

## Brain Tumour (primary) and metastases, Guideline Committee meeting 1

**Date:** 26<sup>th</sup> & 27<sup>th</sup> July 2016

**Location:** Royal College of Obstetricians and Gynaecologists (RCOG)

**Minutes:** Final

<b>Committee members present</b>	
Tom Roques (Chair)	Present for items 1-15
Garth Cruickshank (clinical lead)	Present for items 1-15
Colin Watts	Present for items 1-15
Stuart Smith	Present for items 1-15
Sarah Jefferies	Present for items 1-15
Sarah Robson	Present for items 1-15
Helen Bulbeck	Present for items 1-15
Zoe Faulkner	Present for items 1-15
Sara Erridge	Present for items 1-15
Eileen Andrews	Present for items 1-15
Ingela Oberg	Present for items 1-15
David Summers	Present for items 1-15
Jeremy Rees	Present for items 1-15
Alison Cameron	Present for items 1-15
Isabella (Bella) Robbins	Present for items 1-15
<b>NGA staff</b>	
Stephanie Arnold	Present for items 1-15
Alex Bates	Present for items 1-15
Katrina Blears	Present for items 1-15
John Graham	Present for items 1-15
James Hawkins	Present for items 1-15
Natasha Pillai	Present for items 1-15
<b>NICE staff</b>	
Emma Chambers	Present for day 1
Katie Perryman Ford	Present for day 1
<b>Apologies</b>	
Sebastian Brandner	Apologies for days 1 and 2
Catherine Derbyshire	Apologies for days 1 and 2
Nathan Bromham	Apologies for days 1 and 2
Katie Perryman Ford ( <i>Day 2</i> )	Apologies for day 2

## Day 1 - 26<sup>th</sup> July 2016

### 1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the 1<sup>st</sup> meeting for the Brain Tumours (Primary) and Metastases Guideline, and thanked everyone for applying to be on the group.

The Chair informed the Committee that apologies had been received. These are noted above.

Each member of the group introduced themselves including where they are from and where they work.

The Chair outlined the objectives of the meeting.

### 2. Confirmation of matter under discussion, and declarations of interest

The Chair gave a brief overview of the NICE conflict of interest policy to the group and noted that some GC members had already declared interests in their applications.

No new declarations were made.

The Guideline Committee (GC) were reminded that if they take on any new interests, these must be declared to the NGA as soon as they happen so that the necessary action can be taken. Anything that you think is a conflict should be declared. If in doubt, please contact the project manager who will then determine if there are any conflicts of interest to be observed.

### 3. Introduction to NICE

Katie Perryman Ford, Guideline Commissioning Manager for this guideline, delivered a presentation on the role of NICE in guideline development. Katie is responsible for taking the guideline through validation and sign-off steps, so will attend meetings to help with understanding how the guideline is developed.

### 4. Introduction to the NGA

John Graham, the Guideline Lead, gave an overview of the NGA and how support will be given to the GC in drafting its guidance. John reminded the group of the GC code of conduct, being accountable for their actions and respectful of all members of the group and their opinions.

Media and external groups may contact GC members. In this instance **all** contact should be referred to Katie Perryman Ford at NICE who will pass the enquiry on to the Communications team to process.

GC members should attend all GC meetings. Members who fail to attend on more than three occasions during development of the guideline will be asked to step down.

### 5. Timetable for guideline development and housekeeping

Katrina Blears presented on the project management side of guideline development and the role of the GC members.

When emailing regarding project issues, send the email to the project manager in the first instance and your email will then be reviewed to see if it is of relevance to the rest of the group before being passed on.

Committee meetings dates have already been circulated to the group. These will be held between July 2016 and October 2017.

- Submission of the draft guideline date is due on 23<sup>rd</sup> November 2017
- Consultation period is between 4<sup>th</sup> January 2018 to 15<sup>th</sup> February 2018. This six week period following submission, is where stakeholders can comment on the draft guideline
- Submission of the final guideline (following changes made as a result of consultation) is on 3<sup>rd</sup> May 2018.
- Publication of guideline is on 11<sup>th</sup> July 2018.

## **6. Guidance development methodology**

Natasha Pillai presented an overview of the processes involved in identifying research evidence for clinical guidelines.

