

# NICE Collaborating Centre for Social Care

**Social care of older people with multiple long-term conditions Guideline Development Group meeting 1**  
**20<sup>th</sup> January 2014, 10.30am – 4.00pm, SCIE Offices, Shared Meeting Space, 206 Marylebone Rd, London NW1 6AQ**

## *Minutes*

<b>Guideline Development Group Members</b>	
<b>Name</b>	<b>Role</b>
Bernard Walker (BW)	GDG Chair
Beth Britton (BB)	Carer
Ann MacFarlane (AM)	Service user
Diana Robinson (DR)	Service user and carer
Gillian Crosby (GC)	Researcher
Belinda Black (BBI)	Care home provider
Deborah Read (DRe)	Social Worker
Karin Tancock (KT)	Occupational Therapist
Jeremiah Kelleher (JK)	Local authority manager
Lelly Oboh (LO)	Consultant Pharmacist
Maggie Winchcombe (MW)	Occupational Therapist
Chris Wood (CW)	Researcher
Janet Reynolds (JR)	Social Worker
Philippa Thompson (PT)	Home care 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	NCCSC (SCIE)
Beth Anderson (BA)	Senior Lead	NCCSC (SCIE)
Palida Teelucknavan (PTe)	Project Manager	NCCSC (SCIE)
Naila Dracup (ND)	Information Specialist	NCCSC (SCIE)
Deborah Rutter (DRu)	Lead Systematic Reviewer	NCCSC (SCIE)
Isabel Quilter (IQ)	Research Assistant	NCCSC (SCIE)
Kim Rutter (KR)	Dissemination and Adoption Lead	NCCSC (SCIE)
Carol Vigurs (CV)	Systematic Reviewer	NCCSC (EPPI)
Annette Bauer (AB)	Economist	NCCSC (PSSRU)
Nick Staples (NS)	Project Manager	NICE
Barbara Meredith (BM)	Public Involvement Programme Lead	NICE
Peter O'Neill (PO)	Technical Advisor	NICE
Marija Trachtenberg (MT)	Observer	NCCSC (PSSRU)
Alix Johnson (AJ)	Observer	NICE (PIP Team)
Alana Christopher (AC)	Observer	NICE (Corporate office)

<b>Apologies</b>	
<b>Name</b>	<b>Organisation</b>
Kim Curry	GDG member (Local authority manager)
Kevin Minier	GDG member (Carer)
Gerry Nosowska	NCCSC (RIP/RIPFA)

No	Agenda Item	Minutes	Action/Owner
1.	<b>Welcome and apologies</b>	BW welcomed the group to the first Guideline Development Group meeting. Apologies were received from Kim Curry, Kevin Minier and Gerry Nosowska.	
2.	<b>Introductions, aims of the day and declarations of interest</b>	<p>BW highlighted the aims of the day and also reminded the group of the process for claiming travel expenses and booking accommodation. If members have any queries they can contact the NCCSC Project Manager for this guideline (PTE).</p> <p><i>At commencement of afternoon session:</i>            BW explained the importance of declarations of interest (DOIs) and asked all GDG members and other attendees to summarise their interests for the group (see Appendix A). It was agreed that at each meeting, GDG members are to verbally declare new interests and submit a new written Declaration of Interests (DOI) form.</p> <p>BB, DR and PT verbally declared new interests and will also submit a new form.</p>	<b>Action 1: PTE to send DOI forms to BB, DR and PT.</b>
3.	<b>Developing guidance - the NICE perspective</b>	<p>NS presented an overview of the work of NICE and an introduction to the role of Social Care Guidance.</p> <p>After the presentation, the group had an opportunity to ask questions.</p>	<b>Action 2: PTE to circulate an up to date stakeholder list to the GDG.</b>
4.	<b>Introduction to the NCCSC</b>	AE provided an introduction to the work of the NCCSC and how it aims to support the development of the guideline.	<b>Action 3: GDG members to submit any useful research papers to PTE or DRu.</b>
5.	<b>Guideline development: process &amp; milestones</b>	<p>PTE presented the key milestones of the project and provided GDG members with a full list of GDG meeting dates.</p> <p>After the presentation, the group had an opportunity to ask questions.</p>	<b>Action 4: GDG members to inform PTE of any absences at meetings.</b>
6.	<b>Introduction to systematic reviews (searching and reviewing)</b>	<p>CV presented an introduction to how evidence is collected, how review questions are developed and how systematic reviews are planned.</p> <p>After the presentation, the group had an opportunity to ask questions.</p>	
7.	<b>Introduction to adoption and dissemination work</b>	<p>KR gave a presentation on the role of the Dissemination and Adoption team at the NCCSC who are responsible for implementing and disseminating the guideline once it has been published.</p> <p>After the presentation, the group had an opportunity to ask questions.</p>	
8.	<b>An overview of current</b>	DRu highlighted current practice around social care of older people with	

