

**Date and Time:** 10am – 4pm, 27 November 2013

**Minutes:** Final and confirmed

**Guideline Development Group Meeting**

**Place:** Centurion House,  
129 Deansgate,  
Manchester,  
M3 3WR

**Present:** Weeliat Chong - Chair (WC)  
David Erskine (DE)  
Leslie Galloway (LG)  
Brian Hawkins (BH)  
John Holden (JHd)  
Tessa Lewis (TL)  
Harriet Lewis (HL) (Present for notes 6 – 7)  
Margaret Ogden (MO)  
Bunis Packham (BP)  
Richard Seal (RS)  
David Terry (DT)  
Katrina Vout (KV)  
Mary Weatherstone (MW)  
Nigel Westwood (NW)

**In attendance:**

<p>NICE Staff: Johanna Hulme (JH) (Project Lead) Shelly Patel (SP) Louise Picton (LP) Ian Pye (IP) Rebekah Robinson (RR) Elizabeth Barrett (EB) Jasdeep Hayre (JHa) Clifford Middleton (CM) Erin Whittingham (EW)</p>
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**Observers:**

<p>Louise Carr – YHEC (LC) Michelle Jenks – YHEC (MJ)</p>		
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**Notes**

1. WC welcomed the group to the first meeting of this GDG. Apologies were received from Stephen Dean. The Chair asked all GDG members to briefly introduce themselves.
2. EW delivered a presentation to the GDG members on the NICE public involvement programme in relation to guidance development.

## Notes

3. CM gave a brief presentation on the clinical guidelines programme structure. CM also gave a presentation of the Equality Act and NICE's policies in relation to equality.
4. JH gave an outline of the NICE Medicines and prescribing centre and the role of the GDG. IP then gave a presentation and took questions from the group in relation to relevant NICE policies including:
  - Conflicts of interest
  - Social value judgements
  - GDG member responsibilities
  - Confidentiality
  - Travel and subsistence for non-NICE staff

During this presentation GDG members were also asked to declare any interests and clarify those declared already.

JH gave a presentation on the guideline development process and SP covered how the evidence is reviewed.

5. JHa gave an introductory presentation on health economics to the GDG.
6. LP gave a presentation on review protocol (a). The GDG discussed review protocol (a) and LP responded to questions. The final review question and review protocol were agreed by the GDG.

LP gave a presentation on review protocol (b). The GDG discussed review protocol (b) and LP responded to questions. The final review question and review protocol were agreed by the GDG.

LP gave a presentation on review protocol (c). The GDG discussed review protocol (c) and LP responded to questions. The final review question and review protocol were agreed by the GDG.

## Date, time and venue of the next meeting

7. Tuesday 14 January 2014, 10am – 4pm, Red Rooms, City Tower, Piccadilly Plaza, Manchester, M1 4BT.