

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

**Public Board Meeting held on 17 January 2018
at Addenbrookes Hospital, Cambridge, CB2 0SN**

These notes are a summary record of the main points discussed at the meeting and the decisions made. They are not intended to provide a verbatim record of the Board's discussion. The agenda and the full documents considered are available in accordance with the NICE Publication Scheme.

Present

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| Professor David Haslam | Chair |
| Dr Rosie Benneyworth | Non-Executive Director |
| Professor Angela Coulter | Non-Executive Director |
| Elaine Inglesby-Burke | Non-Executive Director |
| Professor Tim Irish | Non-Executive Director |
| Dr Rima Makarem | Non-Executive Director |

Executive Directors

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| Sir Andrew Dillon | Chief Executive |
| Professor Gillian Leng | Health and Social Care Director and Deputy Chief Executive |
| Ben Bennett | Business Planning and Resources Director |

Directors in attendance

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| Professor Mark Baker | Centre for Guidelines Director |
| Jane Gizbert | Communications Director |
| Alexia Tonnel | Evidence Resources Director |

In attendance

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| David Coombs | Associate Director – Corporate Office (minutes) |
| Meindert Boysen | Programme Director – Centre for Health Technology Evaluation |

18/001 APOLOGIES FOR ABSENCE

1. Apologies were received from Professor Sheena Asthana, Professor Martin Cowie, Tom Wright and Professor Carole Longson.

18/002 CONFLICTS OF INTEREST

2. There were no conflicts of interest declared.

3. David Haslam noted that he has recently been appointed to the Board of Directors of the Cyprus State Health Services Organisation. The register of interests has been updated accordingly.

18/003 MINUTES OF THE LAST MEETING

4. The minutes of the Public Board Meeting held on 15 November 2017 were agreed as a correct record.

18/004 MATTERS ARISING

5. The Board noted that the two actions arising from the Board meeting held on 15 November 2017 relating to the NICE Charter and Accelerated Access Review were complete, and future Health and Social Care Directorate progress reports will include updates on the IAPT assessment briefings.

18/005 CHIEF EXECUTIVE'S REPORT

6. Andrew Dillon presented his report, describing the main programme activities to the end of December 2017 and summarising the financial position at the end of November 2017. There are no material variances with the delivery of guidance nor the wider business plan objectives to report.
7. The Board received the report.

18/006 FINANCE AND WORKFORCE REPORT

8. Ben Bennett presented the report which outlined the financial position at 30 November 2017 and provided an update on the workforce strategy. Year-to-date, there is a total underspend of £2.2m, largely driven by the £1.5m underspend on pay budgets. The full year forecast position is a £2.9m underspend. A draft business plan for 2018-19 has been submitted to the Department of Health and Social Care (DHSC). The plan will then be considered at the February Board Strategy meeting, prior to approval at the Public Board Meeting in March. In the longer term, financial balance is dependent on the ability to recover the costs of the technology appraisal and highly specialised technologies programmes from industry. Discussions are underway with the DHSC on bridging the financial shortfall arising from the delay in introducing these proposals. This remains an area of risk.
9. Ben highlighted the information in the report on NICE's preparations for the introduction of the General Data Protection Regulation (GDPR). Internal audit have reviewed NICE's preparedness, and their report will be considered at the Audit and Risk Committee on 22 January. Ben highlighted the bespoke information governance training that has been developed and is mandatory for all staff to complete.

10. In response to a question from the Board, Ben noted that the GDPR only relates to personal data and does not therefore raise significant new issues for committee members, as they do not access such data in their NICE role. Ben confirmed that arrangements are already in place to safeguard the commercially sensitive data committee members receive.
11. The Board received the report.

18/007 NICE IMPACT: CANCER

12. Gill Leng presented the report on how NICE's guidance is being used in the national priority area of cancer care. It is the first in a series of new reports that will be presented to each Public Board Meeting, each focused on a specific topic. Gill thanked colleagues in the adoption and impact team for leading this work, supported by the Communications Directorate.
13. The Board welcomed the report, praising the accessible presentation of NICE's role and impact. It was agreed the report should be promoted through a range of communication channels.

ACTION: Jane Gizbert

14. A member of the audience asked if NICE will be working with the Government's Office for Life Sciences to set a measurable target for the uptake of new medicines, potentially informed by the comparisons to other countries in the report. Andrew Dillon outlined the aspirations of the accelerated access pathway in relation to the uptake of transformative technologies, and noted that differences in the health and care systems between countries will affect uptake.

