

**Babies, Children and Young People's experience of Healthcare Guideline
Committee Meeting 3**

Date: 24 July 2019

Location: RCOG, London

Minutes: Draft

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
Emma Beeden	Present for notes 1-6
Aishah Farooq	Present for notes 1-6
Nathan Randles	Present for notes 1-6
Joanna Shaw (via TC)	Present for notes 4-6
Charity Gondwe	Present for notes 2-6
Rachel Elvins	Present for notes 1-6
James McTaggart (via VC)	Present for notes 1-6
Richard Churchill	Present for notes 1-4
Kath Evans	Present for notes 1-6
Cath Hubbuck	Present for notes 1-6
Amy Overend	Present for notes 1-6
Catherine Churchill	Present for notes 1-6

In attendance:		
Hilary Eadon	NGA Guideline Lead	Present for notes 1-6
Charlie Fairhurst	NGA Clinical Advisor	Present for notes 1-6
Linyun Fou	NGA Senior Systematic Reviewer	Present for notes 1-6
Anuja Pandey	NGA Systematic Reviewer	Present for notes 1-6
Alice Navein	NGA Systematic Reviewer	Present for notes 1-6
Agnesa Mehmeti	NGA Information Scientist	Present for notes 1-6
Eric Slade	NGA Senior Health Economist	Present for notes 1-4
Stephanie Armstrong	NGA Health Economist	Present for notes 1-6
Feima Ndoeka	NGA Project Manager	Present for notes 1-6
Gareth Murphy	NICE Resource Impact Lead	Present for notes 1-6
Catrina Charlton	NICE Guideline Commissioning Manager	Present for notes 1-6
Rakhee Shah	Clinical Fellow	Present for notes 1-6
Apologies:		
Committee members:		

Xanthe Hodgson
Paul Ashley
Sallie Bloomfield

1. Welcome and objectives for the meeting

The Chair welcomed the committee members and attendees to the third guideline committee meeting on Babies, children and young people's experience of healthcare. The chair acknowledged apologies received as 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 interests that have arisen since the last meeting. One new declaration of interest was declared by Emma Beeden.

The committee members and attendees introduced themselves to the rest of the committee and the two new members gave a brief description of their role in this guideline.

The Chair outlined the objectives of the meeting.

3. Minutes of last meeting

The minutes from the last meeting was agreed as an accurate record.

4. Presentations

The Chair gave a brief reminder of the ground rules of the committee meetings and the importance of contributions to topic groups. The Chair introduced the following presentations:

Gareth Murphy, NICE Resource Impact Lead gave a presentation on 'Resource Impact Assessment' which identified the resources impact of NICE guidelines. The presentation provided insight to the role of the Resource Impact team, economic analysis and resource impact assessment.

Eric Slade, NGA Senior Health Economist, led a discussion on the health economic plan which outlined the health economics priorities for the guideline. Five committee members volunteered to review the economic plan.

Alice Navein, NGA systematic reviewer, presented the following protocols:

- Review question 1.1 'How do children and young people like to be involved in planning their healthcare and making shared decisions about their health?'
- Review question 1.2 'How should healthcare staff communicate with babies, children, young people and their parent or carers?'
- Review question 1.3 'How should issues about consent, privacy and confidentiality be addressed with children and young people?'

- Protocol 2.2 ‘How can children and young people and the parents or carers of babies and young children be supported to make informed decisions, including about risks and benefits?’

Rakhee Shah, Clinical Fellow presented an overview on how the committee could use colloquial evidence and grey literature, including survey data, as a source of evidence for the guideline.

Anuja Pandey, NGA systematic reviewer presented the protocol for review question 5.1 ‘How can the perspective of children and young people, and of the parents or carers of babies inform the design of healthcare services?’

Linyun Fou, NGA Senior Systematic Reviewer provided an update on the discussions regarding date limits and country limits in our searches and showed the committee NICE evidence review examples and outlined what to expect in preparation for the next committee meeting.

The chair thanked all for their presentations.

5. Questions and discussion

The committee discussed the search parameters suggested by Lin and agreed parameters for inclusion/exclusion of papers in the evidence reviews

The committee discussed the five protocols and agreed changes.

6. AOB

Hilary Eadon, NGA guideline lead, updated the committee on focus groups/ reference groups. Two organisations have been shortlisted and interviews will take place on 5th August 2019. The successful organisation will be introduced at the next meeting.

Date of next meeting: 06/09/2019

Location of next meeting: RCOG, London