**National Institute for Health and CARE excellence**

**Senior Management Team**

**Minutes of the meeting held on 19 March 2019**

**Present**

Andrew Dillon Chief Executive

Meindert Boysen Director – Centre for Health Technology Evaluation

Jane Gizbert Director – Communications

Alexia Tonnel Director – Evidence Resources

Catherine Wilkinson Acting Business Planning and Resources Director

**In attendance**

Nicola Bent Programme Director and Deputy Health and Social Care Director

Chris Carson Programme Director and Deputy Centre for Guidelines Director

David Coombs Associate Director – Corporate Office (minutes)

Nick Crabb Programme Director – Science Advice and Research

Pall Jonsson Associate Director – Science Policy and Research (item 7.1)

Andrew Kenyon Programme Manager – Centre for Health Technology Evaluation (item 7.2)

**Apologies (item 1)**

1. Apologies were received from Ben Bennett, Paul Chrisp and Gill Leng who were represented by Catherine Wilkinson, Chris Carson and Nicola Bent 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 12 March 2019 were approved.

**Matters arising (item 5)**

1. The actions from the meeting held on 12 March 2019 were noted as complete or in hand.
2. It was agreed that an updated draft agenda for the SMT away-day should be brought to next week’s SMT meeting.

ACTION: GL/MB/DC

1. Andrew Dillon updated SMT on his discussions with Catherine Wilkinson about a revised draft 2019/20 business plan following the recent letter from the Department of Health and Social Care (DHSC) about NICE’s funding allocation for the upcoming year. He noted the potential measures to mitigate the financial pressures arising from the Agenda for Change pay deal and the increased employer’s pension contributions on a non-recurrent basis in 2019/20. However, during the course of 2019/20 it will be necessary to revisit the savings programme in order to identify how to address these cost pressures on a recurrent basis and to release investment for NICE Connect.
2. Catherine Wilkinson highlighted the importance of technology appraisal and highly specialised technologies cost recovery for the financial position, and therefore the need to effectively forecast and plan activity to ensure capacity is effectively utilised. Meindert Boysen confirmed that colleagues in the Centre for Health Technology Evaluation are working closely with finance on this issue. Andrew Dillon asked Meindert to discuss with DHSC the challenges around putting in place capacity to enable NICE to deliver an increased number of appraisals in line with the 2019 voluntary scheme, given NICE’s financial position in 2019/20 will limit the scope for upfront investment.

ACTION: MB

### March Board meetings (item 6)

1. SMT noted the agenda, papers and arrangements for the meetings on 20 March.

### Science policy and research programme overview (item 7.1)

1. Pall Jonsson and Nick Crabb presented the overview of the science policy and research programme’s current and planned activity. They outlined the main areas of work, and the external engagement with research funders, academia, regulators, the pharmaceutical industry, and European health technology assessment agencies.
2. SMT discussed the arrangements for prioritising the programme’s activities. Nick and Pall confirmed the activities are informed by the priority research areas agreed by NICE’s internal research advisory group. Some initiatives follow invitations to participate in proposed research consortia, whereas in other cases, NICE will proactively seek options for undertaking research if there are no current consortia being developed to address a priority area for NICE.
3. SMT welcomed the report and noted the extent of the programme’s activities. It was agreed that it would be helpful for the deputy director forum to discuss the research priorities periodically, to help ensure that these address research needs within the programmes and take account of strategic issues affecting NICE’s work. In addition, it was agreed that SMT and the Board should receive a report each year that sets out planned and current activities in the science policy and research programme, to give assurance that the research priorities remain consistent with NICE’s overarching strategy.

ACTION: NC/PJ

### Review process for technology appraisal and highly specialised technologies guidance (item 7.2)

1. Meindert Boysen presented the paper that set out proposals for changes to the existing review process for technology appraisal (TA) and highly specialised technologies (HST) guidance. Andrew Kenyon set out further background to the changes, which seek to help meet increased demand in the TA and HST programmes and utilise resources in ways that will add most value to the health and care system. Meindert highlighted the risk assessment undertaken on the proposals.
2. SMT agreed the proposals set out in the paper for immediate implementation, namely:
* The changes to the review process for published TA and HST guidance, with only optimised recommendations proactively reviewed. Other types of recommendation will only be reviewed in response to relevant and significant stakeholder information.
* To discontinue the static list review (SLR) programme of work.
* To change review dates of published TA and HST guidance from ‘month and year’ to ‘year’.
* To retrospectively change existing review dates of published TA and HST guidance from ‘month and year’ to ‘year’
* To adopt focused stakeholder matrices for all reviews where a consultation is not required with stakeholders.
* To publish an addendum to the TA process guide to outline these changes.

ACTION: MB/AK

### EU exit (item 8)

1. Meindert Boysen briefed SMT on his recent meeting with Professor Keith Willett, which discussed the action NICE can take to support the system if there are shortages of drugs, supplies and consumables following the UK’s exit from the EU. Andrew Dillon confirmed that NICE would support NHSE as appropriate in such circumstances.
2. SMT briefly discussed the timescales for producing TA guidance in a ‘no deal’ scenario in which the UK is unable to participate in the European medicines assessment process. It was noted that the proposals submitted by NICE and MHRA are with the DHSC for consideration.

### NICE Connect project (item 9)

1. SMT noted the positive feedback from the pathways steering group about the discussions at the latest pathways advisory committee meeting.

### Weekly staff SMT updates (item 10)

1. SMT agreed the staff updates.

ACTION: DC

### Any other business (item 11)

1. Andrew Dillon noted that the DHSC have informally asked David Haslam to remain as chair until the end of September 2019 given the delays in advertising for a new chair. David has not yet received a formal reappointment letter.
2. Andrew Dillon highlighted that the Guidance Executive (GE) meeting on 26 March will not be quorate. Given the number of items scheduled for the following week, SMT agreed to reschedule the meeting from 26 March to the afternoon of 28 March, with Directors’ existing commitments rearranged as appropriate.

ACTION: GE Admin