

# NICE Collaborating Centre for Social Care

**Intermediate Care (including reablement) Guideline committee meeting 1**  
**21<sup>st</sup> September 2015, 10.30 – 16.15, SCIE Offices, Kinnaird House, Pall Mall East London SW1Y 5BP**  
***Minutes and working notes***

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The NCCSC is a collaboration led by SCIE



<b>Guideline Committee Group Members</b>	
<b>Name</b>	<b>Role</b>
Andrew Nwosu (AN)	Regional Allied Health Professional Lead
Caroline Ryder-Jones (CRJ)	Specialist in Dementia and Reablement
Claire Waddell (CW)	Health service manager
Dee Christie (DC)	GC Chair
John Murray (JM)	Service user/carer
Kate Burgess (KB)	Social care commissioner
Kath Sutherland-Cash (KSC)	Service user/carer
Laura Stuart-Neil (LS)	Topic Adviser
Lisa Langford (LL)	Occupational Therapist
Marion Lockett (ML)	Reablement Team Manager
Pam Endeby (PE)	Professor of Community Rehabilitation
Philip Whitehead (PW)	Research Fellow, Occupational Therapist
Rosa Hui (RH)	Service user/carer
Sarah Cambridge (SC)	Principal occupational therapist and County Manager

<b>Other invitees</b>		
<b>Name</b>	<b>Role</b>	<b>Organisation</b>
Amanda Edwards (AE)	NCCSC Director	NCCSC
Marjorie Edwards (ME)	Project Manager and minutes	NCCSC
Jennifer Francis (JF)	Lead Systematic Reviewer	NCCSC
Irene Kwan (IK)	Systematic Reviewer	NCCSC
Annette Bauer (AB)	Economist	NCCSC (PSSRU)
Ted Barker (TB)	Research Assistant	NCCSC
Paul Ross (PR)	Senior Information Specialist	NCCSC
Justine Karpusheff (JK)	NICE Programme Manager	NICE

<b>Apologies</b>	<b>Role</b>
Terry Turner (TT)	GC member (Chairman of Domicillary care agency)
Antoinette Foers (AF)	GC member (Service user carer)
Beth Anderson (BA)	Senior Lead (NCCSC)
Jess Fielding (JF)	NICE PIP Lead

No	Agenda Item	Minutes for NICE website	Action/Owner
1.	<b>Welcome and aims of GC 1 and 2 and ground rules</b>	<p>DC welcomed members to the first Guideline Committee meeting for this topic. DC explained that day 1 would focus on training and induction of GC members and familiarisation with the scope whereas day 2 would focus on agreeing a set of review questions and some potential economic priority areas as well as considering the role of the NICE editor and writing recommendations.</p> <p>DC also outlined the ground rules of Committee meetings and declarations and conflicts of interests, which would be explained in detail by the first presenter before introductions.</p>	
2.	<b>Declarations of interest</b>	<p>Before introductions JK gave a short presentation about declaring interests.</p> <p>JK covered the following areas in her presentation:</p> <ul style="list-style-type: none"> <li>• Why is it important?</li> <li>• Who is affected?</li> <li>• What constitutes an interest?</li> <li>• When to declare interests</li> <li>• The language of the DOI policy (link to full policy available from NCC on request)</li> <li>• Possible outcomes when there is a potential conflict of interest</li> </ul> <p>JK discussed different aspects of finance and what makes a difference in terms of conflict. All members should have a copy of the policy.</p>	
3	<b>Introductions, declarations of interest and apologies</b>	<p>Apologies are noted above.</p> <p>GC members, the NCCSC project team and attendees from NICE introduced themselves and verbally declared any interests, including those previously included on DOI forms at GC recruitment.</p> <p>There were no changes to the register of interests (<i>See Appendix A</i>) and no conflicts in relation to items on the agenda today.</p>	
4.	<b>Developing guidance - the NICE perspective</b>	<p>JK presented an overview of the work of NICE and an introduction to the role of Social Care Guidelines. JK explained issues around confidentiality. After the presentation, the group had an opportunity to ask questions.</p>	

