a presentation on an introduction to guideline development.

5. Mark Rasburn, the Patient Involvement Programme Manager, NICE, delivered a presentation on Patient involvement in the development of NICE guidelines.

6. Lina Gulhane, Head of Information Specialists, NGC delivered a presentation on the Role of the information Specialist.

7. The Role of the Research Fellow, was delivered by Silvia Rabar, Senior Research Fellow, NGC

8. Introduction to health economics, was delivered by Sophia Kemmis-Betty, Senior

Health Economist, NGC.

9. The Chair delivered a presentation, introducing the committee to the scope of the guideline.
10. The Chair invited Gill Ritchie to deliver her presentation entitled: NICE policy for declaring and dealing with conflicts of interest. Following this presentation, the Committee considered and discussed their existing declarations.
11. Additional declarations were made and these are listed in the table below along with any further action required for future meeting.

Name	Declaration	Classification	Action required
Kay Thomas	Co-chair Cystinuria Rare Disease Register Group (RaDaR)	Specific personal non-financial	Declare action at discretion of Chair
Shabbier Moochhala	Chair for the Rare Disease group (RADAR) for Adenine phosphoribosyltran sferase deficiency (APRTd) hosted by the Renal Association	Specific personal non-financial	Declare action at discretion of Chair
Sally Ann Hulton	Chair of Primary Hyperoxaluria UK Rare Disease group (RADAR)	Specific personal non-financial	Declare: action at discretion of Chair

None of the above declarations restricted committee members from fully participating in items on the day's agenda.

12. Silvia Rabar delivered a presentation introducing the group to protocols.
13. Silvia Rabar, led the group in discussions on the surgical interventions protocol and finalised details related to this review question.

Any other business

The Committee was informed about administrative matters relating to guideline

development.

Date of next meeting: 19 May 2017

Location of next meeting: Boardroom, National Guideline Centre , 180 Great
Portland Street, London, W1W 5QZ