	<b>practice</b>	multiple long term conditions and also identified the issues and challenges for services in England.  After the presentation, the group had an opportunity to ask questions.	
9.	<b>Review questions</b>	DRu presented the draft review questions to the GDG. The review questions were informed by the scoping work and stakeholder workshop comments, and included in draft scope published for consultation. The GDG reviewed these and made suggestions on the content of the area being reviewed, wording and also further information that could be included. The review questions will be updated and presented at the next GDG meeting.	
10.	<b>Reflections of the day</b>	BW thanked the presenters and all attendees at the meeting. The first meeting was very productive and BW looks forward to the next meeting in February.	<b>Action 5: GDG to send any information that is useful for the guideline to PTe.</b>
11.	<b>AOB</b>	None	
12.	<b>Date of GDG 2</b>	Wednesday 5 <sup>th</sup> February 2014, 10.30am – 4.00pm, SCIE offices, Meeting Room 1, 2 <sup>nd</sup> Floor, 206 Marylebone Road, London NW16AQ	

## Appendix A

### Social care of older people with multiple long-term conditions Guideline Development Group 1 - Register of interests

Name	Personal pecuniary interest	Personal family interest	Non-personal pecuniary interest	Personal non-pecuniary interest
Philippa Thompson	None	None	None	Member of the English steering committee of the Campaign for a Fair Society – campaigning for a fair approach to welfare provision for disabled people.
Beth Britton	<p>Freelance consultant on LD/Dementia and Ageing - MacIntyre.</p> <p>In the last 12 months: I have been part of events or done work for: UK Gov G8 Dementia Summit, NHS IQ (Commitment for Carers), NCPC (Dementia and EOL), Guideposts Trust (Dementia Awareness), Age UK Brent (Dementia and Ageing), Crossroads Care, Sensory Plus, Gracewell Healthcare, Swan Advocacy (Dementia and Advocacy), NHS/BMA 'Timely Diagnosis of Dementia', GB Care Shows, Care Show Bournemouth.</p>	None	None	<p>Member of: Dementia Post Diagnosis Support Working Group (Dept of Health), Dementia Friends - Dementia Friends Champion, CQC - Member Adult Social Care Co-Production Group, DAA - Member of the DAA and support the CC2A, BRACE - Ambassador, Alzheimer's Society - Volunteer</p>

Ann McFarlane	None	None	<p>Work for: Care Quality Commission on work commissioned by Age UK Trustee at SCIE Ad hoc, usually one-day assignments, often for non-payment, only travel expenses, with NHS, DoH.</p> <p>At local level in Kingston upon Thames, Patron of Kingston Centre for Independent Living: ex officio on Board, Healthwatch – Member, Kingston at Home: RBK Older Peoples’ Reference Group member, People at Risk Group – interim Chair: service user group that reports to Kingston’s Adult Safeguarding Partnership Board, Better Services Better Value: Member for South West Commissioning Group.</p>	None
---------------	------	------	--	------

Diana Robinson	Has a small shareholding in Reckitt Benckiser (yields less than £1,000 pa) PPI work - the following may pay expenses and/or honoraria for meetings, workshops or conference attendance; and for reviewing research proposals. National Institute for Health Research. PGfAR funding panel (replaces RfPB panel, ended Sept '13) - from June 14. Occasional lay peer reviews. National Cancer Research Institute. National Cancer Intelligence Network, NICE UK DUETs Steering Group. Health Research Authority, University of Leeds (IMPACCT stydt); Leeds Clinical Research Facility Executive (from Feb 14); CQC; NHS England; Health Quality Improvement Partnership - Service User Network	Sister-in-law works for UCL in Credit Control Section	None	None
Bernard Walker	Occasional consultancy work for local authorities and other bodies in the social care field. Associate Research in Practice for Adults	None	Chair Adults Faculty. The College of Social Work	None
Kevin Minier	None	None	None	None
Gillian Crosby	None	None	None	None
Belinda Black	None	None	None	None
Deborah Read	None	None	None	None

Karin Tancock	I work part time (17.5 hours) for the College of Occupational Therapists as the Professional Affairs Officer for Older People. My responsibilities include: providing advice and information to members to support best practice and highlighting service innovation. Mapping and keeping up to date with national policy and legislation and communicating this to members through briefings and other projects. Coordinating responses to government consultations. Ensuring COT and member participation at key influencing events related to older people. Developing and maintaining professional networks with key organisations and government departments	None	None	None
Kim Curry	None	None	None	None
Jeremiah Kelleher	None	None	None	None
Lelly Oboh	None	None	None	None
Maggie Winchcombe	None	None	None	None
Chris Wood	None	None	I work at Action on Hearing (formerly RNID) as a Senior Research and Policy Officer, and hence receive a salary from them. Action on Hearing Loss is a voluntary sector provider of care services and a campaigning organisation for people with hearing loss.	None
Janet Reynolds	None	None	None	None