## **7. Health Economics in NICE guidelines**

James Hawkins presented an overview of how health economics are considered in clinical guidelines. NICE hold health economic workshops – if any GC members wish to attend, please contact James.

## **8. Patient/Carer involvement in guideline development**

Emma Chambers gave an overview of patient and carer involvement in guideline development. The Public Involvement Programme (PIP) are a team at NICE dedicated to supporting the involvement of users of services, carers and the public across the NICE work programme. Emma advised the group of her contact details should they need to contact her for any help or advice.

## **9. Group discussion on scope**

The GC had the opportunity to discuss the scope and topics that will be covered and how the scope was developed.

The GC queried why age has changed from 16yrs to 18yrs and raised concern as this vulnerable group will be lost. The GC noted that section 1.1 should be changed to 'Adults (18 and over) with radiologically suspected glioma' as tumours cannot radiologically identified.

## **10. Defining the PICO and agreeing GC contacts**

The GC reviewed the topics listed in section 1.5 of the scope and agreed clinical questions and PICO's.

**Managing glioma** - The lead for this topic is Sara Erridge who will draft the background to the topic, and the subgroup for this question are, Jeremy Rees, Eileen Andrews and Helen Bulbeck.

**Diagnosing radiologically identified glioma, meningioma and brain metastases** - The lead for this topic is Jeremy Rees who will draft the background to the topic, and the subgroup for this question are Stuart Smith, Sebastian Brandner and Zoe Faulkner.

**Managing brain metastases (review Q 4.1)** - The lead for this topic is Alison Cameron who will draft the background to the topic, and the subgroup for this question are Colin Watts, Sarah Jefferies and Bella Robbins.

**Managing brain metastases (review Q 4.2)** - The lead for this topic is Sarah Jefferies who will draft the background to the topic, and the subgroup for this question are Alison Cameron, Sara Robson and Zoe Faulkner.

#### **11. AOB and close**

The Chair thanked everyone for their contributions and closed the meeting.

## Day 2 - Wednesday 27<sup>th</sup> July 2016

### 12. Welcome

The Chair welcomed everyone back to day 2 of this Guideline Committee meeting.

### 13. Defining the PICO and agreeing GC contacts

**Referring adults with primary brain tumours or brain metastases for neurological rehabilitation assessment** - The lead for this topic is Sara Robson who will draft the background to the topic, and the subgroup for this question are Catherine Derbyshire, Helen Bulbeck, Eileen Andrews and Bella Robbins.

**Diagnosing radiologically identified glioma, meningioma and brain metastases (RQ 1.1)** - The lead for this topic is David Summers who will draft the background to the topic and the subgroup for this question are Colin Watts, Sarra Erridge, Zoe Faulkner and Jeremy Rees.

**Diagnosing radiologically identified glioma, meningioma and brain metastases (RQ 1.3)** - The lead for this topic is David Summers who will draft the background to the topic and the subgroup for this question are Alison Cameron and Ingela Oberg.

**Manging meningioma (R.Q 3.1)** - The lead for this topic is Alison Cameron who will draft the background to the topic, and the subgroup for this question are, Sarah Jefferies, Bella Robbins and Catherine Derbyshire.

**Manging meningioma (R.Q 3.2)** - The lead for this topic is Sara Erridge who will draft the background to the topic, and the subgroup for this question are, Alison Cameron and Garth Cruickshank.

**Manging glioma (R.Q 2.2)** - Stuart Smith who will draft the background to the topic, and the subgroup for this question are, Garth Cruickshank, Ingela Oberg, David Summers and Catherine Derbyshire.

**Care needs of people with primary brain tumours or metastases (R.Q 7.1)** – The lead for this topic is Zoe Faulkner and Eileen Andrews (who will draft the background to the topic, and the subgroup for this question are Ingela Oberg, Helen Bulbeck, Bella Robbins, Sara Robson and Catherine Derbyshire.

### 14. AOB

The Chair asked the GC to confirm with the Project Manager if they are unable to attend future meetings.

AB informed the group that the printing of meeting documentation will only be available for patient/carer members for future meetings. It is expected that all other committee members have access to print their own documents.

### 15. Close of Meeting

TR thanked the GC for their input to the meeting, reminded them that the next meeting would be on **Tuesday 20<sup>th</sup> September 2016**, starting at 10.30am at the RCOG, 27 Sussex Place, Regent's Park, London, NW1 4RG (room TBC).