

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 27 March 2018

Present

Andrew Dillon	Chief Executive
Mark Baker	Director – Centre for Guidelines
Jane Gizbert	Director – Communications
Alexia Tonnel	Director – Evidence Resources

In attendance

David Coombs	Associate Director – Corporate Office (minutes)
Mark Campbell	Acting Programme Director – Centre for Health Technology Evaluation
Paul Chrisp	Programme Director and Deputy Health and Social Care Director
Grace Marguerie	Associate Director – Human Resources (item 6.1)

Apologies (item 1)

1. Apologies were received from Ben Bennett, Gill Leng and Mirella Marlow.

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 20 March 2018 were approved.

Matters arising (item 4)

4. The actions from the meeting held on 20 March 2018 were noted as complete or in hand.
5. Andrew Dillon asked that SMT are informed when the arrangements for the proposed collaboration with the London School of Economics and Political Science on the Executive MSc have been agreed, or conversely if any matters cannot be resolved.
6. Andrew stated that he would update next week's SMT meeting on the outcome of the NICE Foundation project group's first meeting on 28 March.

Board meetings (item 5)

7. SMT reviewed the actions from the Board meetings on 21 March 2018, noting that the draft person specification and job description for the new Centre for Guidelines Director will be circulated to the Board for comment by email rather than presented to the April Board Strategy meeting, to enable the recruitment to commence.
8. SMT discussed the response to the action to consider how to increase the exposure of the Deputy Directors and wider Programme Directors to the Board and corporate discussions outside of their area of responsibility. It was suggested this

could include the Programme Directors meeting in June/July to feed into the business planning process, plus a more regular meeting to discuss cross-centre/directorate issues. Consideration should also be given to how to support senior staff who are asked to deputise at Board and SMT meetings. Andrew Dillon asked Paul Chrissp and Mark Campbell to liaise with fellow Programme Directors to develop proposals for SMT's consideration, including drafting terms of reference for the proposed regular meeting. This should also be open to Associate Directors reporting directly to SMT members.

ACTION: PC/MC

9. The agenda items for the April Board Strategy meeting were noted, with the addition of the paper on the social value judgements successor principles, if available. Meindert Boysen was asked to clarify the proposed item on the PPRS negotiations.

ACTION: MBo

Stonewall diversity champion status (item 6.1)

10. Grace Marguerie presented the proposal for NICE to join the Stonewall diversity champion programme. The annual fee would be paid from the HR budget.
11. SMT discussed the proposal, and considered the risks and benefits. It was agreed there were no material risks from membership, and it would provide a positive signal to current and future staff. It was noted that Public Health England and a number of other NHS bodies are currently members.
12. The proposal was agreed.

Business planning (item 7)

13. No further items discussed.

Weekly staff SMT updates (item 8)

14. SMT agreed the staff updates.

ACTION: DC

Any other business (item 9)

15. None.