

# NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

## Senior Management Team

### Minutes of the meeting held on 23 January 2018

#### Present

Gill Leng	Director – Health and Social Care and Deputy Chief Executive (meeting chair)
Mark Baker	Director – Centre for Guidelines
Ben Bennett	Director – Business Planning and Resources
Jane Gizbert	Director – Communications
Alexia Tonnel	Director – Evidence Resources

#### In attendance

David Coombs	Associate Director – Corporate Office (minutes)
Paul Chrisp	Programme Director – Health and Social Care (item 6.4)
Nick Crabb	Programme Director – Centre for Health Technology Evaluation

#### Apologies (item 1)

1. Apologies were received from Andrew Dillon and Carole Longson, with the latter represented by Nick Crabb.

#### Freedom of Information and publication scheme (item 2)

2. The final minutes will be made available on the NICE website subject to the redaction of any exempt material.

#### Notes of the previous meeting (item 3)

3. The minutes of the meeting held on 16 January 2018 were approved.

#### Matters arising (item 4)

4. The actions from the meeting held on 16 January were noted as complete or in hand.
5. It was noted that the literature review, amended to reflect the SMT discussion, will be circulated to the Board for information rather than presented to the March Board meeting given the pressure on that meeting's agenda. Alexia Tonnel agreed to explore whether the review could be developed into a journal article.

**ACTION: AT**

#### Board meetings (item 5)

6. SMT noted the actions arising from the Board meetings on 17 January 2017. Mark Baker stated that he would discuss further with Andrew Dillon the approach to communicating the decision on the implementation of the new policy on declaring and managing interests in the guidelines programme.

**ACTION: MB / AD**

7. The agenda items for the February Board Strategy meeting were agreed. Given the extensive discussion at yesterday's Audit and Risk Committee, a Board paper

on MAGICapp will be deferred to June. This would provide the opportunity to brief the Board on the outcome of the pilot.

8. It was agreed that the paper on the Manchester data lab could be moved to the morning session of the March Board meeting as the level of proposed expenditure would not require formal Board approval.

#### **Referrals to the NICE work programme (item 6.1)**

9. SMT noted the referrals to the technology appraisal and highly specialised technologies programmes from the Department of Health and Social Care (DHSC).
10. Mark Baker stated that he would contact the sponsor team at DHSC to clarify the timescale for NICE receiving formal referral of five proposed public health guidelines.

**ACTION: MB**

#### **Guideline Committee chair appointment: rehabilitation in people with severe and enduring mental illness (item 6.3)**

11. Mark Baker asked SMT to consider the proposal to appoint Dr Gillian Baird as chair of the guideline committee on rehabilitation in people with severe and enduring mental illness. Dr Baird is an expert in paediatric neuro-disability, and the appointment panel concluded that even if the guideline includes children and young people, her publications would not give rise to any specific interests as they do not cover the scope of the guideline.
12. SMT confirmed the appointment.

#### **Proposal for a pilot to work with the Getting it Right First Time (GIRFT) programme (item 6.4)**

13. Paul Chrissip presented the proposal to work with the GIRFT programme to support the positioning and appropriate uptake of new drugs and classes of drugs within a clinical pathway, through the development of a new product that links recommendations from the technology appraisal programme with clinical guidelines. It is proposed to undertake a three month pilot that will consider a number of issues with the new product, including the format, methodology, alignment with existing structures and processes, usefulness, and cost.
14. Paul outlined the cost assumptions for both the pilot, and any subsequent longer term roll-out. He confirmed NICE will seek funding from the GIRFT programme. Jane Gizbert welcomed that design input is included in the cost assumptions and asked that the communications team are engaged at an early stage to enable work planning.

**ACTION: PC**

15. SMT discussed the proposal, highlighting the importance of topic selection and the availability of indication specific prescribing data. The new product should take account of the funding direction that applies for drugs recommended in the TA programme, and the work should be discussed with colleagues at NHS England and the DHSC. Subject to these comments, SMT supported the proposal highlighting the importance of additional funding if this is taken forward following the pilot.

**ACTION: PC**

**Centre for Health Technology Evaluation (CHTE) (item 6.5)**

16. SMT discussed the upcoming actions relating to forthcoming changes in the Centre for Health Technology Evaluation.

**Business planning (item 7)**

17. Directors were asked to submit the latest draft of their Centre/Directorate plans in line with the business planning timetable.

**ACTION: SMT**

**Weekly staff SMT updates (item 8)**

18. SMT agreed the staff updates.

**ACTION: DC**

**Any other business (item 9)**

19. SMT considered a draft summary of a recent meeting with representatives of the British Cardiology Society (BCS) about NICE's clinical guideline on prophylaxis against infective endocarditis: antimicrobial prophylaxis against infective endocarditis in adults and children undergoing interventional procedures (CG64). SMT also considered a draft flowchart produced by the Scottish Dental Clinical Effectiveness Programme (SDCEP) to summarise the guideline. It was noted that as currently drafted, the flowchart is not fully consistent with NICE's recommendations in the guideline and it would not therefore be appropriate to add NICE's logo to the document. SMT supported ongoing work by the Centre for Guidelines to seek to amend the flow-chart to better align with the guideline. Mark Baker will also liaise with the BCS to finalise the draft summary of the meeting.

**ACTION: MB**

20. Gill Leng asked SMT to consider the request for NICE to host a short placement for an international Professor in medicines evidence based assessment. It was agreed to explore expected contributions further, before deciding how to proceed.

**ACTION: GL**