

NICE Collaborating Centre for Social Care

Home Care Guideline Development Group meeting 3
19th February 2014, 1030-1600, SCIE Offices, Shared Meeting Space, 206 Marylebone Rd, London NW1 6AQ

Minutes

Guideline Development Group Members	
Name	Role
Ajibola Awogboro (AA)	Local Authority and Health Manager
Daphne Branchflower (DB)	Service user
Sandra Duggan (SD)	Carer
Bobbie Mama (BMa)	Topic adviser
Bilgin Musannif (BMf)	Carer
Miranda Okon (MO)	Home Care Worker
Matthew Parris (MP)	Home Care Provider
Sue Redmond (SR)	Local Authority and Health Manager
Nicola Venus-Balgobin (NVB)	Voluntary Sector
Michael Walker (MWr)	Service user and carer
Bridget Warr (BW)	GDG Chair
Miranda Wixon (MWn)	Home Care Provider
Max Wurr (MW)	Home Care Provider

The NCCSC is a collaboration led by SCIE



Other invitees		
Name	Role	Organisation
Amanda Edwards (AE)	NCCSC Director, GDG facilitator	NCCSC(SCIE)
Beth Anderson (BA)	Senior Lead	NCCSC(SCIE)
Lisa Boardman (LB)	Project Manager and minutes	NCCSC(SCIE)
Deborah Rutter (DR)	Lead Systematic Reviewer	NCCSC (SCIE)
Irene Kwan (IK)	Systematic Reviewer	NCCSC (SCIE)
Jane Greenstock (JG)	Research Assistant	NCCSC(SCIE)
Annette Bauer (AB)	Economist	NCCSC(PSSRU)
Jeanette Leech (JL)	Dissemination and Adoption Support	NCCSC (RIP/RIPFA)
Peter O'Neill (PO'N)	NICE Technical Advisor	NICE
Sarah Richards (SR)	NICE Economist	NICE
Jaimella Espley (JE)	NICE Editorial Advisor	NICE
Ann Horrell (AH)	NICE Senior Editorial Advisor	NICE
PA-LS	PA to Daphne Branchflower	NA
PA-MW	PA to Michael Walker	NA

Apologies	
Name	Role/Organisation
Katie Tempest (KT)	GDG member - Home care workforce and Learning/Development Support
Martin Knapp (MK)	Senior Economist, NCCSC (PSSRU)
Claire Stansfield (CS)	Information Specialist, NCCSC (EPPI)
Tony Smith (TS)	NICE Economist

No	Agenda Item	Minutes for NICE website	Action/Owner
1.	Welcome, apologies and declarations of interest	<p>BW welcomed members to the third Guideline Development Group meeting. Apologies were received from Katie Tempest (KT), Martin Knapp (MK) and Tony Smith (TS).</p> <p>The register of interests was noted and there were no new declarations of interest to add to this.</p> <p>BW asked GDG members to declare any conflicts of interest in relation to items covered on the agenda today. There were no conflicts of interest.</p>	
2.	Minutes and matters arising from GDG 1 and 2	<p>The minutes of GDG 1 meeting held on 20th November 2013 were agreed as an accurate record of the meeting subject to one minor amend.</p> <p>The minutes of GDG 2 meeting held on 27th November 2013 were agreed as an accurate record of the meeting.</p> <p>There were no matters arising.</p>	<p>Action 1: LB to make change to minutes for GDG 1.</p> <p>Action 2: LB to send minutes to GDG as soon as they are approved and to improve turnaround time for this.</p> <p>Action 3: LB to produce summary versions of approved minutes for NICE website and seek approval from BW for these after each GDG.</p>
3.	Review Protocols and overview of the evidence	<p>DR introduced her presentation “what’s the evidence” and invited comments from GDG members throughout.</p> <p>DR gave an overview of EPPI reviewer and explained how the coding, inclusions and exclusions are managed by the systematic reviewer team.</p> <p>DR went on to introduce the review protocols and the GDG was asked to review and agree them.</p>	<p>Action 4: GDG members to send comments regarding the views and experiences review questions (the first 4 questions) by the end of February 2014. Send comments to LB and DR.</p> <p>Action 5: The GDG to send responses to LB and DR for all other review questions by Friday 14th March.</p> <p>Action 6: LB to send a copy of the scope to all for</p>

