**National Institute for Health and CARE excellence**

Senior Management Team

# Minutes of the meeting held on 16 July 2019

**Present**

Andrew Dillon Chief Executive

Ben Bennett Director – Business Planning and Resources

Meindert Boysen Director – Centre for Health Technology Evaluation

Paul Chrisp Director – Centre for Guidelines

Jane Gizbert Director – Communications

Gill Leng Director – Health and Social Care

Alexia Tonnel Director – Evidence Resources

**In attendance**

Nick Crabb Programme Director – Science Advice and Research

Eric Power Programme Director – Medicines and Technologies Programme (for items 7.1 and 7.3)

Catherine Wilkinson Deputy Director - Business Planning and Resources (for item 7.2)

Michelle Rowlands Estates and Facilities Manager (for item 7.2)

Elaine Repton Corporate Governance Manager (minutes)

## Apologies (item 1)

1. There were no apologies for absence.

## Freedom of Information and publication scheme (item 2)

1. The final minutes will be made available on the NICE website subject to the redaction of any exempt material.

## Declarations of interest (item 3)

1. The previously declared interests were noted. There were no conflicts of interest relevant to the meeting.

## Notes of the previous meeting (item 4)

1. The minutes of the meeting held on 9 July 2019 were agreed.

## Matters arising (item 5)

1. The actions from the meeting held on 9 July 2019 were noted as complete or in hand. The following items were raised:
2. **IT and digital services functional alignment** – Alexia Tonnel confirmed that

initial discussions had taken place with the senior team leads and meetings will start to take place with all other relevant staff over the coming weeks. Andrew Dillon advised that he had included a slide in his presentation to the Board meeting on 17 July 2019.

1. **NICE Connect** – Gill Leng reported that work was in hand following feedback from SMT last week. A further paper would come to SMT’s NICE Connect session on 25 July 2019.

## July public board meeting (item 6)

1. SMT reviewed the agenda for the morning session and public board meeting.
2. The draft recommendations on repair of abdominal aortic aneurysm (AAA) were discussed. The Board will be asked during the morning session to consider the committee’s conclusions and agree NICE’s response.
3. Meindert Boysen advised that there was a correction to be made to the CEO’s performance report to the public board which he would raise verbally at the meeting, regarding management of up to 3 evaluative commissioning projects for NHS England. One has been submitted in the quarter and therefore the RAG status should be green.

## Medicines and technologies programme product review (item 7.1)

1. Eric Power presented proposals to review the Medicines and Technology Programme (MTP) published product portfolio to ensure the portfolio remains relevant to users.
2. SMT noted the relationship between the scope of the review and other aspects of NICE’s work, including the CHTE medical technologies evaluation programme, horizon scanning, medicine sequencing and expansion of the Accelerated Access Collaborative.
3. SMT discussed the extent to which any products identified as no longer adding value could be discontinued to release resources for other strategic priorities, together with exploration of opportunities for alternative income streams to fund them.
4. SMT supported the project scope and governance arrangements (with the addition of Jo Holden joining the project steering group) and agreed that further report be presented in November 2019 to set out:

* the future vision for the programme and who it will serve
* a proposed new name (more relevant)
* a final list of products to continue to be funded.

ACTION: EP/GL

## Manchester office improvements (item 7.2)

1. Michelle Rowlands and Catherine Wilkinson requested SMT to consider proposals for improvements to the Manchester office which have been recommended following consultation with staff and a working group of representatives from teams across NICE. The paper recommended priority proposals for investment including new meeting rooms, more meeting pods, collaborative working spaces, quiet zones and staff welfare areas.
2. SMT discussed the paper in detail including current occupancy levels and the changing requirements of the other tenants of the floor, which may have an impact on floor space and future rental income levels.
3. There was broad support for the proposals. It was agreed that Catherine and Michelle be asked to engage the services of an interior designer/consultant to advise on the detailed configuration of the space and interior designs. It was agreed that the consultant’s brief should be informed by a set of design principles which the SMT should sign off.

ACTION: MR/CW

## Proposal for a secondment to work with RCP (item 7.3)

1. SMT considered a request for an associate director within the health and social care directorate to take up a new role with the Royal College of Physicians (RCP) for 1.5 days per week on a temporary attachment basis, as Clinical lead of the RCP North. The costs and benefits for NICE were discussed.
2. The proposal was agreed with a request for a report on the value to NICE and the RCP to be brought to the SMT at the end of the first year.

**ACTION: EP**

## Guideline committee chair appointment (item 7.4)

1. Paul Chrisp presented the proposal to appoint Richard Grunewald to the position of chair of the NICE guideline committee on thyroid cancer. Richard is a consultant neurologist, and none of his declared interests are specific to the guideline.
2. SMT approved appointment of Richard Grunewald as chair of the guideline committee.

ACTION: PC

## EU exit (item 8)

1. Meindert Boysen confirmed that he had updated the EU exit risk register.

## NICE Connect (item 9)

1. Gill Leng confirmed that work was in progress to prepare the next report to SMT.

## London office move (item 10)

1. SMT were advised that letters had been sent to all London based staff confirming the arrangements agreed for some employment related issues (salaries and travel costs) when the office re-locates to Stratford. An all staff email had also been circulated. It was noted that where managers were Manchester based, their staff received had letters without the prior knowledge of line managers.
2. The risk of moving out of central London potentially having a negative impact on staff recruitment and retention was discussed. SMT considered whether staff views could be canvassed to understand their intentions. Ben Bennett agreed to ask the HR Team to extract data from the recent staff survey. It was also suggested that Ben speaks with his counterparts at the British Council and the other ALBs who are moving into the Stratford.

ACTION: BB/GM

## Weekly staff SMT updates (item 11)

1. SMT agreed the staff updates.

ACTION: ER

## Other business (item 12)

## GIN Conference 2019

1. Gill Leng sought views on the travel arrangements for the eight NICE staff who were being proposed to attend the 2019 G-I-N conference in Adelaide, Australia. It was agreed to confirm the budget allocation with the finance team and also look at further options for flights which would be suitable for the long-haul journey.

ACTION: GL

The meeting closed at 12.10pm.