

## NICE Conference 2006: Tackling Health Priorities

### Proposals for committee members and NICE staff attendance

#### 1 2006 policy proposals

- 1.1 The maximum number of NICE staff and committee members potentially attending the conference in 2006 is 397(see Table 1 below). Health Links have built into the conference budget 200 free of charge (FOC) delegate passes which includes a 2 day conference pass, 1 night accommodation, and attendance at the conference dinner.

**Table 1**

Group	2 day pass	Accommodation	Dinner	Travel	total
All committee members (committee A, committee B, committee C starting Oct 06, PHIAC & IPAC)	√	√	√	x	148
Chairs of PDG, GRP and GDG's	√	√	√	x	43
Director of NCC	√	√	√	x	7
NICE SMT (this has been budgeted separately by Health Links)	x	x	x	x	10
NICE non-executives	√	√	√	√	11
NICE Conference Comms Team	√	√	√	√	8
NICE all staff	√	√	√	√	170
<b>Total</b>					<b>397</b>

- 1.2 The Health Links budget also includes the cost of travel for NICE staff by coach from both Manchester and London, and standard class rail travel for NICE Non-Executives and the conference team from Communications.
- 1.3 In line with previous years, it is proposed that all committee members, chairs of current PDG's, GRP's and GDG's and directors of the NCCs are offered 2 days attendance at the conference and one night accommodation. As agreed in previous years, it is proposed that travel expenses are not be covered by NICE for this group.
- 1.4 As agreed in previous years, it is recommended that places offered to committee member are non-transferable, but places offered to PDG/GRP/GDG chairs can be transferred to another PDG/GRP/GDG member.
- 1.5 Previously, some committee members have requested additional nights in hotels due to travelling times. The conference budget can not support

this and it is proposed that committee members will need to meet their own additional accommodation costs.

- 1.6 In addition to the above, it is proposed that the patient representatives from the Partners Council are offered a 1 day pass to the conference only. Currently there are 11 patient representatives.
- 1.7 In 2005 the policy for staff attendance at conference was to offer every staff member the opportunity to attend conference for one day and have one night's accommodation. It is proposed that the same policy is applied this year.
- 1.8 It is proposed that non-executives are offered 2 days attendance at the conference and up to 2 night's accommodation.

## 2 Implications of the suggested policies

- 1.9 If all committee, development group chairs and directors of the NCCs take up the offer of a FOC place there will no FOC places available for non-executives and staff, a total of around 188 people (see Table 2 for breakdown).

**Table 2**

NICE non-executives	10
NICE Conference Comms Team	8
NICE all staff (approx)	170
<b>TOTAL</b>	<b>188</b>

- 1.10 However, previous experience shows that not all committee members and development group chairs take up the offer of a FOC place. Last year around 30% of committee and development group members took up the offer. This may be higher this year due to new PHIAC and PDG members being more likely to want to attend their first NICE conference.

- 1.11 There is £20,000 in the Communications budget to cover extra attendance costs. Health Links have provided the following cost breakdown per-person:

**Table 3**

One night accommodation	£120.00
Special NICE conference rate	£ 85.75
Dinner	£ 58.75
<b>TOTAL</b>	<b>£264.50</b>

- 1.12 The NICE conference team costs are calculated below:

**Table 4**

Accommodation - 3 staff for 3 nights and 3 staff for 4 nights	21 nights	£2520
Two day attendance inc. dinner	8 staff	£1156
<b>Total</b>		<b>£3676.00</b>

- 1.13 The non-executive costs are calculated below:

**Table 5**

Accommodation – 2 nights each	20 nights	£2400
Two day attendance inc. dinner	10 non-execs	£1445.00
<b>Total</b>		<b>£3845.00</b>

1.14 The Partners Council patient representative costs are calculated below:

**Table 6**

Conference attendance only (no dinner)	11 people	£943.25
<b>Total</b>		<b>£943.25</b>

1.15 Once the NICE conference team, non-executive and Partners Council costs have been factored in, the £20,000 in the Communications budget allows NICE to fund 44 staff places at the conference.

1.16 Whilst in previous years not all staff members have accepted the offer to attend conference, if the proposed policy above is applied in 2006, and all staff take up the offer more money will need to be allocated to this budget. Table 7 outlines possible scenarios:

**Table 7**

Committee members	%	Staff	%	Total	Places to fund	Cost (approx)
200	100	170	100	370	170	£33,429.00
200	100	119	70	319	119	£19,939.50
200	100	85	50	285	85	£10,946.50
200	100	51	30	251	51	£1,953.50
140	70	170	100	310	110	£17,559.00
140	70	119	70	259	59	£4,069.50
140	70	85	50	225	25	<b>-£4,923.50</b>
140	70	51	30	191	-9	<b>-£13,916.50</b>
100	50	170	100	270	70	£6,979.00
100	50	119	70	219	19	<b>-£6,510.50</b>
100	50	85	50	185	-15	<b>-£15,503.50</b>
100	50	51	30	151	-49	<b>-£24,496.50</b>
60	30	170	100	230	30	<b>-£3,601.00</b>
60	30	119	70	179	-21	<b>-£17,090.50</b>
60	30	85	50	145	-55	<b>-£26,083.50</b>
60	30	51	30	111	-89	<b>-£35,076.50</b>

1.17 These figures above assume 170 NICE staff by early December, excluding the NICE conference team the non-executive directors, and Partners Council patient representatives. The cost of the NICE conference team and non-executive director's attendance has been subtracted from the £20,000 available in the Communications team budget, and the remaining amount factored into the cost calculation shown in the final column.

1.18 Health Links have budgeted to cover the cost of coach travel for NICE staff from both Manchester and London, up to a maximum of £6700. A standard class return from London to Birmingham costs £65 and a standard class return from Manchester to Birmingham costs £44.

Assuming staff travel by train instead of coach the additional cost to NICE would be £3300 (assuming 120 staff from London and 50 from Manchester at a total cost of £10,000).

1.19 Cost for SMT attendance will also be covered by Health Links.

### **3 Conclusion and considerations**

1.20 SMT is asked to consider and approve or amend the suggested policies above, particularly the policy for staff attendance and the suggestion that staff travel by coach.

1.21 SMT is asked to note the costs set out in Table 7 and consider whether additional funds will be available to allow all staff to attend the conference should this be necessary.

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