**National Institute for Health and CARE excellence**

Senior Management Team

# Minutes of the meeting held on 10 September 2019

**Present**

Gill Leng Deputy Chief Executive and 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

**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

Jeanette Kusel Director – NICE Scientific Advice (for item 6.2)

Mark Salmon Programme Director and Deputy Evidence Resources Director

## Apologies (item 1)

1. Apologies were received from Andrew Dillon, Jane Gizbert and Alexia Tonnel, with the latter represented by Moya Alcock and Mark Salmon respectively.

## 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 3 September 2019 were agreed.

## Matters arising (item 5)

1. The actions from the meeting held on 3 September 2019 were noted as complete or in hand.
2. Meindert Boysen stated that he would confirm with Andrew Dillon whether a presentation on EU exit is required for the September Board meeting in addition to the updated risk register. It was noted that a general election could not now be held until the second half of November at the earliest and therefore no further actions to prepare for a pre-election ‘purdah’ period are required at the current time.

## Timeliness of technology appraisal guidance statistics (item 6.1)

1. The item was deferred to a later meeting to allow further time for its preparation.

## ISPOR Europe 2019 conference (item 6.3)

1. Ben Bennett presented the paper that asked SMT to consider the applications from 18 members of staff to attend the ISPOR Europe conference in Copenhagen in November 2019. The usual policy is for up to 15 staff to attend the key conferences (ISPOR, GIN, HTAi) within Europe and five staff to attend conferences outside Europe.
2. Meindert Boysen and Nick Crabb highlighted the rationale for the attendance list, which had been subject to senior management scrutiny. They highlighted that many of the proposed attendees are from NICE Scientific Advice (NSA) and the Science Policy and Research (SP&R) teams, and stated that the paper under-reports the extent that the conference fees and travel costs for these individuals are funded by other sources. The actual cost is therefore lower than stated in the report. In terms of the opportunity costs of attending the event, they highlighted that for some SP&R staff attendance is required as part of a research grant, and for NSA staff the conference is an important business development opportunity.
3. Taking the above into account, SMT therefore agreed that only staff whose conference attendance requires grant in aid (GIA) funding should count towards the 15 staff limit. The proposed attendees were therefore approved for this conference, subject to confirming that it was appropriate and logistically possible for one of the attendees to attend both this and the GIN conference.

ACTION: NC/MB

1. SMT noted the cumulative expenditure on the main international conferences (ISPOR, HTAi, GIN) which would mean the conference budget is fully utilised this year. It was agreed that a document should be developed for SMT’s review that sets out NICE’s representation at the main international conferences, the rationale for why NICE should attend each event and the number of staff to send, and the process for then allocating staff to individual events.

ACTION: MB

## NICE Scientific Advice strategy forum (item 6.2)

1. Nick Crabb presented the proposal to introduce a NICE Scientific Advice (NSA) strategy forum that would meet every six months to discuss NSA’s strategic direction, monitor its performance against the business strategy, and ensure its work remains consistent with NICE’s ethos and objectives. The forum would be in addition to the NSA oversight group and seeks to bring external insight into NSA’s strategy.
2. SMT discussed the group’s proposed terms of reference and membership. SMT agreed to establish the group but agreed that point 4 in the terms of reference should be amended to reflect the forum would operate as an advisory board to NSA’s management. It would not be an internal management board, and the oversight group would continue to be accountable to SMT rather than the new strategy forum, given it would contain a non-executive director (NED), and in future, a further outside appointee. It was agreed that the first and fifth bullets in point 5 of the terms of reference should be amended to clarify the forum’s role in developing NSA’s strategy.
3. SMT agreed that the strategy forum should review these amended terms of reference at its first meeting within the parameters of the accountability arrangements and governance structure agreed by SMT. Once established, the forum would also consider the expertise required for the further proposed outside appointee.

ACTION: NC/JK

## EU exit (item 7)

1. Meindert Boysen stated that the no deal risk register has been updated to reflect the impact of the Government’s decision that from 1 September UK officials and Ministers will now only attend EU meetings where the UK has a significant national interest in the outcome of discussions. He noted that the ongoing impact on NICE of this is unclear, but stated that currently Government approval is now required to attend meetings such as EUnetHTA and this permission is being granted on a meeting by meeting basis. Meindert asked SMT to note this new requirement and identify any upcoming EU related meetings and speaking engagements, and which may therefore require Government approval.

ACTION: SMT

1. Gill Leng referred back to earlier SMT discussions about the impact of EU exit on income for the technology appraisal (TA) and highly specialised technologies (HST) programmes, and asked whether this has been considered further. Meindert stated that his management team discussed this issue with the finance team on Monday, and it was noted that due to the timelines for these programmes, any financial impact would not be until 2020/21.

## NICE Connect project (item 8)

1. Gill Leng stated that planning is underway for the October board strategy away-day. The afternoon session will be limited to the Board and will cover some of the resourcing issues.

## London office move (item 9)

1. Ben Bennett noted that the project manager to support the move started this week. The precise date for the move remains unclear.

## Weekly staff SMT updates (item 10)

1. SMT agreed the staff updates.

ACTION: DC

## Any other business (item 11)

1. Meindert Boysen and Paul Chrisp briefly fed back from their meetings with senior members of staff at the Department for Health and Social Care and NHSX respectively and the potential relevance for NICE Connect. Gill Leng stated that she would consider inviting both to a future meeting of the NICE Connect external engagement group.

ACTION: GL