**National Institute for Health and Care Excellence**

Executive Team

# Minutes of the meeting held on 23 August 2022

## Present

Mark Chapman Interim Director, Medical Technologies (meeting chair)

Gail Allsopp Interim Chief Medical Officer (for part)

Paul Chrisp Director, Centre for Guidelines

Nicole Gee Interim Chief People Officer

Felix Greaves Director, Science, Evidence and Analytics

Jennifer Howells Director, Finance, Strategy and Transformation

Helen Knight Acting interim Director, Medicines Evaluation

Judith Richardson Acting Director, Health and Social Care

Alexia Tonnel Director, Digital, Information and Technology

## In attendance

Hilary Baker Programme Director, Transformation

Sian Corrigan Senior Communications Manager

Elaine Repton Corporate Governance and Risk Manager (minutes)

Sara Buckner Senior Technical Advisor, Centre for Guidelines (item 5)

Sarah Byron Interim Programme Director, Devices and Diagnostics (item 4)

Chris Carson Programme Director, Centre for Guidelines (item 4)

Nick Crabb Programme Director, Scientific Affairs (item 4)

Jenna Dilkes Associate Director, TA and HST, CHTE (item 4)

Arron Dunphy Operations Manager, Technical Appraisals, CHTE (item 4)

Fiona Glen Programme Director, Centre for Guidelines (item 4)

Pall Jonsson Programme Director, SEA (item 4)

Alison Liddell Programme Director, Strategy and Governance, DIT (item 4)

Jenniffer Prescott Programme Director, TA and HST, CHTE (item 4)

Lorna Scoular Senior OD, Learning & Talent Manager, HR (item 4)

Natalie Spray Programme Manager, TA and HST, CHTE (item 4)

Ian Watson Senior Technical Adviser, Methods, CHTE (item 4)

## Apologies (item 1)

1. Apologies for absence were received from Sam Roberts and Jane Gizbert. Jane was represented by Sian Corrigan.

## Declarations of interest (item 2)

1. The previously declared interests were noted.

## Notes of the previous meetings (item 3.1)

1. The minutes of the meeting held on 27 July 2022 were agreed as a correct record, subject amending minute 3 to read:

* Jennifer Howells advised that the RIA team had concluded the preliminary, high level service line and products costing work and the information gathered from teams was now being taken forward with Mark Chapman and Paul Chrisp to pilot the detailed work required within their directorates.

1. The minutes of the meeting held on 9 August 2022 were agreed as a correct record, subject amending minute 7 to read:

As a next step, ET agreed to meet with Nicky to bottom out specific plans for operational teams delivering against their individual objectives and targets.

**Review of the actions (item 3.2)**

1. The actions from the meeting on 27 July 2022 were noted as complete.
2. Hilary Baker advised that meetings were being organised to discuss the impact the proportionate approach to technology appraisals will have on the workloads across multiple supporting teams.
3. The actions from the meeting on 9 August 2022 were noted as complete.
4. ET were advised that NICE had been granted an extension to the NCAPOP invitation to tender, in order to submit an expression of interest.

**Business plan priorities 2022/23 (item 4)**

1. ET received a progress summary against the business plan priorities as at the end of July 2022 and invited each SRO to give an overview of their priority area including any challenges and key risks. Some of the workstream leads also joined the meeting and contributed to the discussion.
2. The status reports were ‘green’ in all but two of the workstreams indicating positive progress. Whilst the significant work to date was welcomed, there was a concern that the achievement of the milestones and timings was not necessarily indicative of the intended outcome of the priority being delivered. ET considered whether there should be a second status indicator for confidence level of delivering the stated objective in timescale. This was to be considered further.
3. Following a discussion, it was agreed that the following issues required further discussion at an informal ET meeting:

The Methods & Process Working group needs additional support. Consideration to be given to whether it needs to be changed or a ToR produced so everyone is clear on the remit.

Topic intelligence

Med Tech

The use of digital applications to support living guidelines (priority 1, WS 1)

Strategic approach to using data/RWE

1. There was a general discussion about the key risks which are starting to emerge from the workstreams which need a holistic view to be taken to ensure the connections between the workstreams are being made. ET also agreed that more time was required for the business plan priorities discussions and considered whether this should take place at the informal ET meetings in future rather than the formal meetings. Jennifer Howells also raised a concern about the current governance arrangements in terms of where decisions are being made and recorded.
2. It was agreed to have a further discussion at the ET informal meeting next week.

ACTION: All

**Guideline manual update (item 5)**

1. Sara Buckner introduced the first of the modular updates to the NICE guideline manual and asked for feedback from ET before the report is submitted to the September board meeting for approval to begin a public consultation.
2. The proposed updates related to chapters 1, 4, 6 & 7. ET agreed that further discussion was needed on the application of severity modifier in guidelines and the inclusion of VAT for equipment and consumables. There was agreement that the updates could be presented to the board with the two issues removed, if need be, however the severity modifier is likely to be resolvable, but the VAT was more problematic.

**ACTION: Chris Carson, Helen Knight and Jennifer Howells**

## Hybrid working (item 6)

1. Discussion on this item was deferred to the ET informal meeting next week.

## Operational Management Committee (item 7)

1. The minutes and actions from the meeting on 8 August 2022 were noted. The OMC had agreed a revised health and safety policy which will be submitted to the September public board meeting for approval.

**Annual Revalidation Report (item 8)**

Judith Richardson circulated for information NICE’s annual revalidation report confirming that NICE remained compliant with its own policy, national guidance and quality assurance requirements for medical revalidation and is able to respond positively to the annual revalidation report with the Statement of Compliance. Sam Roberts will be asked to sign the report before it is submitted to the DHSC.

ET noted the annual revalidation report.

## Any other business (item 9)

There were no further items of business.