

National Institute for Health and Clinical Excellence

Senior Management Team

Notes of the meeting held on Tuesday 29 August 2006

Present Andrew Dillon (chair)
 Peter Littlejohns
 Gillian Leng
 Mike Kelly
 Mercia Page

In attendance: Ben Bennett
 Mirella Marlow
 Marion Hodges
 Andrea Horth
 Jayne Chidgey (Item 5.1)
 Mark Salmon
 Kathryn Fuller (Item 11)

1 Apologies for absence

1.1 Apologies for absence were received from Carole Longson, Andrea Sutcliffe and Louise Fish

2 Freedom of Information and the Publication Scheme

2.1 The proposal on establishing a rapid guidance unit from the Centre for Clinical Practice should only be made available in its final form.

3 Notes of the previous meeting

3.1 The notes of the previous meeting were agreed as a correct record with minor amendments.

4 Matters arising

4.1 The Manchester induction for new staff would take place on the 3 October. Mark Salmon agreed to make the necessary arrangements.

Action MS

5 Multi-Agency Concordat

5.1 Gillian Leng and Jayne Chidgey introduced the paper which invited the senior management team to consider an invitation to join an established, multi-agency, information sharing, concordat agreement between national bodies with regulatory functions.

5.2 It was agreed that as the Institute was a standard setting body rather

than a regulatory body, and as it did not operate an inspectorate, it could not sign up to the principles of the Concordat as currently drafted.

- 5.1 It was noted that the Concordat might be developed further to include standard setting bodies in the future. It was agreed that links should be maintained with the development of the Concordat and formal links reviewed at a later date.
- 5.2 In the meantime the Institute would continue to establish formal links with other national bodies on matters where there was a clear and mutually beneficial reason for doing so.

6 The Role of the Patient in Healthcare

- 6.1 Peter Littlejohns and Marcia Kelson introduced the paper. The senior management team was asked to consider whether the Institute should run a project, funded by the Office for Science and Technology, on the “role of patients and the public in health” which would address a question that the Institute would like answered.
- 6.2 It was agreed that the Institute should become involved in the project and that Marcia Kelson should lead on the work.

Action MK

7 Centre for Clinical Practice – Rapid Guidance

- 7.1 Mercia Page introduced the item which asked the senior management team to review preliminary details of the core process proposed for the management of all rapid response topics. It was also proposed that the core process should be piloted on the critical care topic, which would be referred to the Institute as part of the 13th wave.
- 7.2 It was noted that the initial capacity of the programme would be to produce 2 pieces of rapid guidance per annum, but that this might grow as the programme develops. Staff from the disinvestment programme within the Centre would provide the capacity to support the rapid guidance unit and topics would be generated by the Department of Health. The committee would consist of a core element with a turnover of guidance specific members. It was agreed that induction programmes should be established for these. It was noted that an external reference group may need to be commissioned.
- 7.3 The adequacy of the proposed consultation period should be checked with the lawyers. The speed of commissioned peer review input should be checked and agreed with the National Collaborating Centre for Health Technology Evaluation prior to taking the paper to the Public Board Meeting in September. Editorial and publishing timetables and capacity should also be realistically reviewed and formats for the proposed guidance should be discussed with the Head of Communications.

- 7.4 The suggested timelines would be for a pilot of the process and method to take place from September and for a second pilot topic to commence from January 2007. The experience of these two pilots would inform a consultation on the process and methods which would commence from May 2007 for 3 months with a final process and methods guide available from September 2007.
- 7.5 It was noted that there may also be sensitive ethical issues to consider which may affect the timelines and it was felt that an evaluation of the work should be built into the process and methods. A revised draft paper for the Board should be reviewed by SMT on 12 September which should include a risk analysis.
- 7.6 The senior management team also reviewed the pilot process for the topic on critical care which had arisen from the NCEPOD Report. It was agreed that invitations to the scoping workshop should be sent and that the membership of pilot committee should be made consistent with that of the core process. It was noted that the aim would be to produce implementation tools along with the guidance and that a new section of the website would need to be developed. A revised paper would also need to be discussed at SMT on 12 September.

Action MP

8 Update on Evaluation and Review of NICE Implementation Evidence Database (ERNIE)

- 8.1 Gillian Leng and Nick Bailee introduced the paper which provided an update to the senior management team on the progress of establishing the ERNIE database which would collate and present information and evidence on the uptake of NICE guidance. It was agreed that a communications strategy would need to be developed to launch the database.
- 8.2 There was a discussion about the proposal that the Institute would not critique the evidence held on the database and the implications of this if the evidence proved to be of poor quality. It was agreed that the senior management team would need to review the report carefully prior to it being placed on the website.
- 8.3 The senior management team approved the proposed content and agreed the work programme for the next 6 months.

Action GL/NB

9 Childcare Voucher Scheme

- 9.1 Ben Bennett introduced the paper. It was agreed that the principle to establish a childcare voucher scheme had already been agreed. Ben Bennett would review and resolve the details of the proposed scheme prior to it being adopted and made available to staff.

Action BB

10 Appointments to Advisory Committees

- 10.1 Andrew Dillon introduced a revised paper for discussion. It was agreed that the key principle for the policy should be that it is only applied to advisory committees to the Institute that are concerned with the production of guidance. Further detailed amendments were made and a final version would be prepared for the Board meeting in September.

Action AD

11 Role of the Executive Lead

- 11.1 Kathryn Fuller presented the paper on behalf of the project managers. A number of detailed comments were made and the principles were approved, including the proposal to share the workload as evenly as possible among the Executive Leads. The changes should be made from the next unallocated wave. Andrew Dillon would consider with Kathryn Fuller how a statement might be devised for the website giving notification of the changes.

12 Business Planning Guidance 2007-8

- 12.1 Mark Salmon introduced a draft timescale for the production of the 2007-8 business plan. The key dates were noted and a full guidance note was requested for the following week.

Action MS/BB

13 Any Other Business

- 13.1 A letter had been received from the Cancer Research UK Clinical Trials and Awards Committee seeking a nomination from NICE to join its membership. It was agreed Peter Littlejohns should attend on behalf of the Institute.
- 13.2 There was no other business.