

#### 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:** 23/02/2017

**Location:** Pickering and Rosenheim Room, Royal College of Physicians, 11 St Andrews Place, London, W1W 4LE.

**Minutes:** Draft

<b>Committee members present:</b>	
Mark Thomas (MT) (Chair)	Present for notes 1 – 7
Suzanne Kite (SK)	Present for notes 2 – 7
Susan Dewar (SD)	Present for notes 1 – 7
Elizabeth Webb (EW)	Present for notes 1 – 7
Tracey Doherty (TD)	Present for notes 1 – 7
Jan Bolton (JB)	Present for notes 1 – 7
Sue Hawkett (SH)	Present for notes 1 – 7
Emma Mason (EM)	Present for notes 1 – 7
Sarah Fisher (SF)	Present for notes 1 – 7
Jan Ablett (JA)	Present for notes 4 – 7
Penny Wosahlo (PW)	Present for notes 1 – 7

<b>In attendance:</b>		
Lauren Ramjee (LR)	Health Economist, NGC	Present for notes 1 – 7
Kate Ashmore (KA)	Documents Editor/Process Assistant, NGC	Present for notes 1 – 7
Margherita Fanos (MF)	Senior Research Fellow, NGC	Present for notes 1 – 7
Ben Mayer (BM)	Research Fellow, NGC	Present for notes 1 – 7
Margaret Constanti (MC)	Senior Health Economist NGC	Present for notes 1 – 7

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Kate Kelley (KK)	Guideline Lead/Associate Director, NGC	Present for notes 1 – 7
Caroline Keir (CK)	Guidelines Commissioning Manager, NICE	Present for notes 4 – 7
Catharine Baden-Daintree (CBD)	Medical Editor, NICE	Present for notes 1 – 7

#### Apologies:

Ian Setchfield (IS)	Secondary Care Nurse
Sam Ahmedzai (SA)	Clinical Care Advisor
Sinead Clarke (SC)	Commissioner of palliative care
Annette Furley (AF)	Lay member
Adam Firth (AFi)	General Practitioner
Jane Lynn (JL)	Business Analyst, Resource Impact Assessment, NICE

#### 1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the ninth 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
TD	January 2017 – application accepted to become trustee for the National Association for Hospice at Home.	Personal non-financial specific	Declare and participate
EM	Took part as a panel member for the Welsh Health Specialised Services Committee (WHSSC) prioritisation committee. This is an advisory panel to inform WHSSC as to what high cost intervention should be prioritised for the year 2017/2018.	Personal non-financial non-specific	Declare and participate

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.

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<ol style="list-style-type: none"><li>1) The Chair informed the GC that Declan O’Kane and Lucy Watts had resigned from the committee.</li><li>2) The minutes and working notes from GC8 were signed off with minor revisions.</li><li>3) Lauren Ramjee presented a health economic update.</li><li>4) Margherita Fanos presented the clinical evidence and Lauren Ramjee presented the health economic evidence for the community services review.</li><li>5) Ben Mayer presented the clinical evidence and Lauren Ramjee presented the health economic evidence for the community services (emergency) review.</li><li>6) Kate Kelley presented an update on the progress of the guideline.</li><li>7) The GC split into two groups to discuss and draft recommendations.</li></ol>
<b>Any other business</b>
The Committee was informed about administrative matters relating to guideline development.

**Date of next meeting:** 24/02/2017

**Location of next meeting:** Council Chamber, Royal College of Physicians, 11 St Andrews Place, London, W1W 4LE.