

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Confirmed minutes of the meeting held on 10 July 2018

Present

Andrew Dillon	Chief Executive
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)
Fiona Glen	Programme Director – Centre for Guidelines
Kay Nolan	Associate Director – Surveillance and Methodology – Centre for Guidelines (item 6.2)
Mark Salmon	Programme Director – Evidence Resources (item 6.3)
Catherine Wilkinson	Associate Director – Finance and Estates and Deputy Business Planning and Resources Director

Apologies (item 1)

1. Apologies were received from Mark Baker and Ben Bennett who were represented by Fiona Glen and Catherine Wilkinson 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.

Notes of the previous meeting (item 4)

4. The minutes of the meeting held on 3 July 2018 were approved.

Matters arising (item 5)

5. The actions from the meeting held on 3 July 2018 were noted as complete or in hand. It was agreed that SMT should collectively discuss any suggested topics for a future Citizen's Council meeting before these are shared with the Department of Health and Social Care (DHSC) and NHS England.
6. Gill Leng updated SMT on the Government instituted 'pause' in the use of vaginally inserted surgical mesh for the treatment of stress urinary incontinence (SUI) and prolapse. A letter will be sent to the NHS from the Medical Directors of NHS England and NHS Improvement to outline the arrangements for increased vigilance during the pause. SMT agreed that it would be helpful for this letter to state that NICE's interventional procedures guidance on the use of mesh remains current, and to note that NICE is currently developing guidelines on the management of prolapse and urinary incontinence, with publication scheduled for April 2019. SMT agreed that the pages on the NICE website that present the

relevant interventional procedures guidance should note the pause and the letter from the NHS England and NHS Improvement Medical Directors.

ACTION: GL/JG

NICE's digital future (item 6.1)

7. Gill Leng outlined a proposed presentation to the morning session of the July Board meeting on a future vision for NICE's work in which outputs are organised around pathways that span prevention, treatment, and care services. The pathways would be the way NICE presents all of its advice and guidance, bringing together all relevant information on effectiveness, safety and value for money. They would enable links to be made across and within topics, and allow users to access underpinning evidence and practical support.
8. SMT discussed the proposals, noting these raise a number of issues that will require further consideration, including the implications for NICE's established core operating principles and methods, and for staffing and internal organisational structures. It was agreed that the presentation for the Board should focus on the high level concepts in the proposals, and the rationale. The presentation should note this would be a major shift for NICE, and acknowledge that the consequences for the commissioners and users of NICE's guidance and advice will need to be carefully considered. Andrew Dillon and Gill Leng agreed to amend the presentation, which would be retitled to reflect the revised focus.

ACTION: GL/AD

9. Subject to feedback from the Board in July, the October Board Strategy away-day could be used to explore the proposals in further detail, potentially taking account of initial feedback from NICE's key commissioners.

Public health national policy recommendations (item 6.2)

10. Kay Nolan presented the paper that follows a recent surveillance review of a public health guideline (PH25 – cardiovascular disease prevention) that contains recommendations targeting national policy. She noted that in 2010 the Government specifically asked NICE not to make public health guideline recommendations about anything that could be seen as 'national policy', given that Public Health England would take over the role of advising the Government on such matters. Several guidelines before this date include 'national policy recommendations' and the surveillance review has highlighted the need to agree NICE's approach for maintaining guidelines that contain national policy recommendations.
11. SMT noted the differing views from stakeholders on whether these recommendations should be updated or stood down, and agreed to seek the DHSC's formal view on whether NICE should update the recommendations in PH25 and the other public health guidelines that contain national policy recommendations. This letter should be copied to the Chief Medical Officer, who has also been in correspondence with NICE on this matter. Andrew Dillon asked that he is sent a draft of the proposed letter to DHSC for his review.

ACTION: KN/FG

Evidence Resources management of change proposal (item 6.3)

12. Alexia Tonnel and Mark Salmon presented the proposal to transfer the management of international delegations from the Intellectual Property and Content Business Management team in the Evidence Resources Directorate to NICE Scientific Advice (NSA). Alexia outlined the impact on the affected staff and stated that the changes are expected to be cost neutral for the Evidence Resources Directorate. The additional post in the NSA team will be a cost pressure initially underwritten by NSA reserves, with the intention that once established the post generates sufficient income to cover its costs.
13. Alexia confirmed that the NSA team had been engaged on the proposals, and Mark noted that the work would not transfer until the proposed new post is in place.
14. SMT approved the proposals for consultation with affected staff.

ACTION: AT/MS

NICE Foundation (item 7)

15. SMT reviewed the proposed paper to seek approval from the DHSC to establish the NICE Foundation. A number of amendments to the paper were agreed, including to reference the latest information on the ability for the Foundation to access the NHS Pension Scheme. Andrew Dillon would also liaise with Catherine Wilkinson to ensure the financial projections include the additional capacity for business development activities. Subject to these amendments, the paper will be submitted to the sponsor team at DHSC with the aim of seeking approval by the autumn.

ACTION: AD/CW

16. SMT briefly discussed the timescales for establishing the Foundation following Government approval. It was noted that the NICE Board would need to consider a number of matters before the end of 2018, including the appointment of the trustees, if the Foundation is to be established from April 2019. David Coombs would provide Andrew Dillon with information on the high level actions required to establish the Foundation as a company and charity.

ACTION: DC

Weekly staff SMT updates (item 8)

17. SMT agreed the staff updates.

ACTION: DC

Any other business (item 9)

18. Meindert Boysen noted that HTAi have invited NICE to submit a full, detailed proposal to host its 2021 annual meeting in Manchester, having approved the expression of interest which was submitted in February. He asked whether SMT remains supportive of submitting this bid, noting the deadline of 12 August. SMT confirmed support for the bid, providing the necessary infrastructure can be put in place to ensure the bid, and hosting, does not detrimentally affect the CHTE's guidance production.