			reference at the next meeting.
4.	The role of the NICE editor and writing recommendations	Jaimella Espley (JE) an Editorial Advisor from NICE, gave a presentation about writing recommendations. The recommendations will be developed by the GDG within the meetings. After the presentation, the group had an opportunity to ask questions.	
5.	Introduction to NICE pathways	Ann Horrell, senior editorial advisor at NICE introduced NICE pathways. After the presentation, the group had an opportunity to ask questions.	
6.	Dissemination and Adoption – observations and ideas from GDG members	BW confirmed that Dissemination and Adoption discussions would form part of every GDG agenda. The GDG discussed opportunities and challenges regarding dissemination and adoption of the guidance.	Action 7: AE asked the group to share over the coming months ideas about building ownership with stakeholders
7.	Economic plan – for review and sign off	AB outlined her work to date on the economic plan and prioritising the topics for economic analysis. AB went through the feedback from the GDG members who were involved with commenting on aspects of the plan. AB then went on to explain the rationale for prioritising particular areas for economic analysis.	Action 8: AB to finalise the economic plan based on priority areas agreed by the GDG and seek sign off by NICE colleagues.
8.	AOB	The GDG discussed a variety of issues regarding meeting logistics	Action 9: LB to circulate minutes to the group within 3 weeks of meetings and, distribute papers 1 week before meetings. Action 10: GDG members and invitees to let LB know if they will require a printed set of papers for future meetings. Action 11: GDG members to send thoughts on key audiences to have in mind when developing

			<p>recommendations to LB</p> <p>Action 12: AE to consider ways of involving key players who are not part of GDG throughout the project.</p> <p>Action 13: LB to look at use of technology that the GDG could use to assist greater collaboration in between meetings.</p>
9.	Date of GDG 4	Wednesday 8 th April 2014, 10.30am – 4.00pm, SCIE offices, Shared Meeting Room, 2 nd Floor, 206 Marylebone Road, London NW16AQ	

Appendix A

Register of Interests - Guideline Development Group Meeting 3 Home Care

Name	Personal pecuniary interest	Personal family interest	Non-personal pecuniary interest	Personal non-pecuniary interest
Ajibola Awogboro	Director: Rembola Social Enterprises	None	Assistant Director Business Support and Commissioning - Royal Borough of Greenwich	None
Daphne Branchflower	None	None	None	None
Sandra Duggan	None	None	None	None
Bobbie Mama	None	None	I work for the Care Quality Commission	None
Bilgin Musannif	None	None	None	None
Miranda Okon	None	None	None	None
Matthew Parris	None	None	I am a full-time employee of a Homecare provider	None
Sue Redmond	I am doing some work for Mears, a home care company, and am also a Non-Executive Director on the board of Optalis, which is a local authority trading company.	None	None	None
Katie Tempest	Director of Limited Company (consultant in social care)	None	None	Member of the policy advisory group for the Standing Commission on Carers

Nicola Venus-Balgobin	None	None	I am employed as a Project Manager; Older People with Dual Sensory Loss Awareness program, I work for Sense, the leading national charity for people who are deafblind. This post is funded by the Department of Health.	None
Michael Walker	None	None	None	None
Bridget Warr	None	None	I am CEO of the United Kingdom Home Care Association (UKHCA), the professional association for homecare providers from all sectors, (employed for four days per week).	Chair of two boards/committees at Sense. Some ad hoc work with the Department of Health.
Miranda Wixon	Director: The Home care Partnership Ltd. Chair: Ceretas (Voluntary). Chair: Brent Healthwatch (voluntary). Trustee: Action on elder abuse (Voluntary).	None	None	None
Max Wurr	Employer of City and County Healthcare Group. As of December 2013, I also hold an equity stake in the company.	None	Senior manager of City and County Healthcare Group, a group of domiciliary care providers that collectively constitutes one of the largest providers of domiciliary care services in the UK	I am a Board member of the United Kingdom Homecare Association