

#### 4.0.03 DOC Cmte minutes

- **Principle** – record the Committee meeting attendance, running, discussions
- **Links to include** – none
- **Attachments to include** – none
- **Info to include** – guideline title; meeting date/location; status of minutes (draft/confirmed); attendees; observers; apologies; agenda items and related discussions; declarations of interest; date of next meeting

### Suspected Neurological Conditions Guideline Committee meeting

**Date:** 20/04/2016

**Location:** National Clinical Guideline Centre, 180 Great Portland Street,  
London, W1W 5QZ

**Minutes:** Final

<b>Committee members present:</b>	
Richard Grunewald (Chair), Consultant Neurologist	(Present for notes 1 – 6)
Anna Botsie, Locum Children's Physiotherapist	(Present for notes 1 – 6)
Katherine Carpenter, Consultant Clinical Neuropsychologist	(Present for notes 1 – 6)
Paul Eunson, Consultant Paediatric Neurologist	(Present for notes 1 – 6)
Susanne Friess, Consultant in Paediatric Neurodisability	(Present for notes 1 – 6)
Carole Gavin, Consultant Emergency Physician	(Present for notes 1 – 6)
Paul Hepple, GP	(Present for notes 1 – 6)
Nassif Mansour, GP	(Present for notes 1 – 6)
Guy Parckar, Lay member	(Present for notes 1 – 6)
Wojtek Rakowicz, Consultant Neurologist	(Present for notes 1 – 6)
Tony Wootton, Lay member	(Present for notes 1 – 6)

<b>In attendance:</b>		
Saoussen Ftouh (SF)	Senior Research Fellow, NCGC	(Present for notes 1 – 6)
Yee Yen Goh	Clinical Fellow, RCP	(Present for notes 1 – 6)
Alex Haines (AH)	Senior Health Economist, NCGC	(Present for notes 1 – 6)
Bernard Higgins (BH)	Clinical Director/ Guideline Lead, NCGC	(Present for notes 1 – 6)
Natalie Pink (NP)	Project Manager	(Present for notes 1 – 6)

#### 4.0.03 DOC Cmte minutes

Carlos Sharpin (CS)	Joint Head of Information Science/Associate Director	(Present for notes 1 – 6)
Thomas Strong (TS)	Research Fellow	(Present for notes 1 – 6)
Claire Wallnutt (CW)	Information Scientist, NCGC	(Present for notes 1 – 6)

#### Apologies:

Mikaela Bartlett	Document Editor/Process Assistant, NCGC
Sandie Scrivens	Lay member

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

The Chair welcomed the Committee members and attendees to the second meeting of the Suspected Neurological Conditions Guideline Committee. The Chair introduced Susanne Friess, Consultant in Paediatric Neurodisability, who has joined the Committee since the last meeting.

No members of the public asked to observe the meeting.

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

The Chair outlined the objectives of the meeting.

#### Introductions

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

Name	Job title, organisation	Declarations of Interest, date declared	Type of interest	Decision taken
PE	Consultant Paediatric Neurologist, Royal Hospital for Sick Children, Edinburgh	20/04/16 Update of paper published 3 years ago on aetiology of cerebral palsy accepted for publication again.	Personal non-financial non-specific	Declare and participate

#### 4.0.03 DOC Cmte minutes

<p>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.</p>
<b>3. Minutes of last meeting</b>
<p>The Chair asked the Committee if it wanted any changes made to the minutes of the last meeting. The Committee agreed that the minutes were a true and accurate account of the meeting.</p> <p>The Chair confirmed that all matters arising had been completed or were in hand.</p>
<b>4. Presentations</b>
<ul style="list-style-type: none"><li>a) Bernard Higgins, Clinical Director and Guideline Lead (NCGC), presented an updated on the proposed approach for developing this guideline. The Committee then discussed the issues presented in relation to this guideline.</li><li>b) Thomas Strong, Research Fellow (NCGC), gave a presentation on review methodology and the draft protocol for the review question on symptoms and signs. The Committee then discussed the issues presented in relation to this guideline.</li><li>c) The Committee then discussed existing NICE guidance for neurological conditions.</li><li>d) The Committee then considered the workplan for the guideline and priorities for evidence reviews.</li></ul>
<b>5. Questions and discussion</b>
<p>The Committee discussed existing NICE guidance for neurological conditions and were given the opportunity to ask questions.</p> <p>The Committee discussed the workplan for the guideline and priorities for the development process.</p>
<b>6. Any other business</b>
None

**Date of next meeting:** 24/05/2016

**Location of next meeting:** Boardroom, NCGC, 5<sup>th</sup> floor, 180 Great Portland Street, London, W1W 5QZ

#### 4.0.03 DOC Cmte minutes