

**Babies, children and young people’s experience of healthcare**

**Guideline Committee Meeting 12**

**Date:** 20<sup>th</sup> November 2020 (Day 1)

**Location:** Virtual meeting via Zoom

**Minutes:** Confirmed

<b>Committee members present:</b>	
Catherine White (CW)	Present for notes 1 – 6
Dougal Hargreaves (DH)	Present for notes 4 – 5
Emma Beeden (EB)	Present for notes 1 – 6
Kath Evans (KE)	Present for notes 1 – 6
Richard Churchill (RC)	Present for notes 1 – 6
Xanthe Hodgson (XH)	Present for notes 1 – 6
Paul Ashley (PA)	Present for notes 1 – 5
Catherine Churchill (CC)	Present for notes 2 – 3
Grace Atkins (GA)	Present for notes 2 – 7
Joanna Shaw (JS)	Present for notes 1 – 5
Cath Hubbuck (CH)	Present for notes 1 – 6
Aishah Farooq (AF)	Present for notes 1 – 6
Charity Gondwe (CG)	Present for notes 1 – 5
Rachel Elvins (RE)	Present for notes 1 – 6
James McTaggart (JM)	Present for notes 1 – 6
Sallie Bloomfield (SB)	Present for notes 1 – 6
Amy Overend (AO)	Present for notes 2 – 5

<b>In attendance:</b>		
Hilary Eadon (HE)	NGA Guideline Lead	Present for notes 1 – 6
Tosin Jegede (TJ)	NGA Project Manager	Present for notes 1 – 6
Eva Gonzalez-Viana (EG)	NGA Senior Systematic Reviewer	Present for notes 1 – 6
Alice Navein (AN)	NGA Systematic Reviewer	Present for notes 1 – 6
Charlie Fairhurst (CF)	NGA Clinical Advisor	Present for notes 1 – 6
Catrina Charlton (CCT)	NICE Guideline Commissioning Manager	Present for notes 1 – 6
Gareth Haman (GH)	NICE Senior Editor	Present for notes 1 – 6
Rakhee Shah (RS)	NGA Clinical Fellow	Present for notes 1 – 6
Gareth Murphy (GM)	NICE Business Analyst	Present for notes 1 – 6

Zoe Carter (ZC)	Independent advocate - Rethink	Present for note 3
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<b>Apologies:</b>	
Tim Reeves (TR)	NGA Information Scientist
Nathan Randles (NR)	Lay member
Eric Slade (ES)	NGA Health Economist

### 1. Welcome and objectives for the meeting

The Chair welcomed the committee members and attendees to the 12<sup>th</sup> 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. No new declarations were made.

The Chair outlined the objectives of the meeting.

### 3. Minutes of last meeting

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

### 4. Presentations

The Chair introduced the following presentations:

Eva Gonzalez-Viana, NGA Senior Systematic Reviewer presented the evidence review for question 3.3 How can children and young people be empowered to advocate for themselves?

Alice Navein, NGA Systematic Reviewer presented the evidence review for question 3.4 How can the views of babies, children and young people be best represented by independent advocates?

Zoe Carter, Independent advocate from Rethink gave a testimony as an expert witness.

Alice Navein, NGA Systematic Reviewer presented the evidence review for question 4.1a What factors are important to babies, children and young people to improve their experience of healthcare services?

Hilary Eadon, NGA Guideline Lead, presented the NICE edits on reviews from last 2 meetings for review questions 1.1, 2.2, 8.1, 3.1 and 3.2

The Chair thanked all the presenters.

**5. Questions and discussion**

The committee discussed the evidence reviews and drafted recommendations for 3.3, 3.4 and 4.1.

**6. AOB**

There was no further business to discuss.

The Chair confirmed day 2 of the meeting will be held on the 24<sup>th</sup> November 2020. The meeting closed at 4:40pm.

**Babies, children and young people’s experience of healthcare**

**Guideline Committee Meeting 12**

**Date:** 24<sup>th</sup> November 2020 (Day 2)

**Location** Virtual meeting via Zoom

**Minutes:** Draft

**Committee members present:**

Dougal Hargreaves	Present for notes 1 – 8
Emma Beeden	Present for notes 1 – 8
Kath Evans	Present for notes 1 – 8
Richard Churchill (Chair)	Present for notes 1 – 8
Xanthe Hodgson	Present for notes 1 – 8
Paul Ashley	Present for notes 1 – 8
Catherine Churchill	Present for notes 1 – 8
Grace Atkins	Present for notes 4 – 6
Joanna Shaw	Present for notes 1 – 8
Cath Hubbuck	Present for notes 1 – 8
Aishah Farooq	Present for notes 4 – 5
Charity Gondwe	Present for notes 1 – 8
Rachel Elvins	Present for notes 1 – 8
James McTaggart	Present for notes 1 – 8
Sallie Bloomfield	Present for notes 1 – 4
Nathan Randles	Present for notes 1 – 8

**In attendance:**

Hilary Eadon	NGA Guideline Lead	Present for notes 1 – 8
Offiong Ani	NGA Project Manager	Present for notes 1 – 8
Eva Gonzalez-Viana	NGA Senior Systematic Reviewer	Present for notes 1 – 8
Alice Navein	NGA Systematic Reviewer	Present for notes 1 – 8
Charlie Fairhurst	NGA Clinical Advisor	Present for notes 1 – 8
Rakhee Shah	NGA Clinical Fellow	Present for notes 1 – 7
Gareth Haman	NICE Senior Editor	Present for notes 1 – 8
Catrina Charlton	NICE Guideline Commissioning Manager	Present for notes 1 – 3
Gareth Murphy	NICE Business Analyst	Present for notes 1 – 8

<b>Apologies:</b>	
Catherine White	Chair
Amy Overend	Member
Eric Slade	NGA Health Economist
Tim Reeves	NGA Information Scientist

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

In the absence of the Committee Chair, Catherine White, Richard Churchill had been nominated as deputy chair and approved by NICE to chair the meeting.

The Chair welcomed the committee members and attendees to Day 2 of the 12<sup>th</sup> guideline committee meeting on Babies, children and young people’s experience of healthcare. The Chair acknowledged apologies received as noted above.

The Chair outlined the objectives of the meeting, which included review of literature search re-runs, new reference and focus group evidence, and discussion of draft recommendations.

### **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. No new declarations were made.

The Chair outlined the objectives of the meeting.

### **3. Minutes of last meeting**

N/A

#### **4. Presentations**

The Chair introduced the following:

Dougal Hargreaves, Topic Advisor, presented a plan for proposed publications related to the guideline and requested volunteers to work on them.

Alice Navein, NGA Systematic Reviewer, presented results of the literature search re-runs and how any new evidence impacted the recommendations.

Hilary Eadon, NGA Guideline Lead, presented the new reference and focus group evidence and how they impacted the recommendations.

Hilary Eadon presented a review of the final draft recommendations in the guideline, prior to the first submission to NICE.

The Chair thanked all the presenters.

#### **5. Questions and discussion**

The Committee discussed the evidence from the literature search re-runs, new reference and focus group evidence, drafted recommendations and agreed to revisions to existing recommendations.

#### **6. AOB**

Hilary Eadon confirmed the next steps and further actions for the NGA team and the Committee to finalise the guideline for submission.

The Chair confirmed the next meeting will be held on 10<sup>th</sup> May 2021 and closed the meeting at 4:55pm.

**Date of next meeting:** 10<sup>th</sup> May 2021

**Location of next meeting:** Virtual via Zoom