

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

**Date and Time:** Thursday 14 May 2015, 10.30am – 4pm

**Minutes:** Confirmed

**Place:** Rm B02, Chandler House,  
2 Wakefield Street, London WC1N 1PF

**Present:**           **GC members**  
Anthony Bateman (Chair) (AB)  
Tim Kendall (Facilitator) (TK)  
Mike Hunter (Co-facilitator) (MH)  
Jane Dalgliesh (JD)  
Ivan Eisler (IE)  
Christopher Fairburn (CF)  
Lee Hudson (LH)  
Dasha Nicholls (DN)  
Jessica Parker (JP)  
Daniel Perry (DP)  
Ursula Philpot (UP)  
Susan Ringwood (SR)  
Mandy Scott (MS)  
Lucy Serpell (LS)  
Dominique Thompson (DT)  
Janet Treasure (JT)  
Hannah Turner (HT)  
Christine Vize (CV)  
Glenn Waller (GW)

**Experts**  
None

**In attendance:**  
NCCMH Staff:       Leanne Saxon (LSa)  
                          Eric Slade (ES)  
                          Jo Wolfreys (JW)  
                          Elena Marcus (EM)  
NICE staff           Clifford Middleton (CM)  
  
Observers:           None

**Notes**

1. AB, the Chair, welcomed the GC. Apologies were received from Philip Taylor, Erin Whittingham and Sarah Stockton.
2. TK 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. GC members, NICE and NCCMH staff introduced themselves.
4. AB and TK 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 thanked the GC members and reiterated the importance of declaring interests, and outlined the requirements under the Public Sector Equality Duty (April 2011) and the implications of protected characteristics.
8. TK, Director of the NCCMH gave a presentation introducing the work of the NCCMH and how it can support the development of this guideline.
9. TK gave a presentation on the guideline scope, highlighting what is included in the guideline.
10. LS, Director of Clinical Effectiveness/Senior Systematic Reviewer for NCCMH, gave a presentation introducing the group to systematic reviews and meta-analysis.
11. LS gave an overview of the draft review questions and protocols prepared by the NCCMH team.
12. The GC discussed the protocols for reviews questions related to interventions.
13. ES, Health Economist for NCCMH presented an introduction to health economics.
14. Introduction to the role of the Information Scientist was postponed to GC2.
15. Introduction to the GMS was postponed to GC2.
16. No other business was raised.
17. Next meeting: 10.30am-4pm, Friday 26 June, 2015.