

# NICE Collaborating Centre for Social Care

**Social care of older people with multiple long-term conditions  
Guideline Development Group meeting 9  
Monday 15<sup>th</sup> December 2014, 10.30am – 5.30pm  
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 (BBr)	Carer
Kevin Minier (KM)	Carer
Ann MacFarlane (AM)	Service user
Diana Robinson (DRo)	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

The NCCSC is a collaboration led by SCIE



Philippa Thompson (PTh)	Home care provider
Ann Workman (AW)	Local authority manager

<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)
Carol Vigurs (CV)	Systematic Reviewer	NCCSC (EPPI)
Marija Trachtenberg (MT)	Economist	NCCSC (PSSRU)
Joanna Lenham (JL)	D&A Lead	NCCSC (SCIE)
John McLean (JM)	Programme Manager	NICE
Sarah Richards (SR)	Economist	NICE
Tony Smith (TS)	Technical Advisor	NICE
Jaimella Espley (JE)	Editor	NICE

<b>Apologies</b>	
<b>Name</b>	<b>Organisation</b>
Kath Parsons (expert witness)	Older People's Advocacy Alliance

<b>No</b>	<b>Agenda Item</b>	<b>Minutes for NICE website</b>	<b>Action/Owner</b>
1.	<b>Welcome, apologies and potential conflict of interest</b>	<p>The Chair welcomed all attendees to the meeting and the apologies were noted as above.</p> <p>The Chair informed the GDG that the expert witness who was due to present at this meeting has unfortunately sent their apologies. The GDG agreed that this expert witness would be invited to GDG 11.</p> <p>The following GDG members declared new interests:</p>	<b>Action 1: PTe to invite expert witness to GDG 11.</b>

		<p>PTH - Independent Lives is contracted to Kate Mercer Training (KMT) to write the assessment, support planning, personal budget and direct payment parts of the new training materials for advocacy under the Care Act 2014. KMT is providing this service for the Department of Health, which is funding the development of the materials. It is a small contract of only £3K and will be finished by the end of the year.</p> <p>BBI - received a grant from the European of research to do some work.</p> <p>MW - contracted to Southwark to deliver Trusted Assessor training programmes to staff, which may be relevant in the context of work-force development. The main business focus (training/development) is on retailers and pharmacies in respect of selling to/advising older consumers.</p> <p>BBr – doing some work with Sensory Plus and The Westminster Health Forum.</p> <p><i>(See Appendix A for further details on declared interests).</i></p>	
2.	<b>Minutes and matters arising from the last meeting</b>	<p>Corrections were noted on page 5 – Item 4. Correct to: ‘Carers in Hertfordshire’.</p> <p>PTe provided an update to item 9 and informed the GDG that the NCC has contacted Richard Humphries to identify an expert witness.</p> <p>BA provided an update to action 5 and informed the GDG that the NCC are in discussion with the Co-production team and D&amp;A team at SCIE on this piece of work and will provide an update the GDG on the progress of this in due course.</p>	<b>Action 2: PTe to make corrections to GDG 8 minutes.</b>
3.	<b>Approach and aims of the next two days</b>	<p>BW explained that the aim of the 2 day meeting was to review the recommendations drafted so far and to look at the wording and consider if anything needs to change. The draft recommendations will then be sent to the NICE.</p>	
4.	<b>Economic evidence</b>	<p>MT presented results from a further analysis on Assessment and Care planning and Service delivery frameworks. The GDG discussed the results of the analysis and agreed that further work needed to be done and that they would revisit the analysis after this work was completed. The GDG may also want to make research recommendations based on this.</p>	

		In summary, it was acknowledged that the work is complicated and has implications for both health and social care. BW reminded the GDG that recommendations need to be guided by the best available evidence we have whether it be research, expertise from the GDG or expert witness testimonies.	
5.	<b>Review recommendations in small groups on Assessment and care planning</b>	<p>The GDG split into 2 groups to review the draft recommendations on Assessment and care planning.</p> <p>Group A looked at Recommendations 1–9 and Group B looked at recommendations 10–18.</p> <p>In the plenary session the facilitators from each group fed back key points and changes to the recommendations were captured live on screen. The recommendations will be revisited and signed off at GDG 11.</p>	
6.	<b>Review recommendations in small groups: Service delivery models: barriers &amp; facilitators</b>	<p>The GDG split into 2 groups to review the draft recommendations on Service delivery models.</p> <p>Group A looked at recommendations 20-28 and Group B looked at recommendations 29-35.</p> <p>In the plenary session the facilitators from each group fed back key points and changes to the recommendations were captured live on screen. The recommendations will be revisited and signed off at GDG 11.</p>	
7.	<b>AOB</b>	None.	

