

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 1 May 2018

Present

Andrew Dillon	Chief Executive
Mark Baker	Director – Centre for Guidelines
Ben Bennett	Director – Business Planning and Resources
Meindert Boysen	Director – Centre for Health Technology Evaluation
Jane Gizbert	Director – Communications
Alexia Tonnel	Director – Evidence Resources

In attendance

David Coombs	Associate Director – Corporate Office (minutes)
Paul Chrisp	Programme Director and Deputy Health and Social Care Director
Sarah Acton	Senior HR Business Partner (item 6.2)
John Davidson	Associate Director – External Communications (item 6.1)
Grace Marguerie	Associate Director – Human Resources (items 6.2 and 6.3)

Apologies (item 1)

1. Apologies were received from Gill Leng who was represented by Paul Chrisp.

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 24 April 2018 were approved.

Matters arising (item 4)

4. The actions from the meeting held on 24 April 2018 were noted as complete or in hand.
5. Mark Baker stated that subsequent to last week's SMT meeting he received clarification on the Department of Health and Social Care's (DHSC) view on engagement with e-cigarette industry associations.
6. Andrew Dillon asked that next week's SMT meeting receives an update on planning for 2018 NICE annual conference.

ACTION: JG / DM

Board meetings (item 5)

7. SMT noted the actions from the April Board Strategy meeting. Andrew Dillon asked that a slide is produced for his presentation to the May staff meetings on the new policy on declaring and managing interests for staff and board members.

ACTION: DC

8. The agenda items for the May Board meetings were noted. Andrew Dillon stated that the draft paper on the social value judgements successor principles will be brought to next week's SMT meeting for review. It will be important to consider the required level of consultation and engagement on the proposals, including with the DHSC.

Annual report and accounts (item 6.1)

9. John Davidson presented the draft (version 2) of the 2017/18 annual report and accounts, which includes some of the changes requested by the Board and Audit and Risk Committee, with further drafting in progress.
10. Andrew Dillon noted he had submitted a series of comments on the draft to John Davidson by email and asked for any material comments on the draft from SMT members. Several further changes were identified.
11. It was agreed that a revised version, taking account of these changes, would be circulated to SMT for comment. The final draft will then be brought to SMT for sign-off on 29 May.

ACTION: JG / JD

Staff survey 2018 (item 6.2)

12. Grace Marguerie presented the proposed questions for the 2018 staff survey. Following a formal tender process, Survey Solutions has been appointed as NICE's new staff survey provider. The new supplier has proposed amendments to the previous questions to enable easier benchmarking against other organisations, whilst some questions are proposed to be retained to enable time series comparisons.
13. SMT reviewed the draft questions, noting the importance of ensuring the questions provide clear feedback on the underpinning issues, and enable action to be taken in response. Taking these factors into account, it was agreed to:
 - remove question 6 and revise question 5 to refer to the Institute's leadership
 - remove question 45 and add employees' satisfaction with their pay and benefits as a sub question to question 46
 - amend question 57 to ask whether employees are committed to their team's objectives.

ACTION: SA/GM

Organisational change policy (item 6.3)

14. Grace Marguerie presented the proposed policy, which has been revised in line with the SMT discussion of the earlier draft in January. Following feedback from the Union representatives, it is proposed to retain the 28 day redeployment period, but state this can be waived at the mutual agreement of the affected employee(s) and their manager.
15. SMT approved the policy. It was agreed that Board approval was not required as the changes were procedural and do not materially affect staff terms and conditions.

Guideline committee chair appointment: depression in children (item 6.4)

16. Mark Baker presented the proposal to appoint Dr Susan Bewley to the position of chair of the NICE guideline committee on depression in children. He highlighted the due diligence undertaken, and Dr Bewley's previous experience chairing NICE committees. Dr Bewley has declared no interests specific to the areas likely to be addressed in the guideline update.
17. David Coombs noted that the link on the declaration to the 'whopaysthisdoctor' site was not working and recommended that the declaration is revised to list the relevant financial interests.
18. SMT approved the appointment of Dr Bewley as chair of the guideline committee.

NICE Foundation (item 7)

19. Andrew Dillon updated SMT on the project group's second meeting held on 25 April. The current proposal is that in addition to the international fee for service activity currently overseen by the Evidence Resources Director, all of the Science Advice and Research programme's functions would transfer to the Foundation, apart from the Office for Market Access, and the Accelerated Access Collaborative Secretariat. Andrew summarised the proposed linkages between NICE and the Foundation, and the proposed initial staffing arrangements.
20. The group is due to review its draft report to the June Board meeting at its third project group meeting on 30 May.

Weekly staff SMT updates (item 8)

21. SMT agreed the staff updates.

ACTION: DC

Any other business (item 9)

22. Andrew Dillon briefed SMT on the meeting of national health Chief Executives held earlier that day.