

#### 4.0.3 DOC Cmte minutes

### Dementia (update) Guideline Committee – development

**Date:** 10/09/2015

**Location:** NICE offices, London

**Minutes:** Final



<b>Committee members present:</b>		
Damien Longson (Chair)		(Present for notes 1–8)
Louise Allan (LA)		(Present for notes 1–8)
Richard Clibbens (RC)		(Present for notes 1–8)
Paul Dunnery (PD)		(Present for notes 1–8)
Sandra Evans (SA)		(Present for notes 1–8)
Hannah Luff (HL)		(Present for notes 1–8)
Kevin Minier (KMin)		(Present for notes 1–8)
John O'Brien (JO)		(Present for notes 1–8)
Ruth O'Dea (RO)		(Present for notes 1–8)
Chris Roberts (CR)		(Present for notes 1–8)
Tracey Wright (TW)		(Present for notes 1–8)
Joanne Brady (JB)		(Present for notes 1–8)
Jeremy Isaacs (JI)		(Present for notes 1–8)
Kate Mitchell (KMit)		(Present for notes 1–8)
Sarah Partington (SP)		(Present for notes 1–8)
Catherine Pascoe (CP)		(Present for notes 1–8)

<b>In attendance:</b>		
Clifford Middleton (CM)	NICE – Guideline Commissioning Manager	(Present for notes 1–8)
Vicky Gillis (VG)	ICG – Technical Analyst	(Present for notes 1–8)
Sue Spiers (SS)	ICG – Associate Director	(Present for notes 1–8)
Gabriel Rogers (GR)	ICG – Technical Advisor (HE)	(Present for notes 1–8)
Steven Ward (SW)	ICG – Health Economist	(Present for notes 1–8)
Hugh McGuire (HM)	ICG – Technical Advisor	(Present for notes 1–8)
Holly Irwin (HI)	ICG – Project Manager	(Present for notes 1–8)
Erin Whittingham (EW)	NICE Public Involvement Advisor	(Present for notes 1–3)
Elizabeth Barrett (EB)	NICE Information Specialist	(Present for notes 1–8)
Angela Parkin (AP)	NICE Medicines Prescribing Centre Senior Advisor	(Present for notes 1–8)

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<b>Observers:</b>	
Rosa Domingues (RD)	ICG – Technical Analyst
Jayne Roberts (JR)	Accompanying lay member

<b>Apologies:</b>	
Carol Duff (CD)	Committee member
Karen Harrison-Dening (KHD)	Committee member
Linda Clare (LC)	Committee member
Louise Robinson (LR)	Committee member
Harry Allen (HA)	Committee member
Sarah Stephenson (SSt)	NICE – Guideline Commissioning Manager

#### 1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the first meeting of the dementia (update) guideline committee. The Committee members and attendees introduced themselves.

Apologies for the meeting were received as detailed above.

The Chair outlined the proposed objectives of the meeting, which included:

- Introductions; committee & NICE staff
- Role of chair, committee, Guideline Commissioning Manager, Public Involvement Programme and Project Manager
- Introduction to health economics
- Discussion regarding the potential for an accelerated process for priority review questions
- Agreement of review questions and review protocols
- Initial discussion about health economic modelling priorities

The Chair gave a presentation highlighting the importance and potential impact of the guideline. The presentation introduced the guideline committee to the role of Chair and the committee, and an overview of the process of guideline development.

#### 2. Developing NICE clinical guidelines

The Chair introduced EW, who gave a presentation on the Public Involvement Programme and the

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role and value of lay committee members. The Chair thanked EW for her presentation.

The Chair then introduced CM, who delivered a presentation which outlined the role of the NICE Guideline Commissioning Manager. CM also provided a context for the development of clinical guidelines within NICE as a wider organisation. The Chair thanked CM for his presentation.

The Chair introduced HI, who presented an outline of the role of the project manager and also reiterated some of the key points relating to declarations of interest and claiming expenses. The Chair thanked HI for her presentation.

