**National Institute for Health and CARE excellence**

Senior Management Team

# Minutes of the meeting held on 17 September 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 (for items 10 onwards)

Gill Leng Director – Health and Social Care

**In attendance**

David Coombs Associate Director – Corporate Office (minutes)

Mark Salmon Programme Director and Deputy Evidence Resources Director

## Apologies (item 1)

1. Apologies were received from Alexia Tonnel who was represented by Mark Salmon.

## 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 10 September 2019 were agreed.

## Matters arising (item 5)

1. The actions from the meeting held on 10 September 2019 were noted as complete or in hand.
2. Meindert Boysen noted that the Department for Health and Social Care (DHSC) has confirmed NICE can continue to attend the meetings of the European research collaborations of which we are a member.

## September public Board meeting (item 6)

1. SMT noted the agenda, papers and arrangements for the Board meetings on 18 September.
2. Andrew Dillon asked that staff are alerted to the staff survey results and action plan that are being presented to the Board meeting.

ACTION: MA/JG

## Contract management audit report (item 7.1)

1. Ben Bennett presented the draft internal audit report on contract management. The report provides a ‘moderate’ assurance opinion and makes four medium and two low priority recommendations. Ben proposed amending the management response to state that NICE would accept the first recommendation so that he would be designated the senior responsible officer for contract management. He noted that the transfer of IT to the Evidence Resources Directorate would increase the capacity in the procurement team to support teams with contract management.
2. SMT noted the report and supported the management response to the recommendations subject to the above amendment.

ACTION: BB

## Guideline committee chair appointment (item 7.2)

1. Paul Chrisp presented the proposal to appoint Dr Andrew Molyneux to the position of chair of the NICE guideline committee on melanoma. Dr Molyneux is a Consultant respiratory physician, and none of his declared interests are specific to the guideline.
2. SMT approved Dr Molyneux’s appointment as chair of the guideline committee.

## Board dinners (item 7.3)

1. SMT discussed the arrangements for the Board marking David Haslam’s departure as NICE chair on 31 December 2019. As David will not be at the November Board meeting it was agreed to hold a dinner for the Board the evening before the December Board Strategy meeting, and hold both events in London to reduce travel and accommodation costs. SMT also discussed the arrangements for the November Board and noted that given the meeting is in London, very few Board members would be travelling the night before the meeting. It was therefore agreed not to arrange a dinner the night before the meeting.
2. Andrew Dillon agreed to discuss these proposals with David Haslam. Gill Leng agreed to look at the RSM’s availability for hosting the December dinner. It was noted that alternative options if this is not available include the RCGP and RCP.

ACTION: AD/GL/DC

## EU exit (item 8)

1. No further update.

## NICE Connect project (item 9)

1. Gill Leng noted that SMT are due to hold a full day ‘time-out’ session on NICE Connect the day after the October Board Strategy away-day that is also focused on NICE Connect. Gill proposed replacing this SMT session with a shorter meeting in which a smaller group most affected by the proposals discuss the next steps following the Board meeting. The proposed attendees would be herself, Paul Chrisp, Alexia Tonnel, and either Ben Bennett or Catherine Wilkinson. SMT supported this proposal.

ACTION: GL

## London office move (item 10)

1. Andrew Dillon alerted SMT to concerns raised about the toilet facilities that have been installed in the new London office. The balance between male and female facilities does not reflect the workforce split, and the men’s toilets have been fitted with urinals, which means they cannot be used flexibly or in a gender-neutral way. NICE and the other proposed tenants were not consulted on the proposed fit-out, and this configuration will raise concerns with staff in the context of commitments around inclusivity. SMT expressed concern about the situation and agreed this should be raised at the project group.

ACTION: CW/BB

1. Andrew stated that Alexia Tonnel had briefly updated him on discussions around the IT and video conferencing facilities in the new office. It was agreed that any changes that could materially affect staff working arrangements should be escalated to SMT at an early stage.

ACTION: AT/BB

1. Meindert Boysen asked about the arrangements for allocating existing booked meetings to the new meeting room facilities. Ben stated there are increased facilities in the new office so it should be straightforward to transfer bookings. However, he would raise this with the project team.

ACTION: BB

## Weekly staff SMT updates (item 11)

1. SMT agreed the staff updates.

ACTION: DC

## Any other business (item 12)

1. Ben Bennett briefly outlined information about a DHSC development opportunity for health policy staff. It was agreed that Ben would circulate details to SMT members to consider as appropriate for their staff, with clarification on the target cohort for the scheme.

ACTION: BB

1. Andrew Dillon asked SMT to consider whether to move the 2020 NICE conference from the current proposed date of 3 June given the NHS Expo event will now take place at a similar time. He noted that discussions with the organisers of the NICE event and venue indicate two alternative dates: 13 May and 11 November. SMT discussed the issue and agreed to move the 2020 NICE conference given the overlap in content, speakers and target audience with the larger Expo event. It was agreed on balance to opt for the November date to give greater spacing from the Expo event. This would mean the NICE conference will in future be held in the autumn unless there is an 18 month gap to revert back to spring in 2022. In terms of future years, it was agreed that September or October would be preferable to November. Meindert Boysen stated that he would liaise with the communications team to look at the dates of major conferences attended by the life sciences industry.

ACTION: JG/MB