

Falls: Assessment and Prevention in older people and people 50 and over at higher risk

Committee meeting 1

Date: 03 November 2022

Location: Virtual meeting

Minutes: Final

Committee members present:

Margaret Lally (ML) Chair	(Present for notes 1 – 9)
Tun Aung: (TA)	(Present for notes 1 – 9)
Daniel Mac Intyre (DMI)	(Present for notes 1 – 9)
Julie Whitney (JW)	(Present for notes 1 – 9)
Charlotte Allan (CA)	(Present for notes 1 – 9)
Cathy Baldwin (CB)	(Present for notes 1 – 9)
Julie Blake (JB)	(Present for notes 1 – 9)
Jennifer Farren (JF)	(Present for notes 1 – 9)
Christina Heaton (CH)	(Present for notes 1 – 9)
Michelle Manzie (MM)	(Present for notes 1 – 9)
Catherine Ruane (CR)	(Present for notes 1 – 9)
Jenny Simper (JS)	(Present for notes 1 – 9)
David Tomlinson (DT)	(Present for notes 1 – 9)
Andrew Clegg (AC)	(Present for notes 8 – 9)

In attendance:

Rupert Franklin (RF)	Guideline Commissioning Manager	(Present for notes 1 – 9)
Sarah Scott	Public Involvement Adviser, Public Involvement Programme	(Present for notes 1 – 9)
Sophia Kemmis-Betty	Health Economics Lead	(Present for notes 1 – 9)
Steph Armstrong	Senior Technical Analyst (Economics)	(Present for notes 1 – 9)
Joseph Runicles	Information Specialist	(Present for notes 1 – 9)
Tamara Diaz	Project Manager	(Present for notes 1 – 9)
Gill Ritchie	Guideline Lead	(Present for notes 1 – 9)
Muna Ali	Technical Analyst (Economics)	(Present for notes 1 – 9)
Lisa Miles	Technical Analyst	(Present for notes 1 – 9)

Apologies:

David Tomlinson (DT)	Committee member, Exercise professional
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1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the first meeting on the Falls (Assessment and Prevention in older people and people 50 and over at higher risk) guideline. The Committee members and attendees introduced themselves.

The Chair outlined the objectives of the meeting, which included the GC1 induction presentations and consideration of the following protocols:

- Electronic patient records for identifying people at risk of falls?

2. Confirmation of matter under discussion, and declarations of interest

The Chair confirmed that, for the purpose of managing conflicts of interest, the matter under discussion was electronic patient records.

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
Nil	Nil	Nil	Nil	Nil

The Chair and a senior member of the Developer's team noted that the interests noted on the register, did not prevent attendees from fully participating in meeting discussions.

3. Presentation: Overview and working practices

GR delivered presented an overview of the guideline development process and the working practices that would be used by the team and committee.

4. Presentation: Declarations of interest

GR gave a presentation on the NICE policy for declaring and dealing with conflicts of interest.

The committee was asked to declare any new interests that arose since recruitment. There were none.

5. Introductory presentations

RF and SS delivered presentations on:

- the Role of the commissioning manager and the role of the Patient Involvement Programme.

The technical team delivered the following presentations:

- Scope of the guideline (ML)
- Role of the systematic reviewer (JN)
- Protocol development (JN)

6. Definition of risk

DMI lead discussions on the definition of risk in the context of the assessment and prevention of falls.

7. Draft protocols

JN presented the draft protocol on the following topic:

- Electronic patient records for identifying people at risk of falls.

The following item will be reviewed at the next committee meeting:

- Clinical assessments for the identification of people at risk of falls.

8. Introductory presentations (continued)

SA delivered an introduction presentation on Health economics and dates for the 2023 schedule of health economics workshops were shared with the committee.

9. Any other business

The group discussed meeting times for virtual meetings and agreed that 0930 – 1530, would be the fixed times going forward.

There being no further business the meeting ended at 3:30 p.m.

Date of next meeting: 16 12 2022

Location of next meeting: Virtual meeting