**National Institute for Health and CARE excellence**

Senior Management Team

# Minutes of the meeting held on 30 July 2019

**Present**

Andrew Dillon Chief Executive

Gill Leng Director – Health and Social Care

Ben Bennett Director – Business Planning and Resources

Meindert Boysen Director – Centre for Health Technology Evaluation

Paul Chrisp Director – Centre for Guidelines

Alexia Tonnel Director – Evidence Resources

**In attendance**

Moya Alcock Associate Director and Deputy Communications Director

David Coombs Associate Director – Corporate Office (minutes)

Nick Crabb Programme Director – Science Advice and Research

Simon Ellis Associate Director – Commissioning, Centre for Guidelines (for item 6.2)

Grace Marguerie Associate Director – HR (for item 6.1)

## Apologies (item 1)

1. Apologies were received from Jane Gizbert who was represented by Moya Alcock.

## 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 23 July 2019 were agreed.

## Matters arising (item 5)

1. The actions from the meeting held on 23 July 2019 were noted as complete or in hand.

## Leave policy – carer leave (item 6.1)

1. Grace Marguerie presented the proposed amendment to the time off work policy. Following feedback from staff about the policy changes in April 2018, it is proposed to include in the policy a statement that managers have discretion to allow carer leave to be taken for more than 1 day at a time if there are extenuating circumstances. This is consistent with the discretion HR advise managers they currently have. Grace recommended that if the change is agreed, the position is reviewed in one year in order to evaluate the impact on the take-up of carer leave.
2. SMT approved the proposed amendment, and agreed to review its impact on the take-up of carer leave in one year, with information also provided at that point on the level of carer leave in other ALBs if available. SMT agreed that the communication explaining the change to staff should make clear that HR are able to offer advice to managers as required, and that managers should use their judgment when exercising this discretion, with advice sought from HR or the relevant director if necessary. The union should also be informed of the change, and the rationale.

ACTION: GM

## Stakeholder registration criteria (item 6.2)

1. Paul Chrisp and Simon Ellis presented the proposed changes to the NICE website which aim to clarify the criteria for being able to register as a stakeholder in the guidelines and quality standards programmes. The changes seek to respond to the learning from two formal complaints about NICE’s decisions on stakeholder registration.
2. SMT reviewed the proposed changes. In response to a question from SMT, Simon stated that an ‘organisation’ has not been formally defined in order to enable input from a wide as possible number of stakeholders. He noted that requiring an organisation to be a registered charity or company, for example, could exclude some newer groups that may operate more informally and yet be able to make an important contribution.
3. SMT approved the amendments to the website subject to two minor amendments to the stakeholder registration page.

ACTION: SE/PC

1. SMT noted that the text applies to the guidelines and quality standards programmes, and may in future need to be revisited in the context of any move to a more unified approach to stakeholder management across NICE.

## EU exit (item 7)

1. Andrew Dillon noted that the Department for Health and Social Care (DHSC) have convened a meeting of the EU exit delivery partners tomorrow, and he would send the details to Meindert Boysen who usually attends these meetings on his behalf.

ACTION: AD

1. Meindert stated that the remaining action in relation to no deal planning is to finalise the letter drafted in March that would be sent to life sciences companies in the event of a no deal exit to explain how NICE’s process would interface with the MHRA operating as a sovereign national regulator. It was agreed to send the latest draft to Andrew Dillon for review, prior to submission to DHSC for approval. Meindert stated that once this is completed, NICE will have done all it reasonably can to prepare for a no deal exit.

ACTION: MB/AD

1. Meindert stated that he would also follow-up with the DHSC to clarify whether any further input is required to the planning for a ‘with deal’ exit.

ACTION: MB

## NICE Connect project (item 8)

1. Gill Leng stated that she has updated the summary slides on future functions and structures following the feedback at the SMT timeout last week.
2. SMT discussed the future time-out sessions and agreed to use these to incrementally refine the proposals on functions and structures. It was agreed that the designated SMT deputies could attend these sessions in the absence of the SMT member, if appropriate to the nature of the planned discussions.

## London office move (item 9)

1. Ben Bennett noted that later this week he and colleagues from the other ALBs are interviewing candidates for a project manager for the move. NICE will formally employ the successful candidate who would support all of the ALBs.
2. SMT asked about the availability of touch-down space in central London to save staff needing to travel to the new Stratford office between meetings in central London. Ben stated that he understood space is available in the DHSC’s offices in Victoria Street but would confirm what is formally available.

ACTION: BB

## Weekly staff SMT updates (item 11)

1. SMT agreed the staff updates.

ACTION: DC

## Any other business (item 12)

1. None.