		JK also presented on behalf of the NICE Public Involvement team (PIP) member Jess Fielding and gave a presentation on service user and carer involvement in guideline development and highlighted the importance of having these members on the group.	
5.	<b>Introduction to the NCCSC</b>	AE introduced the NCCSC as a collaboration led by SCIE, working with the Evidence for Policy and Practice Information and Co-ordinating Centre (EPPI), based at the University College London (UCL) Institute of Education (IoE); the Personal Social Services Research Unit (PSSRU) based at the London School of Economics; Research in Practice (RIP) and Research in Practice for Adults (RIPFA). The NCCSC covers social care guideline development as well as dissemination and adoption products and activities for guidelines and quality standards.	
6.	<b>Guideline development: process and milestones</b>	ME gave a presentation talking through the 8 phases of the guidance development project and the outline timeline for the work.  We are now in the development phase (3) of the Guideline which will involve reviewing the evidence and drafting recommendations.  Phase 4 will include public consultation on the draft guideline and Phase 5 concentrates on implementation work.	
7.	<b>The scope and rationale</b>	JF introduced the scope and talked through the journey from the original remit from DH, to the original scope and the final scope which was published on the NICE website.  JF then invited questions and comments from members.  The GC requested information on services that were included and services that were excluded. JF will circulate this to GC members.  PR will provide an additional presentation for GC 2 on search approaches.	<b>Action 1: JF to provide a table for members on services included and services excluded</b>  <b>Action 2: PR to provide additional presentation for GC 2 on search approaches</b>
8.	<b>Introduction to systematic review work</b>	IK presented an introduction to how evidence is identified and analysed, how review questions are developed and how systematic reviews are planned.	

9.	<b>Understanding outcomes</b>	<p>IK went on to deliver a short presentation about outcomes. Inclusion criteria for review questions would take account of PICO methods</p> <ul style="list-style-type: none"> <li>• Population and setting</li> <li>• Interventions</li> <li>• Comparisons</li> <li>• Outcomes</li> </ul> <p>IK spoke about the difference between outputs and outcomes and outlined the outcomes that the project is interested in, as listed in the scope.</p>	
10.	<b>Introduction to economics as part of NCCSC guidance development</b>	<p>AB gave a presentation about economic evaluation in social care and invited questions and comments from the GC.</p> <p>AB gave an introduction to the economic work that will take place as part of the NCCSC work. This included three key elements: the economic plan, systematic reviews and additional economic analysis. AB focused on the economic plan and analysis as reviews already covered by JF. The economic plan outlines out the areas in which potential further economic analysis was to be carried out (economic priority areas). All review areas will be covered by the systematic review work and the GC should consider economic aspects for each recommendation.</p>	
11.	<b>AOB</b>	<p>Reflections:</p> <p>DC asked GC members and the project team to share thoughts and reflections on the first day.</p> <p>Compliments were made about the amount of work put into the scope and the organisation of the meeting.</p>	
12.	<b>Date of next GC</b>	Tues 22 September 2015, SCIE offices, London	

## Appendix A

### Register of Interests - Guideline Committee Meeting 1

Name	Interests declared
Dee Christie	Clinical Advisor to Care Quality Commission
Laura Stuart	Currently work for UCL Partners which is an AHSN and manages a portfolio of projects related to older people including some with a reablement or independence focus. These projects involve working with health, social care and third sector organisations and focus on the translation of innovation and evidence into practice, often using quality improvement methodology. Some of this work is funded by research grants. Co-author on 'I'm still me: a narrative for co-ordinated support for older people' published in December 2014. I have shared the results of this research and my personal reflections via blogs and twitter. This document is not a RCT but may be considered as evidence for this guideline as it describes the views of older people with regards to independence and health and social care services. Also work as bank occupational therapist at King's College Hospital through NHS Professionals.
Kathleen Sutherland-Cash	Owner of a business and work as an Equalities Consultant, providing information, support and advice to disabled people, people with long term health conditions, statutory, voluntary and private sector organisations. Responsible for hosting a national Work Advice Service for the Association of Disabled Professionals and their Disabled Entrepreneurs Network. Work has, at times, involved challenging statutory authorities (NHS, DWP and local councils) to ensure that disabled people's needs are met appropriately and policies and procedures are being correctly applied. Involved in supporting many disabled people to make formal complaints about inappropriate health/social care practice and decisions. Also undertaken published research into the principles of the social model of disability in relation to people with learning difficulties ("learning disabilities") and their life stories.
Caroline Ryder-Jones	None

Andre Adindu Nwosu	Directorship of a consultancy company, limited by shared (AB Therapy services) this company has in the past worked with both social care and health sector providers. Within the social care sector provided training for staff around reablement, within the health sector on a consultancy basis for NHSIQ. However the company's main contracts are within the private sector (Centrica) and are in the realm of Ergonomics/Biomechanics so do not compromise the applicant in respect of the current guideline consultations.
Claire Waddell	None
Kate Burgess	None
Lisa Langford	None
Pamela Enderby	Received royalties from five books related to outcome measurement and assessment, interests relating to academic reputation and have no other financial interests relevant to this work.
Philip Whitehead	Holds an NIHR Doctoral Research Fellowship - the research project attached to this award focusses on "Occupational Therapy in Homecare Reablement", author of a systematic review on "Interventions to Reduce Dependency in Personal Activities of Daily Living in Community Dwelling Adults who use Homecare Services" and three further empirical research publications in preparation which are based on the above fellowship programme. These publications are likely to be of relevance to the committee.
Sarah Cambridge	None
John Murray	None
Rosa Hui	None