**National Institute for Health and Care Excellence**

Senior Management Team

# Minutes of the meeting held on 28 May 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

Alexia Tonnel Director – Evidence Resources

**In attendance**

Nicola Bent Deputy Health and Social Care Director

Elaine Repton Corporate Governance and Risk Manager (minutes)

## Apologies (item 1)

1. Apologies were received from and Gill Leng who was represented by Nicola Bent.

## 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 21 May 2019 were approved.

## Matters arising (item 5)

1. The actions from the meeting held on 21 May 2019 were noted as complete or in hand. The following matters arising were discussed.
2. **NICE’s 20th anniversary parliamentary reception** – SMT considered whether invitations should be extended to a small group of NICE staff, in light of the spaces available and the likelihood of a number of no-shows on the night. It was agreed that Dani Mason consider the options and report back to the SMT.

**ACTION: JG/DM**

1. **Policy on carer’s leave** – Ben Bennett advised that he and Grace Marguerie had met with the UNISON reps to discuss how this matter had been handled, and to agree a way forward for future consultations and discussions on new and updated HR policies. Following a robust discussion, the matter had been resolved.

## Board meetings (item 6)

1. SMT reviewed the actions from the May Board meeting.
2. It was agreed that the field team consultant will make a short presentation on local engagement after the CEO talk at the Q&A session, at the public Board meetings.

**ACTION: DC/NB**

1. It was agreed that a link to CCG identifiers should be incorporated into relevant bar charts in the Impact Reports.

**ACTION: GL**

1. SMT noted the agenda, papers and arrangements for the Board meetings on 19 June (strategy) and 17 July 2019 (public).
2. Paul Chrisp agreed to include a short report on the new patient safety SRO on the 19 June agenda.

**ACTION: PC**

1. David Coombs was asked to confirm whether the additional short public board meeting on 19 June to approve the annual accounts, would be open to the public.

**ACTION: ER/DC**

## EU exit (item 7)

1. There was no further update.

## NICE Connect project (item 8)

1. There was no further update.

## Weekly staff SMT updates (item 9)

1. SMT agreed the staff updates.

ACTION: ER

## Other business (item 10)

1. **London office move** – SMT considered at what point the London office move should become a standing item on SMT and Board agendas. It was agreed to do so, following Grace Marguerie’s paper on HR matters, which was currently being prepared for a discussion at SMT.

The meeting closed at 10.40am.