

National Institute for Health and Clinical Excellence

Senior Management Team

There will be a meeting of the SMT at 2.00 pm on Tuesday 5 September 2006 in the Library Meeting Room, MidCity Place

AGENDA

- 1 **Apologies for absence**
- 2 **Freedom of Information and Publications Scheme**
To consider whether any of the attachments to the agenda fall outside the publication
- 3 **Notes of the Last Meeting**
To consider and approve the notes of the meeting held on 29 August (attached)
- 4 **Matters Arising**
To consider any matters arising from the meeting held on 29 August
- 5 **For Discussion**
 - 5.1 International Collaboration (PL)
To discuss collaboration with the World Health Organisation (attached)
 - 5.2 Draft Scope Workplace Interventions – Smoking Cessation (MK)
To discuss the draft scope (attached)
- 6 **For Approval**
 - 6.1 Recruitment and Selection and Annual Leave Policies (AS)
To consider the key issues raised by the Staff Involvement Forum and approve the policies for staff consultation.
 - 6.2 Appeals Support Unit
To consider and approve a proposal to establish a new unit (attached)
 - 6.3 NICE Conference 2006
To agree NICE staff and Committee attendance

7 For information

- 7.1** Briefing Note on Flu (CL)
To receive an update (attached)
- 7.2** Business Planning Guidance Notes and Timetable 2007-8
To note the proposed arrangements (attached)
- 7.3** Publishing consultation responses on review proposals
To note the new arrangements (attached)
- 7.4** To receive information of general interest (oral)

8 Any other business

To consider any other business of an urgent nature