

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 25 June 2018

Present

Andrew Dillon	Chief Executive
Mark Baker	Director – Centre for Guidelines
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)
Martin Davison	Head of Management Accounts (item 7.5)
Jenniffer Prescott	Associate Director – Planning and Operations – Centre for Health Technology Evaluation
Judith Richardson	Programme Director – Health and Social Care (items 7.1 and 7.2)
Jonathan Underhill	Medicines Clinical Adviser – Health and Social Care (item 7.2)
Catherine Wilkinson	Associate Director – Finance and Estates and Deputy Business Planning and Resources Director

Apologies (item 1)

1. Apologies were received from Ben Bennett and Meindert Boysen who were represented by Catherine Wilkinson and Jenniffer Prescott respectively.

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.

Declarations of interest (item 3)

3. The declared interests were noted. There were no conflicts of interest relevant to the meeting.
4. Andrew Dillon asked that his role as Visiting Professor at Imperial College London is added to the register of interests.

ACTION: DC

Notes of the previous meeting (item 4)

5. The minutes of the meeting held on 19 June 2018 were approved.

Matters arising (item 5)

6. The actions from the meeting held on 19 June 2018 were noted as complete or in hand.
7. It was noted that the revised position statement on NICE's engagement with tobacco industry organisations had been amended to reflect the SMT discussion and shared with the Department for Health and Social Care (DHSC) for comment.

Board meetings (item 6)

8. SMT noted the actions from the Board Strategy meeting on 20 June. Andrew Dillon confirmed that the principles for how NICE undertakes its work have been updated following the Board's discussion and shared with DHSC for feedback on both the content and the proposal to submit these to consultation.
9. SMT agreed the agenda item for the July Board meetings, subject to adding a presentation on the vision for NICE's digital future to the morning session. The presentation should be brought to the SMT meeting on 3 or 10 July for prior review.

ACTION: GL/AT/JG

Revalidation annual report (item 7.1)

10. Gill Leng and Judith Richardson presented the revalidation annual report for 2017/18, which subject to any comments from SMT, will be presented to the July Board meeting. The report notes that NICE remains compliant with its own policy, national guidance, and the quality assurance requirements for medical revalidation. NICE can therefore respond positively to all of the statements detailed in the mandated Statement of Compliance.
11. SMT approved the report for submission to the July Board meeting.

Registration requirements for pharmacy professionals employed by NICE (item 7.2)

12. Jonathan Underhill presented the paper that outlined the steps being taken to clarify the requirements of roles filled by pharmacy professionals at NICE, in advance of the introduction of revalidation for pharmacy professionals.
13. SMT discussed and approved the proposal that roles for pharmacy professionals with 'clinical' or 'medicines adviser' in the title require registration with the General Pharmaceutical Council (GPhC). Likewise, registration with GPhC is required where the majority of a role requires up-to-date, specialist pharmaceutical knowledge to provide clinical advice on medicines. It was noted that this proposal is consistent with the approach taken towards doctors, previously agreed by SMT.
14. SMT discussed the revalidation support that will be offered to committee chairs and members who are registered pharmacists, and agreed to extend the same feedback opportunities given to those who are subject to medical revalidation. Gill Leng suggested that in the long-term it may be appropriate to consider whether there are more efficient methods of providing this feedback; for example on a set annual basis, rather than contacting committee chairs and members individually to see if they would like this feedback.

Guideline committee chair appointment: kidney injury and disease (item 7.3)

15. Mark Baker presented the proposal to appoint Dr Anthony Wierzbicki to the position of chair of the NICE guideline committee on kidney injury and disease. Mark highlighted the due diligence undertaken, and Dr Wierzbicki's previous experience chairing NICE committees. Dr Wierzbicki has declared no interests specific to the areas likely to be addressed in the guideline update.

16. SMT approved the appointment of Dr Wierzbicki as chair of the guideline committee.

Non-staff reimbursement policy (item 7.4)

17. Catherine Wilkinson presented the policy, which it is proposed to replace the non-staff travel, subsistence and general expenses policy and procedure. Catherine summarised the main changes from the existing policy, and the rationale for these amendments.

18. SMT reviewed the policy, and agreed that:

- First class train travel should continue to be permissible, but only when this is available at a similar cost to a standard class ticket with the same level of required flexibility on travel options.
- The provisions on air travel should mirror those in the staff travel policy; with any changes agreed to the staff policy when it is reviewed later in the year also then applying to this non-staff policy.
- Reimbursement to self-employed hospital locums would be considered on a case by case basis, with referral to the Business Planning and Resources Director or Chief Executive as required.
- The policy should be written with non-staff members as the audience, with detailed provisions aimed at staff, such as invoicing arrangements, moved to a separate document.
- Additional explanatory text should be added to the section on subsistence allowances.

19. Subject to these amendments, and other minor changes to aid clarity, SMT approved the policy.

ACTION: CW/BB

20. SMT discussed the provisions regarding subsistence allowances. Andrew Dillon asked that when the staff travel and expenses policy is reviewed in the coming months consideration is given to simplifying the arrangements and ensuring these reflect circumstances when individuals incur additional costs as a result of travel. Catherine Wilkinson confirmed that the current arrangements have been agreed with UNISON, and she clarified that when someone is away overnight and their hotel booking does not include breakfast, then currently both the 24 hour rate and the single meal rate can be claimed.

ACTION: CW

Strategic financial planning (item 7.5)

21. Andrew Dillon thanked Catherine Wilkinson for the paper that updated SMT on the financial position and issues relating to the financial planning for 2019-20 and beyond. He noted that apart from the proposed technology appraisal (TA) and highly specialised technologies (HST) cost recovery income, the only remaining outstanding savings target in the 2020 programme sits with the Centre for Guidelines (CfG).

22. In relation to these outstanding savings from the CfG, Mark Baker clarified that consideration is being given as to whether to cancel a further slot with an external guidelines centre as originally planned, or whether the £0.2m saving can be made elsewhere. Andrew asked that any alternative proposal for delivering this saving is brought to SMT.

ACTION: MB

23. Catherine updated SMT on discussions about the future location for the London office, noting the latest information on the space available in the British Council's new office, and the potential cost of this.
24. SMT discussed the options for delivering the required financial savings should approval not be given to introduce cost recovery in the TA and HST programmes. It was agreed that in the current circumstances, these additional savings would likely need to be drawn from reductions in NICE's outputs. Andrew stated that he would develop proposals for SMT's consideration.

ACTION: AD

25. SMT discussed the reserves accumulated via NICE International and NICE Scientific Advice, which it had been intended to transfer to the NICE Foundation on its establishment. It was noted that the reserves could alternatively, with DHSC approval to lift NICE's expenditure limits, be used to partially offset any future deficit arising from the failure to introduce cost recovery for the TA and HST programmes. It was agreed therefore that prior to any formal commencement of steps to establish the Foundation, consideration should be given to the likelihood of needing to retain these reserves within NICE, and the impact on the Foundation's viability of such action.
26. It was agreed to return to the paper at next week's SMT meeting to provide opportunity to discuss the issues further.

NICE Foundation (item 8)

27. Andrew Dillon stated that he has started to develop a paper that can be shared with an external audience as part of the process to seek approval for establishing the Foundation. The paper will be brought to SMT for review.

ACTION: AD

Weekly staff SMT updates (item 9)

28. SMT agreed the staff updates.

ACTION: DC

Any other business (item 10)

29. None.