

NICE Collaborating Centre for Social Care

Home Care Guideline Development Group meeting 8
Thursday 4th September 2014, 1030-1600, SCIE Offices, Shared Meeting Space, 206 Marylebone Rd, London NW1
6AQ

Minutes and working notes

Guideline Development Group Members	
Name	Role
Daphne Branchflower (DB)	Service user
Sandra Duggan (SD)	Carer
Bilgin Musannif (BMf)	Carer
Miranda Okon (MO)	Homecare Worker
Matthew Parris (MP)	Homecare Provider
Katie Tempest (KT)	Social work practitioner and inspector
Nicola Venus-Balgobin (NVB)	Voluntary Sector
Bridget Warr (BW)	GDG Chair
Miranda Wixon (MWn)	Homecare Provider
Max Wurr (MW)	Homecare 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)
Annette Bauer (AB)	Economist	NCCSC(PSSRU)
Jane Greenstock (JG)	Research Assistant	NCCSC (SCIE)
Peter O'Neill	NICE Technical Advisor	NICE
Ted Barker (TB)	Research Assistant	NCCSC (SCIE)
Patrick Hall (PH)	Practice Development Manager	SCIE
PA	PA to Daphne Branchflower	NA

Apologies	
Name	Organisation
Michael Walker (MWr)	Service user and carer
Bobbie Mama (BMa)	Topic Advisor
Ajibola Awogboro (AA)	Local Authority and Health Manager
Tony Smith(TS)	NICE Economist

No	Agenda Item	Minutes for NICE website	Action/Owner
1.	Welcome, apologies and potential conflicts of interest	<p>BW welcomed members to the Eighth Guideline Development Group meeting. Apologies were received from AA, MW, BM and TS.</p> <p>BW noted that the register of interests needed to be updated with new interests declared at the last meeting.</p> <p>BW asked the GDG and other attendees to introduce themselves and to say whether there were any other changes to the register of interests and any particular conflicts of interest in relation to the agenda for the meeting today.</p> <p>There were no additional changes to the register of interests (<i>See Appendix 1</i>) and no conflicts in relation to items on the agenda today.</p>	ACTION 1: LB to liaise with GDG members and update the register of interests.
2.	Minutes and matters arising from the last meeting	<p>The minutes of the last meeting held on 30th July 2014 were agreed subject to one minor amend.</p> <p>The minutes were reviewed for matters arising. All actions were completed or in hand.</p>	ACTION 2: LB and DR to complete actions 1 and 3 for the next meeting
3.	Economic Work update	<p>AB presented an overview of progress against the economic plan so far and went through each of the economic priority areas and any changes that there had been to the economic plan.</p> <p>The economic areas were:</p> <ol style="list-style-type: none"> 1. Care Planning approaches 2. Telecare 3. Emotional and social support interventions 4. Information and support 	ACTION 3: The team to update and complete LETR tables with the economic evidence.
4.	Telecare – (questions 2.5.1 and 2.5.2) Reviewing the evidence, writing recommendations and implications for dissemination and	<p>JG introduced the evidence for review questions: <i>What elements of telecare used in planning and delivering homecare are effective in improving outcomes for people who use services and their carers? (2.5.1)</i> and <i>What are the views of users and family carers on the use of telecare as part of a home care package? (2.5.2)</i> JG gave an overview of the evidence, quality and challenges. JG then talked through five</p>	ACTION 4: NVB will seek information about the publication date of a possibly relevant study.

	adoption	evidence statements and the GDG moved into smaller workshop groups to propose recommendations based on the evidence and to reflect on the gaps in the evidence.	
5.	The Care Act and implications for Home Care	Patrick Hall (PH), from SCIE, presented an overview of the Care Act and aspects of the act that were most relevant to home care, from provision of services to promoting well being.	
6.	Training, supervision and support – (question 2.4) Reviewing the evidence, writing recommendations and implications for dissemination and adoption	<p>DR gave an overview of the evidence for the review question: <i>What are the effects of training, supervision and support on outcomes for people who use home care services and their family carers? (2.4)</i></p> <p>DR explained that the session would include</p> <ul style="list-style-type: none"> • An overview of the evidence • Evidence statements • Shortcomings of the evidence <p>Following her presentation and discussion, the GDG moved into smaller workshop groups to propose recommendations based on the evidence and to reflect on the gaps in the evidence.</p>	
7.	Evidence to recommendations	<p><u>Revised structure for guideline</u> BA introduced a revised draft structure for the guideline. This version had taken into account GDG suggestions at the previous meeting. Person-centred home care has now been put up front, reflecting the aspirations for the whole guideline.</p> <p><u>Evidence to recommendations and the Linking Evidence to Recommendations (LETR) tables</u> BA introduced the example LETR tables that had been produced around Care Planning Approaches The purpose of these tables was to summarise the effectiveness and views data and demonstrate the link from evidence to recommendations (LETR). An abbreviated version of this LETR tables has to be included within the final guideline.</p>	
8.	AOB	<p>There was no AOB. The next meeting is on 7th October 2014</p>	

Appendix A

Register of Interests - Guideline Development Group Meeting 8 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	Inspector at the Care Quality Commission	None
Bilgin Musannif	None	None	None	None
Miranda Okon	None	None	None	None
Matthew Parris	None	None	None	None
Katie Tempest	None	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). I am Chair of two boards/committees at Sense and Chair of NHS England Continuing Health Care IRPs (SouthWest)	None
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