

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 18 September 2018

Present

Andrew Dillon	Chief Executive
Ben Bennett	Director – Business Planning and Resources
Meindert Boysen	Director – Centre for Health Technology Evaluation
Paul Chrisp	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)
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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.

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 11 September 2018 were approved.

Matters arising (item 5)

5. The actions from the meeting held on 11 September 2018 were noted as complete or in hand.
6. SMT discussed the content and format for the Directors' reports to the Public Board meetings. Andrew Dillon stated that he would review the latest reports with David Coombs, and develop suggestions for improving future reports, both in terms of content and presentation. As part of this, he would review the balance of information between his Chief Executive's report and the Directors' reports to avoid unnecessary duplication.

ACTION: AD/DC

7. Andrew Dillon asked David Coombs to send him the updated templates for shortlisting applications for committee roles.

ACTION: DC

8. Alexia Tonnel stated that following the decision at last week's SMT meeting, it is proposed to update the NICE guidance app in September for one final time, and include with this a message that the app will be withdrawn in October. Andrew Dillon asked Alexia to brief the Board on this proposal at tomorrow's Board meeting.

ACTION: AT

September Public Board meeting (item 6)

9. SMT noted the agenda, papers and arrangements for the Board meetings on 19 September.

Technology appraisal terminations (item 7.1)

10. Meindert Boysen presented the paper that set out proposals for a new process for managing the publication of terminated technology appraisals, using new template documentation and sign-off by the Publications Executive or the Centre Director.
11. SMT discussed the proposals and agreed the use of the proposed new template documentation. SMT agreed however that the Guidance Executive (GE) should continue to sign-off terminated appraisals to maintain SMT's overview of the extent and reasons for terminated appraisals, particularly given the anticipated introduction of charging in the TA and HST programmes.
12. Andrew Dillon asked to be informed if pressures on the GE agenda are delaying publication of TA guidance. He also asked that paragraph 5 of the paper is removed before publication as it could be misconstrued.

ACTION: MB

Party conference guidance (item 7.2)

13. SMT noted the Cabinet Office guidance regarding attendance at the annual party conferences.

NICE Pathways (item 8)

14. Gill Leng briefed SMT on yesterday's steering group meeting, which discussed terms of reference for the pilot committee and proposals for stakeholder engagement. The pilot committee terms of reference will come to next week's SMT meeting.
15. Gill clarified that, subject to the successful pilot, there would be 15 pathway committees, each overseeing a number of individual pathways. A single pathway would encompass public health, clinical care, and social care as appropriate.
16. SMT noted several issues for further consideration through the steering group, including the timescale for the pilot and the wider programme thereafter, and how to measure the benefits from the pilot and wider programme. The impact of pathways on the business planning process also requires consideration, including the extent the programme will feature in the business plan narrative, and the programme's impact on resourcing and guidance outputs in 2019/20.

Weekly staff SMT updates (item 9)

17. SMT agreed the staff updates.

ACTION: DC

Any other business (item 10)

18. Gill Leng highlighted the proposal to hold a global evidence summit in 2021, following the first such event last year in South Africa. Gill suggested NICE may wish to consider supporting this event, given the synergies with NICE's work. It was agreed that Gill and Jane Gizbert should explore this further, and whether it could be accommodated within existing resources and alongside the intention to bid to host the HTAi annual meeting in 2021.

ACTION: GL/JG

19. Alexia Tonnel briefed SMT on a request from Cochrane Response to use NICE content as part of a piece of work they have been commissioned to produce for the European Association of Neurology. Alexia outlined the agreed process and charging framework for requests to utilise NICE content outside of the UK. SMT considered the request, taking into account NICE's relationship with Cochrane.

20. SMT reviewed the high level draft agenda for the Board Strategy away-day in October which will be focused on NICE pathways. Andrew Dillon will amend the agenda in response to the discussion, and brief the Board on the proposed structure for the day at tomorrow's Board meeting.

ACTION: AD