

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Final minutes of the meeting held on 7 August 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
Gill Leng	Deputy Chief Executive and Director – Health and Social Care

In attendance

Ann Horrell	Senior Editorial Adviser - Corporate Communications
Mark Salmon	Programme Director and Deputy Evidence Resources Director
Mark Campbell	Acting Programme Director – CHTE (item 6.1)
Grace Marguerie	Associate Director – Human Resources (items 6.2 and 6.3)
Elaine Repton	Governance Manager: risk assurance (minutes)

Apologies (item 1)

1. Apologies for absence were received from Jane Gizbert and Alexia Tonnel who were represented by Ann Horrell and Mark Salmon 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.

Minutes of the previous meeting (item 4)

4. The minutes of the meeting held on 31 July 2018 were approved.

Matters arising (item 5)

5. The actions from the meeting held on 31 July 2018 were noted as complete or in hand. Andrew Dillon had shared the outline plans for NICE's 20th anniversary celebrations with David Haslam, who was generally supportive. A presentation will be given at the August Board strategy meeting.
6. SMT agreed to schedule a discussion of UK Pharmascan. Mark Salmon was asked to produce a paper clarifying NICE's current relationship and longer term plans for working with Pharmascan, for consideration at a future SMT meeting.

ACTION: MS

External assessment centre (EAC) contracts 2018-21 (item 6.1)

7. Mark Campbell summarised the outcome of the tender process for the 2018-21 External Assessment Centre contracts for 2018-21, confirming that the value of the initial call offs in the first 18 months had been reduced to 60% of the total budget,

and that responsibilities within CHTE, finance and procurement teams had been clarified.

8. SMT asked how VFM had been assessed. Mark advised that the approach taken provided NICE with maximum flexibility to award contracts to any of the suppliers, at any time, based on a comparison of their unit cost, expertise and capacity.
9. It was agreed that the framework for commissioning contractors should be fully documented for transparency, and brought back to SMT for review.

ACTION: MC

Clinical Excellence Awards (item 6.2)

10. Grace Marguerie sought SMT's approval to continue the local clinical excellence awards and write to those consultants eligible to apply in 2018. Changes to the scheme which will apply for the next three years were noted along with the financial implications of funding existing awards plus any new approvals.
11. It was agreed that chairs of NICE advisory committees are excluded from applying, and that the policy be amended to make this clear.

ACTION: GM

12. SMT agreed to continue to support the awards scheme and requested the HR Team to contact the six individuals eligible to apply and make the necessary arrangements for the Awards Panel to meet in November 2018 to consider the submissions.

ACTION: GM

Staff survey results (item 6.3)

13. SMT reviewed an updated report on the staff survey results which now reflected the suggestions made previously. Grace Marguerie requested that SMT approve the updated version for sharing with the Health & Wellbeing Group and Unison reps, in order to formulate and agree the action plan.
14. Following discussion, further amendments were requested to clarify the ALBs and professional/regulatory bodies in the benchmarking group, removal of the directorate comparison tables, an explanation of the word clouds and other minor changes which Grace agreed to incorporate and bring the report back to SMT next week for final sign off.

ACTION: GM

NICE Foundation (item 7)

15. Andrew Dillon reported that the proposal to establish the NICE Foundation had been discussed with Liz Woodeson and the DHSC sponsor team at the quarterly accountability meeting on 6 August. A point raised which requires further consideration, was the growth projections from year three onwards. Andrew was to discuss this further with Nick Crabb and Alexia Tonnel.

ACTION: AD

Weekly staff SMT updates (item 8)

16. SMT agreed the staff updates.

ACTION: ER

Any other business (item 9)

17. None.

The meeting closed at 11.20am.