

NATIONAL COLLABORATING CENTRE FOR CANCER (NCC-C)

Cancer of the upper aerodigestive tract (CUADT)

Eleventh Guideline Committee (GC) meeting

28th – 29th April 2015

Board Room, NCC-C Office, Cardiff

GROUP MEMBERSHIP & ACTION LIST

GC Members	
Dr Martin Robinson (MR)	Anthony (Tony) Smith (TS)
Mr Cyrus Kerawala (CK)	Stephen Spraggett (SS)
Dr Margred Capel (MC) (Day 2)	Bella Talwar (BT)
Leah Cox (LC)	Selvam Thavaraj (ST)
Prof Michael Fenlon (MF)	Jane Thornton (JT)
Sarah Orr (SO)	Mr Stuart Winter (SW)
Mr Vinidh Paleri (VP) (Day 2)	Dr Wai Lup Wong (WW) (Day 2)
Dr Tom Roques (TR)	
NCC-C staff	
Dr Nathan Bromham (NB)	Matthew Prettyjohns (MP)
	Victoria Titshall (VT)
Dr David Jarrom (DJ)	
NICE staff	
Katie Perryman Ford (KPF) (Day 2)	
Apologies	
Dr Andrew Champion (AC)	Dr Margred Capel (MC) (day 1)
Dr John Graham (JG)	Mr Lawrence Newman (LN)
Katie Perryman Ford (KPF) (day 1)	Mr Vinidh Paleri (VP) (Day 1)
Dr Shreerang Bhide (SB)	Dr Wai Lup Wong (WW) (Day 1)

REPORTS OF DISCUSSIONS AT THE MEETING

1. Introductions

MR welcomed everyone to the 11th meeting of the CUADT GC.

Apologies for absence were received from

Day 1

Shree Bhide
Margred Capel
Lawrence Newman
Vin Paleri
Wai Lup Wong
Andy Champion
Dr John Graham
Katie Perryman Ford

Day 2

Lawrence Newman
Andy Champion
Dr John Graham

2. Declarations of Interest

- VP declared that he is Company Director and Trustee of JLO (1984) Limited (a registered charity) from March 2015. No remuneration is received for this role. The role involves joint responsibility with the other Trustees for the strategic direction of the charity, ensuring it meets its charitable objectives and is managed in accordance with the requirements of the Charities Act and company law. The main income stream of the charity is the publication of The Journal of Laryngology and Otology and its associated supplements. NICE are currently categorising this interest.
- SO declared she is giving a presentation titled 'A whistlestop tour of Head and Neck Cancer' at BACO 2015 (British Academic Conference in Otolaryngology) on 9th July. SO confirmed that BACO are paying the travel expenses. This interest was categorised as personal pecuniary, non-specific meaning that SO can participate in discussion of all guideline topics, as expenses are not beyond reasonably required..

The GC were reminded that if they take on any new interests, these must be declared to the NCC-C as soon as they happen so that the necessary action can be taken.

3. Discussions

The GC reviewed the clinical evidence for topics D2, C2 & C3 and drafted recommendations and LETR.

The GC reviewed draft recommendations and LETR for topics F, G, I & N.

The GC reviewed the draft guideline structure.

DJ gave a presentation on the plans for a needs assessment chapter in the full guideline.

4. Close of meeting

MR thanked the GC for their input to the meeting, reminded them that the next meeting would be on **Tuesday 9th and Wednesday 10th June 2015**, starting at 10.45 in the Board Room, NCC-C Offices, Cardiff and closed the meeting.