18/008 POLICY ON DECLARING AND MANAGING INTERESTS FOR NICE ADVISORY COMMITTEES

15. Gill Leng presented the policy on declaring and managing interests for NICE advisory committees, which has been amended in response to the comments received on the draft policy during a consultation in the summer. The changes from the consultation draft seek to simplify the policy, and address concerns that the approach to managing interests could undermine NICE's ability to recruit suitably qualified and experienced committee chairs and members.
16. Gill outlined the proposed approach for implementing the new policy, recommending it applies to committee recruitment with immediate effect, and then to committee meetings from April 2018. This will provide time to assess existing chairs' and members' interests under the new policy and take appropriate action; and also establish the new processes for declaring and publishing interests. The exception is to exempt from the new policy the nine guidelines due to be submitted to NICE for consultation before the end of August 2018, in addition to the 11 guidelines submitted before the end of March

2018. This is because these nine committees will have largely completed their discussions by April 2018, and it would not be a proportionate use of expenditure to rerun meetings and potentially discard guideline recommendations developed under existing robust processes. Mark Baker confirmed that the impact of applying the new policy to these guideline committees has been considered, and there would not have been a material impact on the majority of these. The new policy would however materially affect the membership of five of the guideline committees.

17. The Board approved the policy for implementation in line with the approach outlined in the report. The Board confirmed that as with the existing policy, the new policy does not apply to appellants against NICE's technology appraisal and highly specialised technologies guidance; and therefore anyone representing appellants at appeal hearings is not required to make a declaration of interests.
18. The Board confirmed the importance of training on the new policy, and supported the proposal to review the policy after one year. Any issues arising from the policy's implementation should be reported to the Board. It was noted that the annual review would provide the opportunity to consider expanding the case studies in appendix E of the policy.

ACTION: Gill Leng

19. It was agreed that relevant stakeholders should be informed of the approach to managing interests on the guideline committees to which the new policy will not apply.

ACTION: Mark Baker

18/009 FACILITATING ADOPTION OF OFF-PATENT, REPURPOSED MEDICINES INTO NHS CLINICAL PRACTICE

20. Gill Leng presented the paper that summarised the background to, and recommendations of, a report on facilitating adoption of off-patent, repurposed medicines into NHS clinical practice. The report was produced by a working group, of which NICE was a member, established to explore non-legislative ways to ensure that strong evidence about new uses for off-patent drugs could be identified and brought into patient care routinely where appropriate.
21. The Board noted the report.

18/010 NICE SOCIAL CARE PROGRAMME

22. Gill Leng presented the report that outlined NICE's social care work programme, covering engagement, implementation and guidance activities over the last 12 months. She outlined a number of issues specific to the social care sector that

required modifications to NICE's previous approach, and highlighted the proposed priorities for engaging with the social care sector in 2018-19. Gill thanked Jane Silvester, Associate Director – Social Care and Leadership – for her work in this area.

23. Board members praised the social care 'quick guides' and welcomed the intention to produce more of these. It was suggested that it would be beneficial to extend quick guides beyond social care to other guidance topics, in particular where there is a distributed workforce who may find it challenging to access the full guidance publications. Jane Gizbert agreed this is an aspiration, but noted the resource and capacity constraints preventing wider expansion of the 'quick guides'.
24. The Board discussed the specific challenges and issues arising from the social care sector, including differences in the evidence base, diversity of the sector, and levels of research activity. The opportunities to increase the uptake of NICE social care guidance arising from the integration of health and social care, including through the 'vanguards' and Accountable Care Systems, was noted.
25. The Board noted the report, welcomed the work undertaken, and supported the priorities for 2018-19.

18/011 DIRECTOR'S REPORT FOR CONSIDERATION

26. Mark Baker presented the update from the Centre for Guidelines, and highlighted particular areas of note within the report including production of guidance on managing common infections in a new accessible format; agreement for the NIHR to fund new or updated Cochrane reviews identified as being important to the NICE guidelines programme over the next three years; and the update of the guidelines manual which will be brought to the March Board meeting for approval to submit to public consultation. Mark noted the unusually high number of delays in the guideline programme, which result from a range of factors including the need for discussion with national stakeholders, and the general election purdah period.
27. Mark noted this will be his last feature report to the Board before retiring from NICE later in the year. He acknowledged the role of the Social Care Institute for Excellence in helping establish NICE's social care guidelines programme and paid tribute to colleagues in the Centre for Guidelines who have responded to challenges including an extensive reorganisation and arising vacancies.
28. The Board noted the report and thanked Mark for his outstanding personal contribution, and the work of the Centre.

18/012 – 18/015 DIRECTORS' REPORTS FOR INFORMATION

29. The Board received the Directors' Reports.

18/016 ANY OTHER BUSINESS

30. There was no further business to discuss.
31. The Board then passed the following resolution to move to a part 2 meeting to discuss confidential matters:

"That representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest".

NEXT MEETING

32. The next public meeting of the Board will be held at 1.30pm on 21 March 2018 at Westlands, Yeovil, BA20 2DD.