

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 29 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)
Nick Crabb	Programme Director – Science Advice and Research (items 5.2 and 5.3)
Linda Landells	Associate Director – Technology Appraisals – Centre for Health Technology Evaluation (item 5.5)

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 22 May 2018 were approved, subject to amending paragraph 7 to allocate the action to Andrew Dillon.

Matters arising (item 4)

4. The actions from the meeting held on 22 May 2018 were noted as complete or in hand.
5. Mark Baker confirmed that the interests of the proposed chair of the safeguarding adults in care homes guideline committee have been clarified and the appointment can proceed.
6. It was agreed that internal communications should clarify to staff the main changes recently made to HR policies, in particular around carer's leave and sickness absence.

ACTION: JG

Annual report and accounts (item 5.1)

7. Jane Gizbert presented version 3 of the draft annual report and accounts which incorporated changes requested by the Board, SMT, Audit and Risk Committee

(ARC), and National Audit Office on the earlier drafts. It is also now in a graphically designed format that will become the final presentation of the report.

8. SMT reviewed the report and identified a number of amendments to the text and the presentation. Ben Bennett noted that he would also review the mandated disclosures on union 'facility time' and provide explanatory text.
9. Andrew Dillon stated that he would review the revised report, amended to take account of the SMT discussion, prior to submission to the ARC and Board in June. He asked that the changes are clearly highlighted or 'tracked' to facilitate this review.

ACTION: JG

Memorandum of Understanding (MoU) with University of Manchester and Health Innovation Manchester (item 5.2)

10. Nick Crabb presented the proposed renewed MoU between NICE, the University of Manchester and Health Innovation Manchester. The main changes to the existing MoU are to take account of structural changes affecting the partners, and to reflect the focus on the development of a data analytics learning environment, known as the 'DataLab'.
11. SMT discussed the MoU and confirmed NICE's commitment to continued collaboration with the partners. It was agreed that it would be helpful to adopt a shorter and higher-level MoU, which outlines a general ambition to work with the University and Health Innovation Manchester, and contains less detail on specific projects. This would reflect the approach discussed by the NICE Board earlier in May, in which the Manchester activities are one of a series of potential collaborations around big data, and would also provide greater flexibility to respond to changes in NICE's capacity should the NICE Foundation proceed.
12. It was agreed that a revised MoU should be brought to SMT and simultaneously discussed with the University of Manchester.

ACTION: NC/AD

Proposals for changes to the NICE Scientific Advice (NSA) management structure (item 5.3)

13. Nick Crabb presented the paper that outlined the proposed changes to the existing NSA management structure and the timeline for implementing the changes. Nick outlined the background to the proposals, highlighting the decisions by the Board in March 2018 when establishing the NSA business unit.
14. Following discussion, SMT approved the proposals in the paper. It was agreed that the management of change paper should more clearly outline the proposed changes to the staffing structure and the affected posts.

ACTION: NC

15. Meindert Boysen referred to the discussion at last week's SMT meeting and highlighted that as a band 9 role, the salary for the NSA Director may potentially exceed £100k and therefore require approval from the NICE and Department of Health and Social Care Remuneration Committees.

SMT retreat (item 5.4)

16. SMT discussed the updated draft agenda. It was agreed to use the afternoon session on 11 June to discuss challenges and opportunities relating to digital technologies, which would scope the session the following day. These discussions would consider the role of digital technologies in (a) guidance development, and (b) assisting with the presentation and dissemination of NICE's guidance and products. It was agreed to invite Sarah Cumbers and Alison Liddell to join the morning discussion on 12 June.
17. Andrew Dillon stated that he would prepare a revised agenda.

ACTION: AD

Approach to setting treatment criteria for cancer drugs recommended by NICE (item 5.5)

18. Meindert Boysen presented the paper on how NICE should respond to NHS England's practice of setting treatment criteria for cancer treatments that are subject of NICE technology appraisal (TA) guidance. He highlighted the legal advice appended to the paper, which it is proposed to share with NHS England.
19. SMT discussed the paper, noting the issues arising from the specific drug recently subject to media coverage, and the wider implications for cancer drugs recommended for routine commissioning.
20. The respective roles of NICE, in evaluating the clinical and cost effectiveness of technologies, and NHS England, as the commissioner of such technologies, were discussed. Recognising these distinct roles, it was agreed that NICE and NHS England could work together at an earlier point in the appraisal process to allow NHS England to set out what it considers to be the questions that it will need to address, as the commissioner, in managing access to the technology, if it is recommended by NICE. NHS England will be asked to set out these questions as part of the new technical engagement step in the TA process. NICE and the TA committee will then consider the extent to which it can address those questions in the guidance.
21. It was agreed that it would also be helpful to amend the compliance statement on the NICE website to reiterate that 'within its marketing authorisation' is intended to refer to 100% of the patient population covered by the marketing authorisation being eligible for the technology with the exception of any restrictions stipulated by the committee in section 1 of the guidance as part of an optimised recommendation.
22. It was agreed that Meindert Boysen should write to NHS England setting out NICE's proposals, attaching the legal advice received. The letter should be copied to NICE's sponsor at the Department of Health and Social Care.

ACTION: MBo

NICE Foundation (item 6)

23. No further update.

Weekly staff SMT updates (item 7)

24. SMT agreed the staff updates.

ACTION: DC

Any other business (item 8)

25. Gill Leng highlighted a British Medical Journal poll on the NHS' greatest achievement, which SMT agreed to promote to staff.

ACTION: JG

FINAL