**Social care of older people with multiple long-term conditions  
Guideline Development Group meeting 10  
Tuesday 16<sup>th</sup> December 2014, 9.30am – 4.00pm  
SCIE Offices, Shared Meeting Space, 206 Marylebone Rd, London NW1 6AQ**

**Minutes**

<b><i>Guideline Development Group Members</i></b>	
<b>Name</b>	<b>Role</b>
Bernard Walker (BW)	GDG Chair

Beth Britton (BBr)	Carer
Kevin Minier (KM)	Carer
Ann MacFarlane (AM)	Service user
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Jaimella Espley (JE)	Editor	NICE

<b>No</b>	<b>Agenda Item</b>	<b>Minutes for NICE website</b>	<b>Action/Owner</b>
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1.	<b>Review recommendations (inc research recs) on self-management support</b>	<p>The GDG split into 2 groups to review the draft recommendations. Group A looked at recommendations 40-44 and Group B looked at recommendations 45-52.</p> <p>In the plenary session the facilitators from each group fed back key points and changes to the recommendations were captured live on screen. The recommendations will be revisited and signed off at GDG 11.</p>	
2.	<b>Review recommendations on Social isolation and Carer support (inc research recs)</b>	<p>The GDG split into 2 groups to review the draft recommendations on Social isolation and Carer support.</p> <p>Group A looked at recommendations on Social isolation 55-62 and Group B looked at recommendations 63-67 on Carer support.</p> <p>In the plenary session the facilitators from each group fed back key points and changes to the recommendations were captured live on screen. The recommendations will be revisited and signed off at GDG 11.</p>	
3.	<b>Developing recommendations on Workforce competencies (Q 3.1)</b>	<p>Due to the lack of evidence on the review question on workforce competencies the GDG drafted recommendations based on consensus.</p> <p>The GDG split into two groups to draft recommendations. These were then fed back in the plenary session. The recommendations on workforce competencies will be revisited at GDG 11.</p> <p>There was also some discussion over the language (jargon/terminology) used in the guideline and barriers around practitioners adopting the guideline. The GDG agreed that these were relevant to the dissemination and implementation of the guideline so should be added to the Implementation section. BA explained that implementation &amp; D&amp;A work will be discussed in more detail at GDG 11.</p>	
4.	<b>Gaps in evidence</b>	<p>The GDG looked at the gaps in the evidence and discussed how best this could be resolved with the limited time that was left.</p> <p>The GDG agreed that Kath Parsons who was due to provide a testimony on direct payments should be invited to GDG 11.</p>	<b>Action 1: PT to contact Kath Parsons and invite to GDG 11.</b>
5.	<b>Next steps and AOB</b>	BA informed the GDG of the next steps before the next meeting.	

		The GDG Chair congratulated the GDG for a hard-working and successful 2 days and also thanked the NCC for all their hard work in preparing the meetings.	
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## Appendix A: DOI Summary Table

<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>
Philippa Thompson	None	None	Independent Lies is contracted to Kate Mercer Training (KMT) to write the assessment, support planning, personal budget and direct payment parts of the new training materials for advocacy under the Care Act 2014. KMT is providing this service for the Department of Health, which is funding the development of the materials. It is a small contract of only £3K and will be finished by the end of the year.	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, Sensory Plus and The Westminster Health Forum.</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. Chairs the Professional Assembly and the Adults Faculty at the College of Social Work	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	Received a grant from the European of research to do some work.
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	Contracted to Southwark to deliver Trusted Assessor training programmes to staff, which may be relevant in the context of work-force development. The main business focus (training/development) is on retailers and pharmacies in respect of selling to/advising older consumers.

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