NICE/SCIE GUIDANCE
LOOKED AFTER CHILDREN AND YOUNG PEOPLE

13th and 14th Meeting of the Programme Development Group

Wednesday 5th and Thursday 6th May 2010

Royal College of Anaesthetists, London

Attendees:

Programme Development Group (PDG) Members: Dennis Simpson (Chair), Colin Thompson, Sophie Boswell, Delma Hughes, Mandy De Waal (5th May, 6th May PM), Janet Rich, Sarah Byford, Rhian Stone, Helen Chambers, Geoffrey Skinner (5th May AM, 6th May), Helen Mason, Gina Gardiner, Kim Golding, Paula Conway, Carol Green, Sue Wressell, Efun Johnson, Caroline Cuckston, Valerie King, Jade Blake, Susan Lane, Kim Brown (6th May), Jayne Ludlam, Harriet Ward (6th May), Douglas Simkiss, Sue Revell

Co-opted member: Claudia Phillips

SCIE: Mary Sainsbury, Sheila Fish, Carole Riddlington.

NICE: Simon Ellis, Emma Doohan, Alastair Fischer, Peter Shearn, Linda Sheppard, Jane Cowl (5th May)

Contractors: Juliet Ramage, Action for Children (5th am only), Alex Rogers, Greenstreet Berman (5th AM only)

Apologies:

PDG Members: None.

SCIE: Amanda Edwards

NICE: Amanda Killoran

Authors

Emma Doohan, Simon Ellis

File Ref

Final Minutes of PDG 13 & 14 on 5th & 6th May 2010 (PDG approved)

Version

Final Minutes LAC 13&14 (Chair approved)

Audience

PDG members, NICE team, the public (via web publication)
## Day one – Wednesday 5<sup>th</sup> May 2010

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
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<tbody>
<tr>
<td><strong>1. Welcome and Introductions</strong></td>
<td>The Chair welcomed the group to the 13&lt;sup&gt;th&lt;/sup&gt; and 14&lt;sup&gt;th&lt;/sup&gt; PDG meetings.</td>
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</table>
| **2. Declarations of interests** | The following interests have been declared for the programme:  

   **Personal pecuniary interest**  
   Susan Lane  
   Kim Golding  
   Paula Conway  

   **Personal family interest**  
   None  

   **Non-personal pecuniary interest**  
   Harriet Ward  
   Paula Conway  
   Mary Sainsbury  
   Colin Thompson  

   **Personal non-pecuniary interest**  
   Sarah Byford  
   Kim Golding  
   Paula Conway  
   Janet Rich  

   No additional declarations were made.  

   The Chair judged that none of these represented a conflict of interest and so everyone could take full part in the meeting. |
| **3. Minutes of previous meeting and matters arising** | The minutes were agreed as an accurate record.  

   Matters arising:  
   - All action points were completed. |
| **4. Objectives of the two day meetings** | Simon Ellis outlined the objectives for the two days:  

   - To hear a presentation from Action for Children on the consultation with children and young people  
   - To consider the fieldwork reports and the issues arising from that  
   - To consider the responses from the stakeholder consultation  
   - To refine the draft recommendations in light of the consultations and the fieldwork  

   Simon then outlined the next stages in guidance production |
prior to the final meeting on 27th May.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
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<tbody>
<tr>
<td>5. Overview of consultation on children and young people</td>
<td>Juliet Ramage from Action for Children presented an overview of the findings from the consultation with children and young people. There was an opportunity for questions from the PDG.</td>
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<tr>
<td>6. Fieldwork</td>
<td>Alex Rogers from Greenstreet Berman presented the findings from the Fieldwork. There was an opportunity for questions from the PDG. Action point: Alex to feedback further detail on the critiques of the guidance identified in the fieldwork. They will also feedback on what was meant by private foster care.</td>
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<tr>
<td>7. Stakeholder consultation</td>
<td>Linda Sheppard from NICE presented an overview of the findings from the stakeholder consultation. Mary Sainsbury from SCIE and Linda Sheppard from NICE then presented an outline of the key issues highlighted in the consultation relating to each of the recommendations. Action point: It was agreed that a further piece of work needs to be done to ensure that this guidance clearly sign-posts the statutory guidance already available on this subject. The PDG commented on each of the issues raised and made suggestions as to how they could be incorporated into the recommendations.</td>
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<tr>
<td>8. Revising the recommendations</td>
<td>The PDG considered each of the recommendations in turn and agreed, in broad terms, how they should be revised. It was agreed that the NICE/SCIE teams would make the amendments before the final PDG meeting, and any outstanding issues should be agreed at the final meeting.</td>
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<tr>
<td>9. Close</td>
<td>The meeting closed at 5.15pm</td>
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</table>
Day two – Thursday 6th May 2010

<table>
<thead>
<tr>
<th>1. Welcome, Introductions</th>
<th>The Chair outlined the structure for the day. No additional declarations of interest were declared.</th>
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<tr>
<td>2. Revising the recommendations</td>
<td>The PDG continued considering each of the recommendations in turn and agreed, in broad terms, how they should be revised. It was agreed that groups of PDG members would work on particular recommendations to ensure the agreed revisions are correctly reflected. There was a discussion of the equality and diversity issues in relation to the draft recommendations and how they could be revised. <strong>Action:</strong> NICE and SCIE to arrange these small group meetings over the next 2 weeks to agree how to take the recommendations forward. <strong>Action:</strong> The changes will be tracked on to the guidance and circulated to the PDG before the next meeting so it is clear how they have changed. <strong>NICE/ SCIE</strong></td>
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<td>3. Any Other Business</td>
<td>No other items.</td>
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<td>4. Close</td>
<td>The meeting closed at 4pm</td>
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