

# NICE Collaborating Centre for Social Care

## Home Care Guideline Development Group meeting 9

Tuesday 7<sup>th</sup> October 2014, 10.15 to 17.30, SCIE Offices, Shared Meeting Space, 206 Marylebone Rd, London NW1 6AQ

### *Minutes and working notes*

<b>Guideline Development Group Members</b>	
<b>Name</b>	<b>Role</b>
Daphne Branchflower (DB)	Service user
Sandra Duggan (SD)	Carer
Bilgin Musannif (BMf)	Carer
Miranda Okon (MO)	Homecare Worker
Matthew Parris (MP)	Homecare Provider
Bobbie Mama (BMa)	Topic Advisor
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



<b>Other invitees</b>		
<b>Name</b>	<b>Role</b>	<b>Organisation</b>
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 Silvester (JS) <i>Part of the meeting only</i>	NICE Associate Director	NICE
John Mclean (JM)	NICE Programme Manager	NICE
Ted Barker (TB)	Research Assistant	NCCSC (SCIE)
PA	PA to Daphne Branchflower	NA

<b>Apologies</b>	
<b>Name</b>	<b>Organisation</b>
Michael Walker (MWr)	Service user and carer
Ajibola Awogboro (AA)	Local Authority and Health Manager

No	Agenda Item	Minutes for NICE website	Action/Owner
1.	<b>Welcome, apologies and potential conflicts of interest</b>	<p>BW welcomed members to the ninth Guideline Development Group meeting. Apologies were received from AA and MW. KT would have to leave at 4pm.</p> <p>BW asked the GDG and other attendees to introduce themselves and to say whether there were any 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 changes to the register of interests (<i>See Appendix 1</i>) and no conflicts in relation to items on the agenda today.</p>	
2.	<b>Minutes and matters arising from the last meeting</b>	<p>The minutes of the last meeting held on 4<sup>th</sup> September 2014 were agreed as an accurate record of the meeting subject one minor amendment.</p> <p>The minutes were reviewed for matters arising. All actions were completed or in hand.</p>	
3.	<b>Economic presentation – new evidence</b>	<p>AB presented some new economic analysis of the IBSEN data that had been undertaken by PSSRU. There was a lack of moderate to high-quality economic evidence so the GDG had previously agreed to undertake this additional analysis of existing data sets. The aim was to analyse the study, not constrained by trial design. The sample size was 400 older people who were generally representative of the population of England.</p> <p>The GDG discussed the findings and overall it was agreed there was enough evidence to draw some general conclusions that could be used to inform recommendations.</p>	
4.	<b>Care Planning (LETR 3) plus views LETRs – small groups</b>	<p>BW introduced the work to begin reviewing the draft recommendations on the LETR tables, starting with Care Planning.</p> <p>BW emphasised how important this phase of the work was and encouraged the GDG to refine and develop recommendations that were both aspirational but achievable.</p> <p>The GDG was split into two groups. The groups did some focused work on writing and refining the recommendations. Each group then fed back their proposals to the wider group in a plenary session, where the recommendations were amended and refined once again.</p> <p>Both groups started with reviewing LETR table 3 – Care planning.</p>	

		<p>Group 1 then reviewed LETR 7 Information, LETR 5 Training and (on day 2) LETR 1 Views. Group 2 reviewed LETR 6 Telecare and LETR 4 Safecare and (on day 2) LETR 2 Views</p> <p>The evidence statement (s) and/or consensus discussion that formed the basis of the recommendations was captured by the scribes and facilitators in the small groups and the large plenary session.</p> <p>The groups then worked in small groups to agree recommendations for Care Planning. The collated draft revised recommendations from both groups were then presented and revised in plenary sessions at GDG 10 – item 4.</p>	
<b>5 &amp; 6</b>	<b>Telecare (LETR 6) and Information (LETR 7) plus Views LETRs - small groups and Plenary</b>	<p>Recommendations relating to LETR 7 (Information) were revised and agreed by group 1 and within the wider plenary session.</p> <p>Recommendations relating to LETR 6 (Telecare) were revised and agreed by group 2 and within the wider plenary session.</p>	<b>ACTION 1: NCC to consider the queries raised by GDG members with regards LETR tables 6 and 7 in future iterations of the recommendations and in work on the guideline</b>
<b>7.</b>	Safe Care (LETR4) and training (LETR5) plus views LETRs – small groups	<p>The groups worked in small groups to agree recommendations for Safe Care and Training. This work continued at GDG 10. The collated draft revised recommendations from both groups were then presented and revised in a plenary session at GDG 10 – items 3 and 6.</p> <p>The meeting closed at 1730.</p>	

## Appendix A

### Register of Interests - Guideline Development Group Meeting 9 Home Care

<b>Name</b>	<b>Personal pecuniary interest</b>	<b>Personal family interest</b>	<b>Non-personal pecuniary interest</b>	<b>Personal non-pecuniary interest</b>
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	Employee 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.