

Babies, children and young people's experience of healthcare

Guideline Committee Meeting 1

Date: 29 April 2019

Location: Institute of Mining and Minerals, London

Minutes: Final

Committee members present:	
Catherine White (Chair)	Present for notes 1-6
Dougal Hargreaves (Topic Adviser)	Present for notes 1-6
Grace Atkins	Present for notes 1-6
Joanna Shaw	Present for notes 1-6
Emma Beeden	Present for notes 1-6
Aishah Farooq	Present for notes 1-6
Charity Gondwe	Present for notes 1-6
Nathan Randles	Present for notes 1-6
James Mctaggart	Present for notes 1-6
Xanthe Hodgson	Present for notes 1-6
Kath Evans	Present for notes 1-6
Catherine Churchill	Present for notes 1-6
Cath Hubbuck	Present for notes 1-6
Paul Ashley	Present for notes 5-6

In attendance:		
Hilary Eadon	NGA Guideline Lead	Present for notes 1-6
Linyun Fou	NGA Senior Systematic Reviewer	Present for notes 1-6
Rami Cosulich	NGA Systematic Reviewer	Present for notes 1-6
Anuja Pandey	NGA Systematic Reviewer	Present for notes 1-6
Eric Slade	NGA Senior Health Economist	Present for notes 1-6
Charlene Dixon	NGA Project Manager	Present for notes 1-6
Charlie Fairhurst	NGA Clinical Adviser	Present for notes 1-6
Catrina Charlton	NICE Guideline Commissioning Manager	Present for notes 1-4
Sarah Scott	NICE Public involvement adviser	Present for notes 1-5
Mark Rasburn	NICE Public involvement adviser	Present for notes 1-4

Apologies:	
Rachel Elvins	Committee member
Richard Churchill	Committee member
Rakhee Shah	Clinical fellow

1. Welcome and objectives for meeting

The Chair welcomed the committee members and attendees to the first guideline committee meeting on Babies, children and young people's experience of healthcare. The committee members and attendees introduced themselves.

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

2. Confirmation of matter under discussion, and declarations of interest

The Chair confirmed that, for the purpose of managing conflicts of interest, the matter under discussion was Babies, children and young people's experience of healthcare. The Chair asked everyone to verbally declare any new interests that have arisen. None were verbally declared.

3. Minutes of last meeting

As this was the first meeting there were no minutes to review.

4. Presentations

The Chair introduced Catrina Charlton, NICE Guideline Commissioning Manager, who gave a presentation on Introduction to NICE guidelines. Catrina Charlton took questions from the group.

The Chair introduced Mark Rasburn, NICE Public Involvement Adviser, who gave a presentation on Public involvement in NICE Guidelines. Mark Rasburn took questions from the group.

The Chair introduced Hilary Eadon, NGA Guideline Lead, who gave a presentation on Introduction to the NGA. Hilary Eadon took questions from the group.

The Chair gave a presentation on Responsibilities of committee members and took questions from the group.

The Chair introduced Charlene Dixon, NGA Project Manager, who gave a presentation on NGA Travel and travel expenses. Charlene Dixon took questions from the group.

The Chair introduced Dougal Hargreaves, Topic Advisor, who gave a presentation on the scope for the guideline. Dougal Hargreaves took questions from the group.

5. Questions and discussion

The committee discussed questions that had arisen from the online induction training and about NICE guideline development methods, which were answered by the NGA team.

The committee discussed involvement of children in the development of the guideline.

The committee discussed the review questions and protocols and agreed some parameters for inclusion in the guideline protocols.

The committee discussed Protocol 6.1 What features of the healthcare environment are important to babies, children and young people to improve their experience of care?

The committee discussed Protocol 7.1 How can health services support engagement in usual activities (for example sibling relationships, other family relationships, schooling, friendships, social activities) for babies, children and young people?

6. Any other business

There was no other business to discuss.

Date of next meeting: 11/06/2019

Location of next meeting: RCOG offices, London