

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: 19/09/2017 & 20/09/2017

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

Minutes: Final

Committee members present:	
Phil Taverner (Chair)	Present for notes 1 – 26
Philippa Russell (Topic Advisor)	Present for notes 1 – 26
Dorinda Jack	Present for notes 1 – 26
Charlotte Argyle	Present for notes 1 – 26
Sue Jones	Present for notes 1 – 26
Mary Larkin	Present for items 15-26 (Day 2 only)
Karen Harrison Denning	Present for items 15-26 (Day 2 only)
Lena Walliman	Present for notes 1 – 26
Clare Rachwal	Present for notes 1 – 26
Celia Robinson	Present for notes 1 – 26
Anne Ferguson Montague	Present for notes 1 – 26

In attendance:		
Justine Karpusheff	NICE Guideline Commissioning Manager	Present for notes 1 – 26
Lisa Boardman	NGA Guideline Lead	Present for notes 1 – 26
Victoria Rowlands	NGA Project Manager	Present for notes 1 – 26
José Marcano-Belisaro	NGA Senior systematic	Present for notes 1 – 26

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	reviewer	
Ferruccio Pelone	NGA Systematic reviewer	Present for notes 1 – 26
Linyun Fou	NGA Systematic Reviewer	Present for notes 1 – 26
Paul Jacklin	NGA Health Economist	Present for notes 1 – 14
Sarah Stockton	NGA Senior Information Scientist	Present for notes 1 – 26
Mark Rasburn	PIP lead NICE	Present for Items 1-9

Apologies:

Mary Larkin (Day 1 only)	Committee member
Karen Harrison Dening (Day 1 only)	Committee member
Paul Jacklin (Day 2 only)	NGA Economist

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 Committee members and attendees introduced themselves.

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, which included: Introductory presentations to guideline development and drafting protocols.

2. Introductions

All committee members introduced themselves. 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.

3. Presentation- NICE- How guidelines are developed

Justine Karpusheff took the committee through a presentation on how NICE guidelines are developed.

4. Presentation - Introduction to the NGA, timelines, roles & responsibilities and declarations of interest

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Lisa Boardman took the committee through a presentation on the above topics.
5. Presentation - NICE Public Involvement
Mark Rasburn took the Committee through a presentation on the public involvement programme.
6. Presentation - NGA Expenses Policy
Victoria Rowlands took the Committee through the presentation on expenses
7. Presentation - The evidence review process
José Marcano Belisario took the committee through the Evidence review process.
8. Presentation - Introduction to Information Science and Searching
Sarah Stockton took the committee through the role of the Information Scientist.
9. Presentation – Introduction to Economics
Paul Jacklin took the committee through the Economists role on the guideline.
10. Presentation- The published guideline scope – Supporting Adult carers
Bridget Warr took the committee through the Supporting Adult carer's scope.
11. Overview of review questions -Agreement of review questions
12. Presentation - What is the Protocol and how is it used in searching and reviewing evidence?
José Marcano Belisario took the committee through protocol development
13. Confirmation of Protocol 1:1 – Identifying carers
The committee went through the development of the review protocol for 1:1
14. GC Feedback and AOB
Supporting Adult Carers committee meeting 20.09.2017 (Day 2 of 2)
15. Welcome, housekeeping, introductions,

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Apologies
16. Confirmation of PICO Question 2.1- Views and experiences regarding provision of information and advice
The committee went through the development of the review protocol for 1:1
17. Drafting PICO - 4.1 – Support and advice regarding work and education
The committee went through the development of the review protocol for 4:1
18. Drafting PICO - 5.1 – Interventions for training adult carers to provide practical support
The committee went through the development of the review protocol for 5.1
19. Drafting PICO – 5.2 – Views and experiences of adult carers regarding the types of training for practical support
The committee went through the development of the review protocol for 5.2
20. Drafting PICO 6.1 – Interventions for providing practical, social and community support to carers
The committee went through the development of the review protocol for 6.1
21. Drafting PICO 6.2 – Views and experiences of adult carers regarding the forms of practical, social and community support interventions
The committee went through the development of the review protocol for 6.2
22. Drafting PICO – 7.1 – Psychological interventions for maintaining resilience and improving the health and wellbeing of adult carers
The committee went through the development of the review protocol for 7.1
23. Drafting PICO – 7.2 – Views and experiences of adult carers regarding the forms of psychological and emotional support
The committee went through the development of the review protocol for 7.2
24. 8.1 – Needs of adult carers caring for people at the end of life
The committee went through the development of the review protocol for 8.1
25. Drafting PICO – 9.1 – Interventions for preparing and supporting adult carers during changes to the caring role

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The committee went through the development of the review protocol for 9.1

26. AOB & Close

The Chair Closed the meeting

Date of next meeting: 31/10/2017

Location of next meeting: RCOG