

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: 24/05/2016

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

Minutes: Final

Committee members present:	
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)

In attendance:		
Ben Doak	Guidelines Commissioning Manager, NICE	(Present for notes 1 – 4c)
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/	(Present for notes 1 – 6)

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	Guideline Lead, NCGC	
Judith McBride (JMcB)	Senior Medical Editor, NICE	(Present for notes 1 – 4c)
Natalie Pink (NP)	Project Manager	(Present for notes 1 – 6)
Thomas Strong (TS)	Research Fellow	(Present for notes 1 – 6)
Claire Wallnutt (CW)	Information Scientist, NCGC	(Present for notes 4c – 6)
Giulia Zuodar (GZ)	Document Editor/Process Assistant	(Present for notes 1 – 6)

Apologies:

Sandie Scrivens	Lay member
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1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the third meeting of the Suspected Neurological Conditions Guideline Committee.

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

No new declarations were made.

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

3. Minutes of last meeting

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

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account of the meeting.

The Chair confirmed that all matters arising had been completed or were in hand.

4. Presentations and discussion

- a) Bernard Higgins, Clinical Director and Guideline Lead (NCGC), presented an update on the proposed approach for developing this guideline. The Committee then discussed the issues presented in relation to this guideline.
- b) Judith McBride, Senior Medical Editor (NICE), gave a presentation on the role of the NICE Editor and guidance on drafting recommendations.
- c) The Committee then discussed draft consensus recommendations for weakness of limb.
- d) Thomas Strong, Research Fellow (NCGC), gave a presentation on review methodology and the draft protocol for tremor. The Committee then discussed the issues presented in relation to this guideline.
- e) The Committee then discussed draft protocols for the following signs and symptoms:
 - Tremor
 - Atraumatic facial pain
 - Dizziness
 - Tingling
 - Non-epileptic paroxysmal events
 - Headache
 - Head shape

5. Any other business

The Committee was given a demonstration on how to use Sharepoint.

Date of next meeting: 13/07/2016

Location of next meeting: Boardroom, NCGC, 5th floor, 180 Great Portland Street, London, W1W 5QZ