Date and Time:  Friday 27th November 2015, 10:00 – 16:00
Place:  Boardroom, NCGC, 180 Great Portland Street, London, W1W 5QZ

Minutes:  Confirmed

Guideline Development Group

Present:  GDG members
Bruce Guthrie (BG) – Chair
Alaster Rutherford (AF) – Pharmacist
Andrew Clegg (AC) – Geriatrician
Cate Seton-Jones (CSJ) – Palliative Care Specialist
David Kernick (DK) – General Practitioner
Emily Lam (El) – Lay member
Jonathan Inglesfield (JI) – General Practitioner
John Hindle (JH) – Geriatrician
Nina Barnett (NB) – Pharmacist
Rupert Payne (RP) – General practitioner/Pharmacologist
Sam Barnett-Cormack (SBC) – Lay member
Carolyn Chew-Graham (CCG) – General practitioner

NCGC
Kate Ashmore (KA) – Documents Editor/Process Assistant
Neil Askew (NA) – Health Economist
Elisabetta Fenu (EF) – Senior Health Economist
Caroline Farmer (CF) – Senior Research Fellow
James Gilbert (JG) – Research Fellow
Hannah K (HK) – Research Fellow
Norma O’Flynn (NOC) – Guideline Lead/Clinical Director

NICE
Anna Louise Clayton (ALC) – NICE Editor
Yolanda Martinez (YM) – Technical Analyst (Observer)

Apologies:  None.
Notes

1. Introduction, apologies and minutes
Chair welcomed the group to the tenth meeting of this GDG. Apologies were received from CK. The minutes from the previous meeting were signed off.
2. Declaration of interests

The Chair reviewed and requested updates to the declarations of interest register. The declarations of interest received for this meeting include:

<table>
<thead>
<tr>
<th>Initials</th>
<th>Declaration</th>
<th>Classification</th>
<th>Chair’s action</th>
</tr>
</thead>
<tbody>
<tr>
<td>RP</td>
<td>Just submitted a research grant proposal to NIHR RFPB to do a qualitative examination of de-prescribing anti-hypertensions. Will not start prior to this guideline finishing.</td>
<td>Personal non-financial specific</td>
<td>Declare and participate.</td>
</tr>
<tr>
<td>JH</td>
<td>Just got a grant to do a study on EEG neuro impact funded by the Betsi Cadwaladr Health Board.</td>
<td>Personal non-financial specific</td>
<td>Declare and participate</td>
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3. Health economic model
EF presented a health economic model for the outpatient holistic assessment and the GDG discussed this.

4. Evidence review: CGA outpatient
JG presented the clinical evidence for CGA outpatients. The GDG discussed the evidence and considered how it might be used in the guideline.

5. Evidence review: Frailty
CF presented the clinical evidence for the review on frailty. The GDG discussed the evidence and drafted recommendations. It was noted again that AC had an academic interest in this area; he had recently submitted a NIHR programme funded application looking at personalised care planning in people with frailty.

HK presented the clinical evidence for the risk tools reviews. The GDG discussed the evidence and drafted recommendations.

7. Ranking approach report
JG presented a ranking extractions spread sheet and the GDG made amendments and discussed how it should be used.

8. Recommendations
The GDG members reviewed the draft recommendations and recommendations made amendments.

9. AOB
None.

Date, time and venue of the next meeting
Friday 22nd January 2016, 10:00–16:00, Boardroom, NCGC, 180 Great Portland Street, London, W1W 5QZ