

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 8 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
Gill Leng	Director – Health and Social Care
Alexia Tonnel	Director – Evidence Resources

In attendance

David Coombs	Associate Director – Corporate Office (minutes)
Sophie Cooper	Scientific Adviser – Science Policy and Research (item 5.1)
Danielle Mason	Senior External Communications Manager (items 5.3 and 5.4)

Apologies (item 1)

1. None.

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 1 May 2018 were approved.

Matters arising (item 4)

4. The actions from the meeting held on 1 May 2018 were noted as complete or in hand.

NICE's operating principles (item 5.1)

5. Andrew Dillon presented the proposed paper to the May Board meeting on the principles that guide the development of NICE guidance and standards. The paper takes account of the discussion at the March Board meeting, and includes explanatory text for each of the principles, and a short introduction to contextualise the principles and explain how these have evolved from previous versions of the Social Value Judgements (SVJ) document.
6. Following discussion, SMT supported the principles subject to amending principle 1 to clarify NICE's ability to determine topics for guidance and standards work programmes.
7. It was agreed that the supporting narrative for each principle should outline the rationale and provenance of the principle (including for example legislation, Citizen's Council reports, and the NHS Constitution), and also outline the approach for implementing the principle. SMT identified a number of points to incorporate in this supporting narrative, including to clarify that the need to update guidance and

standards is periodically reviewed; the extent that in the interests of fairness the circumstances of particular groups may override the broader population need; the use of real world evidence; and NICE's use of consultation. It was agreed to rationalise the references to the SVJ documents, and indicate in the covering paper and introductory text the arrangements for updating and reviewing the principles. This text should also note that accountability for delivering the principles would be through the consultation and contestability arrangements in the relevant guidance and standards programme.

8. It was agreed to propose to the Board that the principles are subject to consultation. The contextualising narrative to support this consultation should explain that the principles are to varying degrees embedded in other documents, such as legislation, which limits the extent the principles can be amended in light of the consultation feedback.
9. It was agreed to defer the paper to the June Board Strategy meeting given the level of revisions required. This has the benefit of enabling the Committee chairs present at the Strategy meeting to comment. Andrew Dillon asked Sophie Cooper to prepare the Board paper for SMT's review later in May.

ACTION: SC

10. Andrew Dillon stated that he would share the principles with the Department of Health and Social Care (DHSC) to inform the Board's discussion in June.

ACTION: AD

PPRS negotiations (item 5.2)

11. Meindert Boysen presented the proposed update to the Board on the PPRS negotiations.
12. SMT reviewed the slides and agreed amendments for the presentation to the Board.

ACTION: MBo

Rewards to the corporate PowerPoint designs (item 5.3)

13. Danielle Mason presented the revisions to the new designs for NICE PowerPoint slides, taking account of SMT's feedback on the earlier proposals discussed on 24 April. In light of the SMT discussion, staff will be provided with both a dark and a white version of all the slide templates and static slides, from which staff can pick-and-choose the versions they prefer. The slides have also been revised to improve accessibility following review of the World Blind Union's (WBU) PowerPoint guidelines.
14. SMT approved the designs for development into PowerPoint templates. The new designs should be rolled out at the NICE annual conference on 26 June, and then made available to staff for wider use afterwards alongside guidance on their use. It was agreed that the template should include the ability to number the slides, with clear differentiation between the colours used in the charts.

ACTION: DM/JG

NICE conference (item 5.4)

15. Danielle Mason presented the update on the plans and preparations for the NICE annual conference on 26 June. The networking reception is fully booked, and the organisers expect the main conference to sell out. All speakers have been confirmed, apart from the new chair of the Accelerated Access Collaborative (AAC) who is yet to be appointed.
16. SMT discussed the arrangements and thanked Danielle and colleagues for their excellent work to date. It was agreed that the number of staff attending the networking event should be reduced, to enable non-staff delegates currently on the waiting list to attend. If necessary, NICE attendees should be limited to the Board, SMT and their deputies. Similarly, it was agreed that it may be necessary to reduce the number of NICE staff attending the main conference if there is insufficient capacity for non-staff delegates. Andrew Dillon asked that SMT are advised should this be necessary.

ACTION: DM

17. It was agreed to invite the Association of the British Pharmaceutical Industry (ABPI) to nominate a speaker to join the session on the Accelerated Access Review, given the timescale for appointing a new AAC chair would likely preclude their involvement. Andrew Dillon stated that he would contact the ABPI accordingly.

ACTION: AD

18. In addition it was agreed to invite a representative from an affected company to speak at the session on the Cancer Drugs Fund.

ACTION: MBo/DM

Referrals to the technology appraisals (TA) and highly specialised technologies (HST) programmes (item 5.5)

19. Meindert Boysen presented the briefing on recent referrals to the TA and HST programmes, and the anticipated guidance publication date. The analysis outlined in the paper provides assurance on the ability to deliver these topics within the available capacity.
20. Andrew Dillon stated that it is important to keep a watch on the balance between referrals for new chemical entities and those for licence extensions, in order to consider any need for revisions to NICE's methods and processes.

NICE Foundation (item 6)

21. Andrew Dillon noted that the third project group meeting on 30 May will review the proposed recommendations to the Board.

Weekly staff SMT updates (item 7)

22. SMT agreed the staff updates.

ACTION: DC

Any other business (item 8)

23. None.

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