

NICE Collaborating Centre for Social Care

Social care of older people with multiple long-term conditions Guideline Development Group meeting 2
5th February 2014, 10.30am – 4.00pm, SCIE Offices, Shared Meeting Space, 206 Marylebone Rd, London NW1 6AQ

Minutes

| Guideline Development Group Members | |
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| Name | Role |
| 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 |
| 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 |
| Kim Curry (KC) | Local authority manager |

Other invitees

The NCCSC is a collaboration led by SCIE



| Name | Role | Organisation |
|---------------------------|---------------------------------|---------------|
| Beth Anderson (BA) | Senior Lead | NCCSC (SCIE) |
| Palida Teelucknavan (PTe) | Project Manager | NCCSC (SCIE) |
| Naila Dracup (ND) | Information Specialist | 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) |
| Marija Trachtenberg (MT) | Economist | NCCSC (PSSRU) |
| Sarah Richards (SR) | Economist | NICE |
| Tony Smith (TS) | Technical Advisor | NICE |

| Apologies | | |
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| Name | | Organisation |
| Kevin Minier (KM) | | GDG member (Carer) |
| Karin Tancock (KT) | | GDG member (Occupational Therapist) |
| Amanda Edwards (AE) | | NCCSC (SCIE) |
| Deborah Rutter (DRu) | | NCCSC (SCIE) |
| Gerry Nosowska (GN) | | NCCSC (RIP/RIPFA) |

| No | Agenda Item | Minutes | Action/Owner |
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| 1. | Welcome, apologies and declarations of interest | <p>BW welcomed all to the meeting. Apologies were received from, Karin Tancock, Kevin Minier, Amanda Edwards and Deborah Rutter.</p> <p>As there were some new attendees to the meeting each person introduced themselves and gave a brief background of their work.</p> <p>BW asked for any new or updated DOIs from the group. DR declared that her sister-in-law worked for the credit control department at UCL.</p> | |
| 2. | Minutes and matters arising from the last meeting | The minutes of the last meeting were accepted as a true record of the meeting and were approved. | |

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| 3. | Understanding outcomes | CV presented information on evidence from combined outcomes, systematic reviews and how to formulate review questions. | |
| 4. | Introduction to economics as part of NCCSC guideline development | AB presented an introduction to economics as part of the guideline development. | |
| 5. | Economic plan and potential priority areas | <p>a) Economic plan</p> <p>AB provided details on the economic plan and explained that the plan will, identify initial priorities for the economic analysis, methods for addressing economic questions, it will be prepared by the Economist in consultation with the GDG and will be signed off by NICE 3-4 months after the 1st GDG.</p> <p>TS also explained that the NCCSC will work closely with GDG members to inform the economic plan. AB will set up a working group with GDG members and requested that those who are interested in getting involved to contact PTe who will collate names.</p> <p>After reviewing the information, the GDG also made some suggestions to wording and points of consideration.</p> <p>b) Priority areas for economic modelling</p> <p>AB presented the economic questions and explained that interventions of interest needed to be agreed before the evidence can be sought. AB also highlighted that we could not undertake modelling on all possible areas, and therefore presented two possible options, asking the group to discuss and agree the preferred option.</p> <p>After discussion, the GDG made a collective decision and agreed that option 1 was their preferred choice.</p> <p>The GDG requested for AB's presentation to be circulated electronically.</p> | <p>Action 1: PTe to circulate to the group a web link to the document 'Think local act personal' for the jargon buster.</p> <p>Action 2: GDG members to inform PTe if they would like to be involved with the work around the economic plan.</p> <p>Action 3: PTe to send electronic version of all presentations to GDG members after the meeting.</p> |
| 6. | Finalise review questions | <p>BA introduced the review questions paper which had been circulated before the meeting, along with details of the rationale for each question. The review questions were to be agreed and signed off at the meeting.</p> <p>BA then talked the group through each question to seek views about the</p> | <p>Action 4: BA & team to review wording of the questions and PTe to circulate to GDG.</p> <p>Action 5: GDG to provide</p> |

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| | | <p>specific objectives of the questions. BA highlighted that it may be that we will need further discussion to focus the work to ensure it is manageable and useful. The next step for the NCCSC team will be to produce a more detailed document which sets out the objectives to be achieved by each question. This will be shared with the group in due course.</p> <p>The GDG reviewed each question and offered some suggestions and points to consider.</p> <p>BA and the project team will review the wording of the questions to ensure they are fit-for-purpose taking into account the discussion. The revised questions will then be re-circulated to the GDG. The GDG will then have a week to comment and provide feedback.</p> <p>Once the review questions have been finalised the project team will develop the review protocols, which will include the objectives and circulate to the GDG.</p> | comments on the review questions in a week's time. |
| 7. | Dissemination and Adoption | <p>BA presented a list of example dissemination and adoption issues and asked the GDG to consider any further issues which they thought would be relevant to the guideline. We will then log these and forward to the D&A lead.</p> <p>The GDG identified some further issues to log and also suggested that it would also be useful to see whether similar themes and issues were identified by the other GDGs. A separate meeting with other GDG members would be useful.</p> <p>PTE will log these and forward this to Kim Rutter.</p> | Action 6: PTe to log D&A issues and forward to KR. |
| 8. | AOB | <p>Information sharing</p> <p>The GDG agreed that any information to be shared amongst the group should be sent to PTE in the first instance who will then circulate it to the wider group.</p> | Action 7: Ensure that communication via the GDG goes through PTE who will then circulate to the wider group. |
| 9. | Date of next meeting | Wednesday 30 th April at the SCIE offices, London. | |

Appendix A

Social care of older people with multiple long-term conditions Guideline Development Group 2 - 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> |

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| 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 |
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| 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 |

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| 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 |