

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 13 February 2018

Present

Andrew Dillon	Chief Executive
Mark Baker	Director – Centre for Guidelines
Ben Bennett	Director – Business Planning and Resources
Jane Gizbert	Director – Communications
Gill Leng	Director – Health and Social Care
Mirella Marlow	Acting Director – Centre for Health Technology Evaluation
Alexia Tonnel	Director – Evidence Resources

In attendance

Elaine Repton	Governance Manager: risk assurance (minutes)
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Apologies (item 1)

1. There were no apologies.

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 6 February 2018 were approved.

Matters arising (item 4)

4. The actions from the meeting held on 6 February 2018 were noted as complete or in hand.
5. Andrew Dillon confirmed that he had made the amendments to the Social Value Judgements paper and shared the revised version with David Haslam. The paper to the Board Strategy meeting will include the 2008 version for information
6. Ben Bennett stated that the draft business plan 2018/19 now incorporates responses to the DHSC's queries. Ideally by the time of the March public Board meeting, all the required approvals will have been received from DHSC.

Science Advice and Research function (item 5.1)

7. Andrew Dillon introduced the paper and asked SMT to consider the options for the future management of the Science Advice and Research Programme.
8. SMT discussed the three possible options for the management structure of the Science Advice and Research function. It was agreed that interim arrangements be put in place with the Programme Director for Science Advice and Research reporting directly to the Chief Executive pending consideration of a proposal to establish a new external vehicle. Additional support within the function would include two new roles: an Associate Director – International Advice (AfC 8c) and a Co-ordinator (AfC 5), totalling £115k, to be funded through income generation.

ACTION: GM

9. It was agreed that the proposal to establish a charity and limited company (the NICE Foundation) which would operate off the NICE public sector platform, should be dealt with in a separate paper to the Board, requesting approval to formally explore the development of a business case.

ACTION: AD

NHS England and NHS Improvement planning guidance for 2018/19 (item 5.2)

10. SMT reviewed the 2018/19 planning guidance issued by NHS England and NHS Improvement, noting the measures and deliverables in the appendices to the document, which will have a bearing on NICE's TA work programme.

Risk register (item 5.3)

11. A revised risk register for 2018/19 was reviewed. SMT agreed that risks 12, 16 and 23 could be removed. Minor updates to risks 5 and 17 were also agreed.

ACTION: ER

Digital services Q3 update (Item 5.4)

12. Alexia Tonnel presented a progress update on performance against Evidence Resources' targets, as at the end of Q3. SMT noted the improved position regarding non-pay budget spend and a re-balancing of budget charging across the three service groups.
13. SMT agreed to defer a presentation of the directorate's 2018/19 priorities and challenges to next week's meeting.

ACTION: AT

External Assessment Centre re-tender: appointment process (item 5.5)

14. Mirella Marlow requested SMT approval for an extension the External Assessment Centre contract for a further three months until 30 September 2018, pending the resolution of an investigation currently on going under the Grievance and Whistleblowing policy. This was agreed.
15. Gill Leng raised the point that Rima Makarem had suggested that the final recommendations of the investigation panel be presented to SMT for discussion. SMT agreed that this would be useful with an overview of the case, but not necessarily the full details.

ACTION: DC/GL

Business Planning (item 6)

16. Covered under minute 6 above.

Weekly staff SMT updates (item 7)

17. SMT agreed the staff updates.

ACTION: ER

Other business (item 8)

18. No further items raised.