

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



Supporting Adult Carers Committee meeting

Date: 18th January 2018

Location: RCOG, 27 Sussex Pl, Marylebone, London NW1 4RG

Minutes: Final

Committee members present:	
Phil Taverner (Chair)	Present for notes 1 – 8
Philippa Russell (Topic Advisor)	Present for notes 1 – 8
Dorinda Jack	Present for notes 1 – 8
Charlotte Argyle	Present for notes 1 – 8
Sue Jones	Present for notes 1 – 8
Mary Larkin	Present for notes 1 – 8
Jeanne Fay	Present for notes 1 – 8
Clare Rachwal	Present for notes 4 – 8
Celia Robinson	Present for notes 1 - 8
Claire Casarrotto	Present for notes 1 - 8
Jeanne Fay	Present for notes 1 - 8
Debbie Hustings	Present for notes 1 - 8

In attendance:		
Justine Karpusheff	NICE Guideline Commissioning Manager	Present for notes 1 – 8
Bridget Warr	NGA Social care Advisor	Present for items 1-8
Vanessa Nunes	NGA Guideline Lead	Present for notes 1 – 8
Victoria Rowlands	NGA Project Manager	Present for notes 1 – 8

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José Marcano-Belisaro	NGA Senior systematic reviewer	Present for notes 1 – 8
Ferruccio Pelone	NGA Systematic reviewer	Present for notes 1 – 8
Linyun Fou	NGA Systematic Reviewer	Present for notes 1 – 8
Paul Jacklin	NGA Health Economist	Present for notes 1 – 4
Agnesa Mehmeti	NGA Information Scientist	Present for items 1-8
Charlotte Goulding	NICE Observer	Present for items 1-8

Apologies:

Lena Walliams	Committee member
Karen Harrison Denning	Committee member
Anna Ferguson Montague	Committee member

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the Carers: Provision of support for adult carer's guideline committee.

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

Declarations of Interest

Name	Job title, organisation	Declaration of interest	Type of interest	Decision taken
Dr Jeanne Fay	Senior Interface GP, EMU Witney Community hospital.	Familial Share holdings in British & American tobacco. Astra Zenica.	Personal financial, non-specific	Declare and participate

The minutes of the previous meeting were confirmed.

2. Presentation- Update of future Committee meeting schedules, update with regards to sifting the evidence. Update on Topic groups.

Vicky Rowlands and José Marcano Belisario, Linyun Fou and Ferruccio Pelone presented on the above topics.

3. NICE – Resource impact lead presentation

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Adam Storrow presented on the role of the NICE resource impact lead.
4. Topic group presentations – Identifying Carers & Assessment of carers
The Topic groups for Identification and Assessment presented on the above areas and the Committee had a discussion around what currently happens in practice within these areas.
5. Confirming Protocol Topic 1 – Identification of Carers
The committee edited and signed off the final version of the protocol for Topic 1 – What interventions, tools and approaches are effective and cost effective for identifying carers
6. Confirming Protocol Topic 3 –Assessment of Carers
The committee edited and signed off the final version of the protocol for Topic 3 – Assessment of carers.
7. Confirming Protocol Topic 9 – Changes to the caring role
The committee edited and signed off the final version of the protocol for Topic 9 – Changes to the caring role.
8. AOB & Close
The Chair Closed the meeting

Date of next meeting: 06/03/2018

Location of next meeting: RCOG