

4.0.3 DOC Cmte minutes

Dementia Guideline Committee meeting 5 – development

Date: 17/03/2016

Location: NICE offices, London

Minutes: Final



Committee members present:	
Damien Longson (Chair)	Present for notes 1-7
Louise Allan (LA)	Present for notes 1-7
Richard Clibbens (RC)	Present for notes 1-7
Carol Duff (CD)	Present for notes 1-7
Sandra Evans (SA)	Present for notes 6-7
Kate Mitchell (KM)	Present for notes 1-7
Hannah Luff (HL)	Present for notes 1-7
Kevin Minier (KMin)	Present for notes 1-7
John O'Brien (JO)	Present for notes 1-7
Ruth O'Dea (RO)	Present for notes 1-7
Chris Roberts (CR)	Present for notes 1-6
Louise Robinson (LR)	Present for notes 3-6
Joanne Brady (JB)	Present for notes 1-7
Jeremy Isaacs (JI)	Present for notes 1-7
Catherine Pascoe (CP)	Present for notes 1-7
Tracey Wright (TW)	Present for notes 1-7

In attendance:		
Vicky Gillis (VG)	ICG – Technical Analyst	Present for notes 1-7
Steven Ward (SW)	ICG – Health Economist	Present for notes 1-7
Sue Spiers (SS)	ICG – Associate Director	Present for notes 1-7
Joshua Pink (JP)	ICG – Technical Advisor	Present for notes 1-7
Harry Allen (HA)	ICG – Expert Advisor	Present for notes 1-7
Angela Parkin (AP)	NICE Medicines Advisor	Present for notes 1-7
Elizabeth Barrett (EB)	NICE Information Specialist	Present for notes 1-7
Rupert Franklin (RF)	NICE Guideline Commissioning Manager	Present for notes 1-7

Observers:	
Jayne Roberts	Accompanying lay member

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Daniel Davies	NICE – co-ordinator
Rosa Domingues	NICE – Visiting Research Fellow

Apologies:

Linda Clare	Committee member
Karen Harrison-Denning	Committee member
Sarah Partington	Committee member
Paul Dunnery	Committee member

1. Welcome, apologies, objectives for the meeting, declaration of interests and minutes of previous meeting

The Chair welcomed the Committee members and attendees to the fifth meeting of the dementia guideline committee.

Apologies for the meeting were received as detailed above.

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

- To receive an update on progress with RQ 30 - 'Are there effective methods for assessing intercurrent illness in people living with dementia that are different from those already in use for those who do not have dementia?'
- Feedback on stakeholder comments to amendments to TA217 recommendation 1.3
- To provide an update on development of guideline review questions
- To discuss and agree a number of review protocols

The declaration of interest (DoI) register was made available to the Chair. The Chair requested that committee members and attendees disclose any existing potential conflicts of interest relevant to the objectives of this meeting, or any new potential conflicts of interest.

No new interests were declared.

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

2. Update on sift for RQ30 – 'Are there effective methods for assessing intercurrent illness in people living with dementia that are different from those already in use for those who do not have dementia?'

VG provided an update on progress with reviewing the evidence for this review question.

3. Feedback on stakeholder comments from consultation

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VG provided an overview of the themes following stakeholder consultation of the revised recommendations relating to TA217 recommendation 1.3.

The committee reviewed the individual stakeholder comments and provided feedback to support appropriate responses to the individual comments.

4. Update on review questions

JP presented a proposal on how the large number of review questions (including social care aspects) can be addressed within a reasonable timeline.

The committee discussed and agreed proposed review questions.

The committee discussed ways of managing the workload involved in developing the guideline including a proposal to establish a sub group of the committee to look at social care aspects of the guideline. It was agreed that the comments from the committee will be fed back to NICE's commissioning team for consideration when the draft review questions and proposed timeline for development is presented.

5 and 6. Discussion and agreement of review protocols

The committee considered and agreed review protocols for the following review questions:

- What are the most effective methods of case finding for people at risk of dementia?
- What are the most effective methods of differentiating dementia or dementia and delirium from delirium alone?
- When dementia is suspected, what drugs may be causing cognitive decline?
- What tools are available to identify which drugs may be causing cognitive decline?
- What barriers and facilitators have an impact on involving people living with dementia in decisions about their present and future care?
- What barriers and facilitators have an impact on how people living with dementia can make use of advance planning?
- What models of palliative care are effective for people with dementia?
- When and how should people with dementia be identified as at end of life/ entering the dying phase?

7. Any other business

SW led a brief discussion around the committee's considerations for health economic priorities within the scope of the dementia guideline.

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SS informed the committee of the deadline for submission to NICE's Quality Assurance team for responses to stakeholder comments to the amendments to recommendations relating to TA217 recommendation 1.3. Committee members were informed that they will be given an opportunity to comment on the responses prior to submission.

Date of next meeting: Tuesday 3 May 2016

Location of next meeting: NICE offices, Manchester