

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 31 July 2018

Present

Andrew Dillon	Chief Executive
Ben Bennett	Director – Business Planning and Resources
Meindert Boysen	Director – Centre for Health Technology Evaluation
Gill Leng	Deputy Chief Executive and Director – Health and Social Care

In attendance

Moya Alcock	Associate Director - Corporate Communications and Deputy Communications Director
Chris Carson	Programme Director and Deputy Centre for Guidelines Director
Alison Liddell	Associate Director – Service Delivery and Programme Management
Mirella Marlow	Programme Director – Device and Diagnostics (item 6.1)
David Sissling	Project Director - CHTE (item 6.1)
Andy Hutchinson	Technical Adviser – Medicines Education (item 6.2)
Danielle Mason	Senior External Communications Manager (item 6.3)
Elaine Repton	Governance Manager: risk assurance (minutes)

Apologies (item 1)

1. Apologies for absence were received from Mark Baker, Jane Glibert and Alexia Tonnel who were represented by Chris Carson, Moya Alcock and Alison Liddell 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. This included the proposals within paper 6.3, for NICE's 20th anniversary celebrations.

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 24 July 2018 were approved.

Matters arising (item 5)

5. The actions from the meeting held on 24 July 2018 were noted as complete or in hand. Grace Marguerie was updating a number of HR policies. SMT agreed to schedule bullying and harassment at a further discussion on this issue at SMT.

HealthTech Connect funding model update (item 6.1)

6. Mirella Marlow introduced the paper advising SMT of the current position with the HealthTech Connect project and sought approval of its longer term funding model. It was noted that the prototype was ready for launch in October 2018 and funding was confirmed from NHS England (Specialised Commissioning) until early 2020/21. Discussions with potential funders suggested that a mixed, blended

funding model has the potential to be viable from 2020/21 with contributions anticipated from the OLS, the Devolved Administrations, accessors and industry bodies.

7. SMT discussed the potential for NICE to bear the risk should one or two funders withdraw their commitment. David Sissling stated that ultimately any risk sits with the project board but that the blended funding model proposed should mitigate the risk of non-payers. Additionally, the position of NICE as the system developer and provider has been accepted by the other parties as being distinct and as such, was not expected to make a financial contribution. SMT sought an assurance that the funding model sufficiently mitigates any financial risk to NICE by requiring contributors to formally agree to contributions being underwritten when they sign up for access to the system. This action was to be reflected in NICE's corporate risk register.

ACTION: DS/ER

8. It was also requested that any budget contingency be checked with Martin Davison, also whether the system would be viewed as an asset to be capitalised and subject to depreciation. If so, this would need building into the budget. It was agreed that Martin be invited to join the Project Board.

ACTION: DS/BB

9. SMT considered whether there were any economies of scale to be achieved with UK Pharmascan. Differing views were expressed about the benefits of Pharmascan and its longer term value as most new indications and medicines were not coming through this route any longer. It was agreed that SMT have a full discussion about UK Pharmascan at a future meeting.

ACTION: ER

NICE decision aids process guide (item 6.2)

10. Gill Leng advised that there is an increasing appetite for more decision aids based on NICE guidance and so it has become necessary to adopt an agreed approach to identifying and prioritising topics.
11. Andy Hutchinson presented a draft process guide to support NICE decision aids for SMT's comments. It was noted that wider public consultation will not be undertaken, but it was anticipated that once decision aids are produced at scale, the guide was likely to be further adapted.
12. SMT queried the flowchart in figure one and asked for amendments to clearly reflect which box was stage one; the separate paths for those topics selected and those not selected; removal of references to individual posts; and better explanation of where referrals are filtered and for this action to be undertaken by the NICE decision aid topic selection group, thereby removing a layer in the process. Andy agreed to make these changes.

ACTION: AH

13. With reference to topic identification (section 5.1), SMT agreed it that decision aids should be published at the same time as the guidance. It was recognised that this would only not happen in exceptional cases.

ACTION: AH

14. SMT also requested that user evaluation be undertaken and consideration be given to website accessibility in light of the move away from 'flat' pdf documents towards more interactive and infographic formats.
15. The timeline in table 2 showing the full 15 week internal process should be summarised. It was also agreed that consideration be given to where the decision aid would feature in a NICE pathway.

ACTION: AH

NICE's 20th anniversary (item 6.3)

16. SMT reviewed the planned activities to celebrate NICE's 20th anniversary and considered the budget implications, ahead of a short presentation to the August Board Strategy meeting.
17. It was agreed that the events should take place throughout April, May and June 2019.
18. Board dinner (16 April 2019 – venue tbc) – it was agreed to limit this event to current board members plus Mike Rawlings. Dani agreed to source a suitable venue.
19. Staff event (17 April 2019 – the Dee, Manchester) – SMT supported the invitation of an external speaker. It was agreed to decorate the room with historic photos and posters from previous NICE events and conferences, plus a rolling slide show on the presentation screens.
20. NICE Annual conference (9 May 2019, Manchester) – the 20th anniversary will be built into the conference theme. Proposals will come back to SMT in due course.
21. Parliamentary reception (Date tbc – Palace of Westminster) – SMT considered the venue and on balance agreed that it was an appropriate event. It was agreed to add all the former NICE board members to the guest list, and approach Sarah Wollaston MP as the sponsor/host. An open invitation would be sent to all NICE's current serving committee chairs amongst others. SMT to agree the final invite list.
22. NICE Foundation – it was agreed that if approved, the Foundation should be formally launched to stakeholders at the House of Commons reception, rather than the NICE annual conference.
23. Wellcome Collection archive – the project to preserve NICE's records is underway and will be announced next year as part of the celebrations.
24. NICE awards –awards to 20 individuals who have made significant contributions to NICE's work for five years or more. Nicola Bent is leading on the appointment of selection panel members (to include some non-executive directors), and the criteria for nominations. It was agreed that SMT members should put forward nominations. The presentation arrangements for the awards was still to be agreed. The NICE annual conference was proposed but SMT felt the House of Commons reception might be more appropriate. If either option was not possible due to numbers and cost, consideration could be given to a Board strategy dinner.

25. Dani Mason agreed to reflect SMT's discussion in the revised arrangements, and produce a short slide show for the August Board Strategy meeting, for approval by Andrew Dillon.

ACTION: DM/AD

External secondment request (item 6.4)

26. SMT gave consideration but decided against an external secondment request.
27. It was agreed that Grace Marguerie be asked to produce a short secondment policy for review by SMT.

ACTION: BB/GM

NICE Foundation (item 7)

28. Andrew Dillon reported that two queries had been received from NICE's DHSC lead sponsor, both of which were in the process of being responded to.

Weekly staff SMT updates (item 8)

29. SMT agreed the staff updates.

ACTION: ER

Any other business (item 9)

30. None.

The meeting closed at 12:05pm.