**National Institute for Health and Care Excellence**

Executive Team

# Minutes of the meeting held on 29 March 2022

## Present

Sam Roberts Chief Executive

Gail Allsopp Interim Chief Medical Officer

Paul Chrisp Director, Centre for Guidelines

Jane Gizbert Director, Communications

Felix Greaves Director, Science, Evidence and Analytics

Jeanette Kusel Acting Interim Director of Medtech

Alexia Tonnel Director, Digital, Information and Technology

## In attendance

Nick Baillie Interim Programme Director, Health and Social Care

Grace Marguerie Associate Director, Human Resources

Boryana Stambolova Deputy Director, Finance, Strategy and Commercial

Jenniffer Prescott Programme Director, HTA Process and Operations

Swapna Mistry Strategy Manager (items 6.1 and 6.2)

Martin Davison Associate Director, Finance (item 6.3)

David Coombs Associate Director, Corporate Office (item 6.4)

Heather Reid Senior Programme Manager, COVID-19 Public Inquiry (item 6.4)

Elaine Repton Corporate Governance and Risk Manager (minutes)

## Apologies (item 1)

1. Apologies for absence were received from Jennifer Howells, Nicole Gee, Helen Knight, Judith Richardson, Hilary Baker and Jonathan Waghorne.

## Declarations of interest (item 2)

1. The previously declared interests were noted.

## Notes of the previous meeting (item 3.1)

1. The minutes of the meeting held on 22 March 2022 were agreed as a correct record.

## Matters arising (item 3.2)

1. The actions from the meeting held on 22 March 2022 were noted as complete or in hand. The following matters arising were discussed:
2. **Policy on declaring and managing interests for employees and board members** – Sam Roberts advised that she had spoken further with the chairman and agreed to defer any amendments to the policy to a later date.
3. **ILAP** – Boryana Stambolova advised that she was due to meet with Helen Knight and Meindert Boysen to confirm a timeline for the ILAP cost recovery work and agreed to provide an update to ET next week.

**ACTION: BS**

1. **NICE ‘friends and family’ event** – Jane Gizbert reported that she had discussed an alternative option with David Coombs for inviting the committee chairs and vice chairs to the July bi-annual committee chair’s meeting with the CEO, to be followed by a drinks reception at Redman Place. However, the meetings are usually held virtually and therefore would not be suitable if some of the invitees were not there in person. Sam Roberts agreed to ask the chairman for her thoughts and to also raise it with the committee chairs at the additional meeting taking place on 21 April 2022.

**ACTION: SR**

1. **Managed access** – Gail Allsopp was liaising with David Coombs and the audit and risk committee chair to discuss the appropriate governance arrangements for managing clinical data within NICE. Gail expected to be able to provide a further update next week.

**ACTION: GA**

1. **Returning to the office** – ET recognised the requests from staff to provide clarity around the requirements for returning to the office. Grace Marguerie updated ET on the current position and agreed to include details in the CEO’s slides for the April all staff meeting. ET noted that a meeting was taking place with the trade union reps next week to share the latest information. Grace was asked to report back to ET next week with the timeline for when decisions need to be taken on home working contracts and the high cost area supplement (HCAS), so that clarity can be provided.

**ACTION: GM**

1. **April board agenda** – ET noted that implementing the new health technology evaluationmethods and process review and the draft business plan 2022/23 will be the focus at the April board meeting. The report on the culture work will be presented in May.
2. **Developing key messages** – Jane Gizbert has undertaken further work on key messages and will bring an updated version back to ET next week.

**ACTION: JG**

1. **ET agenda and papers** – A new agenda format will be introduced from next week.

## Hot topics (item 4)

**Manchester office network issues** – One of our external tenants in the Manchester office has raised concerns about the performance of wifi which is being impacted by their staff joining the wifi at their desks and on MS Teams calls.  This tenant has moved to a WIFI only office approach which is creating the issue. To help reduce the strain, their staff will be asked to plug into the ‘wire’ when at a desk. We need to make the same request of NICE staff to use the wired docking systems for laptops where possible.  An article from the DIT team will be included in an upcoming YW@N internal communication.

## Items for decision (item 5)

1. None.

## Strategic items (item 6)

**Directorate level priorities - DIT (item 6.1)**

1. ET reviewed the DIT directorate’s priorities for 2022/23, noting that some items would be dependent on the 2022/23 commission.

## Prioritisation (item 6.2)

1. ET confirmed the work that will be de-prioritised in 2022/23 to enable the four key priorities to be delivered. Some additions to the slides were agreed which Swapna Mistry would capture and confirm with Sam Roberts before circulation to ET.

ACTION: SM

## Finance update (item 6.3)

1. ET noted the finance update and key messages from Boryana and Martin Davison.

## COVID-19 public inquiry (item 6.4)

1. Heather Reid gave ET an update on NICE’s preparations for the COVID-19 public inquiry. ET noted the work programme and timescales and the key priorities including appointment of legal advisers, the need for an expedited decision making process, agility to respond to requests for information, evidence organisation and management and the support for staff who will be asked to attend interviews.
2. ET was re-assured that robust arrangements were being put in place and supported the communications plan being developed for sharing the Inquiry details and preparations with all staff and the board. It was agreed to have a follow-up discussion at ET on (a) the areas of NICE’s work that may be under greatest scrutiny by the inquiry, and (b) the support package for staff.

ACTION: HR

## Guideline development centres (item 6.5)

1. Paul Chrisp reported the latest position with the transfer from the collaborating centres and confirmed plans for welcome and induction meetings taking place with the incoming staff on Thursday, Friday this week and Monday. Overall, the project was progressing to plan with laptops ready for issuing and all the HR matters in hand. Paul thanked all those involved on the project board for their support and collaborative working.

## Operational management committee (item 7)

1. The minutes from the OMC meeting on 21 March 2022 were noted.

## Review of the meeting agenda (item 8)

ET agreed the agenda was fine.

## Other business (item 9)

There were no further items of business.