

NATIONAL COLLABORATING CENTRE FOR CANCER (NCC-C)

Cancer of the upper aerodigestive tract (CUADT)

Thirteenth Guideline Committee (GC) meeting

3rd November 2015

Board Room, NCC-C Office, Cardiff

GROUP MEMBERSHIP & ACTION LIST

GC Members	
Dr Martin Robinson (MR)	Dr Tom Roques (TR)
Mr Cyrus Kerawala (CK)	Anthony (Tony) Smith (TS)
Dr Shreerang Bhide (SB)	Stephen Spraggett (SS)
Dr Margred Capel (MC)	Bella Talwar (BT)
Leah Cox (LC)	Selvam Thavaraj (ST)
Prof Michael Fenlon (MF)	Jane Thornton (JT)
Mr Lawrence Newman (LN)	Mr Stuart Winter (SW)
Sarah Orr (SO)	Dr Wai Lup Wong (WW)
Mr Vinidh Paleri (VP)	
NCC-C staff	
Angela Bennett	Dr David Jarrom (DJ)
Dr Nathan Bromham (NB)	Matthew Prettyjohns (MP)
Dr Andrew Champion (AC)	Victoria Titshall (VT)
NICE staff	
Katie Perryman Ford (KPF)	Gareth Haman (GH)
Suzanne Lilley (SL) <i>for agenda item 4 only</i>	Ian Mather (IM) <i>for agenda item 4 only</i>
Apologies	
Dr John Graham (JG)	

REPORTS OF DISCUSSIONS AT THE MEETING

1. Introductions

MR welcomed everyone to the 13th meeting of the CUADT GC.

Apologies for absence were received from Dr John Graham.

MR welcomed Suzanne Lilley (NICE Implementation Adviser) and Ian Mather (NICE Business Analyst) who would be giving presentations on implementation of the guideline and how NICE analyses the resource implications of implementing the guideline.

2. Declarations of Interest

- SO and BT declared that they are members of a working group for HANA, the first meeting is due to take place the following week. No remuneration is received for this role. This interest has been categorised as personal non-pecuniary, non-specific meaning that SO and BT can participate in discussion of all guideline topics.
- VP declared that he received reimbursement of travel expenses and subsistence from Medrobotics for attendance at European TORS meeting in October 2015. This interest has been categorised as personal pecuniary,

specific but can participate in discussions on all guideline topics as expenses not beyond reasonably required.

- MF declared that he is a member of Restorative Dentistry UK and UCLPartners – London Cancer. No remuneration is received for this role. This interest has been categorised as personal non-pecuniary, non-specific meaning that he can participate in discussion of all guideline topics. He was not involved in responding to the stakeholder consultation through this organisation.

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 and agreed the draft responses to the stakeholder comments and changes made to the guideline as a result.

The GC reviewed the draft recommendations and LETR for topics C2 and C3.

The GC received presentations from NICE representatives on implementation of the guideline and how NICE analyses the resource implications of implementing the guideline.

The GC reviewed the needs assessment chapter of the full guideline.

4. Close of meeting

MR thanked the GC for their input to the meeting and their involvement in the development of this guideline. This is the last GC meeting.