### 3. Declarations of interest (DOI)

The DOI register was made available to the Chair. The Chair requested that committee members and attendees outline all potential conflicts of interest, as outlined below.

**New** declarations of interest defined as requiring consideration, for this or future meetings, by the NICE Conflict of Interest policy are outlined below:

Name	Declarations of Interest, date declared	Type of interest	Decision taken
Damien Longson	Director of R&I for Manchester Mental Health & Social Care Trust	Non-specific and non-financial	Declare & participate
Paul Dunnery	Employed as Operations Director with the Alzheimer's Society (who receive some commercial sector funding, but none relating to any topic-specific work streams relating directly to his role)	Specific, personal non-financial	Declare & participate
Sandra Evans	Written several articles around the psychoanalytic aspects of dementia in particular	Specific, personal non-financial	Declare & participate
Hannah Luff	Writing a book chapter on speech therapy and the mental capacity act (no financial payment)	Specific, non-financial	Declare & participate
John O'Brien	Symposia speaker (GE Healthcare) and advisory group member (Lilly). Consultancy work relating predominantly to imaging technology used in dementia.	Specific, personal financial	Declare & participate (but excluded from future meetings relating to imaging technologies).

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John O'Brien	Data safety & Monitoring Board Member (both Axona and TauRx). Remuneration is paid to the University of Cambridge.	Specific, personal non-financial	Declare & participate
John O'Brien	Active research grant from Lilly, paid directly to Newcastle University, for the AMPLE study. Research co-funded and led by NIHR.  Membership of the British Association of Psychopharmacology (BAP) Guidelines Group for anti-dementia drugs	Specific, personal non-financial	Declare and participate
Jeremy Isaacs	Principle investigator on clinical trials of two new Alzheimer's disease drugs (Lupin Pharmaceuticals and AC Immune). Funding paid directly to employing hospital in-line with standard NHS R&D template.	Specific personal non-financial	Declare & participate
Kate Mitchell	Paid consultancy work for Point of Care Foundation (POCF) to undertake scoping work focused on training needs for people with dementia and their carers Apr-sept 2014.  This was followed up with further consultancy work to support development of peer engagement and support, plus training packages, for people with dementia and their carers Apr15 through into 2017.	Competitor interest	Declare & participate (but excluded from future meetings focused on peer support and/or training)
Catherine Pascoe	Produced report on improving domiciliary care whilst working for the DoH south/west (no direct payment for this work)	Specific, non-financial	Declare & participate
Elizabeth Barrett (NICE)	Family member is employed within Older Peoples Mental Health Services	Specific, non-financial	Declare & participate
JB, SP, RC, LA	Nil declared	N/A	N/A

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The Chair and a senior member of the Developer's team noted that the interests declared did not prevent the attendees from fully participating in the meeting.

#### 4. Guideline development presentations

The Chair introduced VG who presented an overview of the process of guideline development and a summary of the scope for the Dementia (update) guideline. There was a discussion about the potential to consider how the needs of people with dementia and a palliative condition could be met through this and other NICE guidelines under development. SW presented NICE's rationale for the inclusion of health economics in guideline development alongside information on how the committee would be involved in this process.

#### 5. Accelerated review questions

DL presented a proposed rationale for the committee to consider in relation to a small number of specific review questions being progressed through an accelerated process. The committee gave consideration to the appropriateness and feasibility of this being undertaken separately to the wider guideline update. The committee agreed an approach in relation to acceleration of one review question.

#### 6. Health economics – priority setting

Due to a lack of time this item was deferred to the next meeting.

#### 7. Review protocol development

VG provided a brief introduction to the methodology for agreeing review questions and associated review protocols. The committee then agreed a review question and the review protocol associated with this, for progression through an accelerated route.

#### 8. Next steps

HI confirmed that a note of the meeting, along with copies of the presentations, would be provided to committee members. She also reminded committee members of the date of the next meeting and confirmed that the venue would be in Manchester.

The Chair thanked the committee for their time and contribution to the meeting.

**Date of next meeting:** Wednesday 21<sup>st</sup> October

**Location of next meeting:** Manchester (exact location TBC)