

**People with learning disabilities and mental health problems Guideline Development Group Meeting**

**Date and Time:** Friday 3 October 2014, 10.30am – 4pm

**Minutes:** Confirmed

**Place:** The Royal College of Psychiatrists'  
21 Prescott Street,  
London  
E1 8BB

**Present:** **GDG members**  
Anna Cooper (Chair) (AC)  
Steve Pilling (Facilitator) (SP)  
Stella Ayettey (SA)  
Sabyasachi Bhaumik (SB)  
Alison Baker (AB)  
Umesh Chauhan (UC)  
Lindsey Gagan (LG)  
Angela Hassiotis (AH)  
Richard Hastings (RH)

Chris Hatton (CH)  
Sharon Jeffreys (SJ)  
Anne Livesey (AL)  
Julie O'Sullivan (JoS)  
Ian Rogers (IR)  
Zandrea Stewart (ZS)  
John Taylor (JT)  
Liz Whitaker (LW)

**Experts**  
None

**In attendance:**  
NCCMH Staff: Craig Whittington (SW)  
Eric Slade (ES)  
Katherine Leggett (KL)  
Sarah Stockton (SS)  
Teresa Hall (TH)  
NICE staff Clifford Middleton (CM)  
Rebecca Pye (RP)  
Observers: None

**Notes**

1. AC, the Chair, welcomed the GDG. Apologies were received from Regi Alexander.
2. AC highlighted the aims of the day, which were for the group to meet each other, to understand the processes and methods used in producing guidelines.
3. GDG members, NICE and NCCMH staff introduced themselves.
4. SP and AC informed the group of the importance of declaring new interests at each meeting to ensure the process is clear and transparent.
5. No new declarations of interest were received.
6. CM, Guideline Commissioning Manager for NICE presented on how the guideline fits within the overall work of NICE.
7. CM advised that due to the technical demands of this guideline Service Users (SU) were not recruited however Erin Whittingham from the NICE Public Involvement Programme is exploring ways to include them in guideline development.
8. SP, Director of the NCCMH gave a presentation introducing the work of the NCCMH and how it can support the development of this guideline.
9. SP gave a presentation on the guideline scope, highlighting what is included in the guideline.
10. CW, Director of Clinical Effectiveness/Senior Systematic Reviewer for NCCMH, gave a presentation introducing the group to systematic reviews and meta analysis
11. CW gave an overview of the draft review questions prepared by the NCCMH team .
12. SS, Senior Information Scientist for NCCMH gave a presentation regarding search terms and how evidence will be identified for this guideline.
13. Introduction to Health Economics was postponed to GDG2.
14. Introduction to the GMS was postponed to GDG2.
15. KL, Project Manager for NCCMH reminded the GDG that all expense claims must be submitted within 8 weeks of the date expenses were incurred, and all travel must be booked through the NCCMH 3 weeks in advance.
16. No other business was raised.
17. Next meeting: 10.30am-4pm, Wednesday 3 December 2014.