

**Date and time:** Monday 12 January 2015, 1030-1630

**Minutes:** Confirmed

**Guideline Development Group Meeting 1 Physical Health of People in Prison**

**Place:** Censors Room, Royal College of Physicians, 11 St Andrews Place, London NW1 4LE

**Present:** **GDG Members**

Ian Bickers - Governor, HMP High Down  
Richard Bradshaw - Former Director of Prison Health (Chair)  
Francesca Cooney – Service user representative  
Laimonas Goncaras - Deputy Medical Director, The Medical Centre Group, West Kent Prisons & Medway Prisons  
Jake Hard – GP, South Gloucester Prison Cluster  
Susan Russell - Clinical Advisor  
Sophie Strachan – Service user representative

**NCGC**

Joanna Ashe - Senior Information Scientist, NCGC  
Lefteris Floros - Health Economist, NCGC (present from item 4 onwards)  
Martin Harker - Senior Health Economist, NCGC (present from item 4 onwards)  
Sarah Hodgkinson - Senior Research Fellow, NCGC  
Hannah K - Research Fellow, NCGC  
Ben Pordes - Project Manager, NCGC  
Gill Ritchie - Guideline Lead, NCGC  
Giulia Zuodar - Document Editor/Process Assistant, NCGC

**Apologies:** Jane de Burgh - Senior Health Protection Specialist, Public Health England  
Denise Farmer - Pharmaceutical Adviser, Health and Justice Commissioning NHS England (Central and East Anglia)  
Elisabeth Walsh - Associate Professor, University of Leeds  
Nina Turner - Healthcare Manager, Oxleas NHS

**In attendance:**

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NICE Staff:		
NICE attendee 1	Caroline Keir, Guidelines Commissioning Manager (present for items 1-3 only)	
NICE attendee 2	Alix Johnson, Public Involvement Programme Adviser (present for items 1-3 only)	

**Observers:**

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**Notes**

**1. Welcome, apologies and declarations of interest**

The Chair welcomed the group to the first meeting of this GDG. Apologies were received from JdB, DF, EW and NT.

The DOI register was made available to the GDG chair.

SR declared that she worked for one of the 10 prisons selected to take part in Professor Don Grubin's review of reception screening in adult prisons 2001.

This was classified as a personal non-pecuniary interest and no further action was required.

NT declared receiving a payment for speaking at the ARNs conference. This was classified as a non-specific personal pecuniary interest and no further action was required. She will be a member of the Royal College of Nursing Criminal Justice Group for 3 years from January 2015, but she will not receive any payments. This was classified as a non-specific personal non-pecuniary interest and no further action was required. She has submitted a paper about pulmonary rehabilitation to the Primary Care Respiratory Journal for publication. Her pulmonary rehabilitation work has been online. This was classified as a non-specific personal non-pecuniary interest and no further action was required.

EW declared being the current chair of the Nursing in Criminal Justice Services Forum, Royal College of Nursing. This was classified as a non-specific personal non-pecuniary interest and no action was required.

The Chair reviewed the DOI register and deemed that none of the original DOIs were in conflict with the agenda topics under discussion at the meeting. No action was required.

The Chair requested updates to the existing declarations of interest register. SS verbally declared being a Freelance consultant for Salamander Trust/Athena network as part of a global reference group in the revision of the WHO 2006 guidelines on women's SHRH living with HIV Caseworker for UK charity Positively UK, supporting people living with/affected by HIV (full time post); having participated to the revision of a guideline for the World Health Organisation and having collaborated with Global Reference Group. These DOIs were classified as a personal pecuniary interest. The Chair agreed that no action was required. SS also declared being a Dialogue platform member for UNAIDS for women living with HIV (unpaid); Advisory group member of The Global Coalition on Women & Aids (unpaid); Lay member of Infectious diseases in pregnancy screening committee PHE; The Sophia Forum trustee (UK branch of the Global Coalition on Women & Aids). These DOIs were classified as personal non-pecuniary interests. The Chair agreed that no action was required.

## Notes

The NCGC technical team is salaried by the RCP and receives commissions from NICE.

No other new declarations of interest were received therefore no further action was required.

### 2. **Overview of the guideline development process**

- **Working with NICE**

The GDG was given a presentation on the NICE guideline development process.

- **Patient and carer involvement**

A presentation was given on patient and carer involvement in NICE guidelines.

- **NCGC guidelines programme, DOIs**

The GDG was given a presentation on the NCGC guidelines programme and the NICE policy for declaring and dealing with declarations of interest (DOI).

### 3. **Overview of systematic reviewing methodology**

- **Searching for evidence**

The GDG was given a presentation on searching for the evidence.

- **Reviewing the evidence**

The GDG was given a presentation on reviewing the evidence.

### 4. **Introduction to health economics**

The GDG was given a presentation on health economics in NICE clinical guidelines.

### 5. **Scope**

The GDG was given a presentation on the scope.

### 6. **Introduction to protocols and review questions**

The GDG discussed the draft review questions and protocols.

### 7. **Claramentis presentation**

The GDG was given a presentation on the NCGC document management system.

### 8. **Any other business**

None.

### **Date, time and venue of the next meeting**

Friday 27 February 2015, 1030-1630, NCGC Boardroom, 180 Great Portland Street, W1W 5QZ