

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Confirmed Minutes of the meeting held on 15 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
Danielle Mason	Senior External Communications Manager (item 6.3)
Bhash Naidoo	Senior Technical Adviser – Health Economics (item 6.7)
Mark Salmon	Programme Director – Evidence Resources (item 6.1)
Jonathan Underhill	Medicines Clinical Adviser – Health and Social Care (item 6.2)
Sheryl Warttig	Senior Technical Adviser – Centre for Health Technology Evaluation (item 6.1)

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 8 May 2018 were approved.

Matters arising (item 4)

4. The actions from the meeting held on 8 May 2018 were noted as complete or in hand.

May Board meeting (item 5)

5. SMT noted the agenda, papers and arrangements for the Board meetings on 16 May.

HealthTech Connect (item 6.1)

6. Sheryl Warttig and Mark Salmon gave a demonstration of HealthTech Connect (previously known as MedTechScan), which is currently in development and arose from the Accelerated Access Review. The tool will be used to identify topics for NICE guidance and advice products, and NHS England commissioning policies. It will sit alongside the work undertaken by horizon scanning agencies such as the Innovation Observatory.

7. It was noted that extensive testing with potential users is underway, with a 'soft launch' planned for October prior to a full launch in December or January. A paper will be brought to SMT in the summer outlining these launch plans, and the proposed long term funding arrangements.

University of Keele Memorandum of Understanding annual report (item 6.2)

8. Jonathan Underhill presented the 2017/18 annual report on the activity and finances of joint work covered by the Memorandum of Understanding (MoU) between NICE and Keele University. The MoU, signed in 2013, formalises arrangements for joint working from residual funds available after the closure of NPC Plus, a joint collaboration between the National Prescribing Centre and Keele University.
9. SMT discussed the work undertaken in 2017/18, which largely focused on the evaluation of the use of avatars in shared decision making, and the plans for utilising the remaining balance of funds in 2018/19. The intention to seek further grant funding was noted.
10. SMT approved the report.

Activities to celebrate the 70th anniversary of the NHS (item 6.3)

11. Danielle Mason presented the proposals for NICE's activities to mark the 70th anniversary of the establishment of the NHS ('NHS70'). These include staff celebrations and a suite of external communications activities to show NICE's support for the system-wide celebrations that are taking place this summer.
12. Danielle outlined the proposal to focus the external communications activities on the theme of mental health, highlighting improvements in care between 1948 and 2018, and referencing NICE's contribution to improving care. In addition, NICE would seek to place a broad, in-depth feature in the national media, reflecting on the evolution of quality healthcare more generally since the birth of the NHS, focusing on the role of evidence and national guidelines, and NICE's work.
13. SMT supported the proposals. It was agreed that the mental health care communications should draw on the input from relevant teams across NICE, and reference primary care services. David Haslam and Mark Baker should also be asked to provide personal reflections on this area, drawing on their experience working in the NHS. It was agreed that the broader feature should note the international interest in the NHS and NICE.

ACTION: DM/JG

SMT retreat (item 6.4)

14. SMT discussed the arrangements for the SMT retreat on 11 and 12 June 2018. It was agreed to focus the discussions on 12 June on the future vision of a digitally enabled NICE, which would provide the frame of reference for a number of strategic decisions including investment in data science, the use of real world evidence, and developing and presenting structured guidance. The opening afternoon session on 11 June could be used to discuss financial contingency plans.

15. Andrew Dillon stated that he would draft proposals for the agenda further and consider whether any background papers are required to inform the discussions.

ACTION: AD

Guideline committee chair appointment – safeguarding adults in care homes (item 6.5)

16. Mark Baker presented the proposal to appoint Miss Nageena Khalique to the position of chair of the NICE guideline committee on safeguarding adults in care homes. Miss Khalique has declared a number of interests, however the interview panel considered none of them directly relevant to the guideline topic. Mark highlighted that Miss Khalique is currently chair of the guideline committee on decision making and mental capacity, and does not have any publicly declared positions on safeguarding adults in care homes.
17. SMT approved the appointment of Miss Khalique as chair of the guideline committee, subject to confirmation that the property investment company of which she is a director has no interests in care homes.

ACTION: MB

Guideline committee chair appointment – rehabilitation after traumatic injury (item 6.6)

18. Mark Baker presented the proposal to appoint Dr Paul Eunson as chair of the guideline committee on rehabilitation after traumatic injury, noting that Dr Eunson has declared no interests.
19. SMT approved the appointment of Dr Eunson as chair of the guideline committee.

Consultation on the cost effectiveness methodology for vaccination programmes and procurement (item 6.7)

20. Meindert Boysen presented the paper on the consultation on the cost-effectiveness methodology for vaccination programmes and procurement (CEMIPP) report issued by the Department of Health and Social Care (DHSC). He noted that whilst the CEMIPP report does not directly address NICE's work – as products for vaccination and immunisation are excluded from referrals to the technology appraisal programme – the report has raised potential questions about NICE's approach to evaluating cost-effectiveness.
21. SMT discussed the consultation, noting the issues of wider relevance to NICE's methods. It was agreed that Andrew Dillon would discuss with DHSC if it would be helpful for NICE to formally respond to the consultation, or whether the matters raised would be more appropriately explored in separate discussions with DHSC in particular the approaches to discounting currently taken by NICE, those proposed in the CEMIPP report, and the updated HM Treasury Green Book.

ACTION: AD

NICE Foundation (item 7)

22. It was noted that the Board paper is currently being prepared, and will be brought to SMT prior to consideration at the Board meeting on 20 June.

Weekly staff SMT updates (item 8)

23. SMT agreed the staff updates.

ACTION: DC

Any other business (item 9)

24. None.

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