

# NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

## Senior Management Team

### Minutes of the meeting held on 30 October 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
Alexia Tonnel	Director – Evidence Resources

#### In attendance

Nicola Bent	Programme Director and Deputy Health and Social Care Director
David Coombs	Associate Director – Corporate Office (minutes)
Nick Crabb	Programme Director – Science Advice and Research (item 6.1)
Colm Leonard	Consultant Clinical Adviser (item 6.1)
Kelly Parry	Governance Manager: information (item 6.4)
Maria Pitan	Project Manager – Corporate Office (item 6.3)

#### Apologies (item 1)

1. Apologies were received from Gill Leng who was represented by Nicola Bent.

#### 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 23 October 2018 were approved.

#### Matters arising (item 5)

5. The actions from the meeting held on 23 October 2018 were noted as complete or in hand.
6. Ben Bennett stated it had not been possible to ascertain more information on the health and safety 'near miss'. Andrew Dillon asked that the cleaning contractors are reminded of the importance of providing sufficient detail when reporting health and safety incidents.

#### ACTION: BB

7. It was noted that as part of the business planning process, Alexia Tonnel and Meindert Boysen would consider the scope to reallocate existing resources to enable NICE to offer an enhanced role in evaluating digital health technologies.

**ACTION: AT/MB**

**Antimicrobial resistance: proposals for delinked payment models pilot (item 6.1)**

8. Nick Crabb presented the proposals for piloting delinked payments for two antimicrobials. Nick stated that NHS England are supportive of the project and will likely submit comments on the proposed pilot, which will hopefully be available in time for incorporation into the report before it is submitted to the November Board meeting.
9. SMT discussed the proposed pilot, including the methodological approach for evaluating the value of new microbials, and the potential 'cap and collar' framework for delinked payments. It was noted that the pilot will focus on delinked payment frameworks and will not explore other potential options for incentivising companies' investment in developing new antimicrobials.
10. In response to questions from SMT, Nick clarified the resource requirements for the pilot, which fall into two categories: evidence review group input, and the central project team at NICE. He highlighted that NICE does not have the capacity to support this work from existing resources and it has not yet been possible to confirm alternative sources of funding, although this is seen as a high priority area for the NHS.
11. SMT agreed the paper for submission to the morning session of the November Board meeting. This would be an update for information, with any proposal to formally proceed with the pilot brought to a later Public Board meeting for approval. It was agreed that Andrew Dillon and Nick Crabb would review any comments received from NHS England, and should these involve material changes to the proposed pilot, the paper would be deferred from the November Board meeting and brought back for further SMT discussion.

**ACTION: AD/NC**

**NICE Charter 2018 (item 6.2)**

12. Jane Gizbert presented the proposed amendments to the NICE Charter following the annual review requested by the Board.
13. Andrew Dillon reminded SMT of the proposal to publicly consult on a set of principles for how NICE undertakes its work. The intention had been to launch the consultation once the PPRS heads of agreement are published, however the timescale for publishing the heads of agreement remains unclear, and the DHSC did not object to NICE consulting on the principles. He therefore proposed that the consultation on the principles should commence, and SMT supported this suggestion.

**ACTION: AD**

14. SMT reviewed the Charter and identified a series of further amendments prior to submission to the Board, including to remove paragraph 20 and add references to NICE's support for implementation and adoption.

**ACTION: JG**

15. It was noted that in next year's review the section on how NICE works would be updated to reflect the outcome of the upcoming consultation on the NICE operating principles.

**Technology appraisal and highly specialised technologies appeals annual report (item 6.3)**

16. Maria Pitan presented the report on technology appraisal (TA) and highly specialised technologies (HST) appeals that was requested at a recent meeting of the Non-Executive Directors.
17. SMT reviewed the report and noted the comprehensive level of information provided. A number of minor amendments and clarifications were agreed, including to remove the percentages from the tables and to comment on the number of appeals relative to the proportion of total TA and HST guidance. Subject to these amendments, SMT agreed the report for submission to the Board. It was agreed that the report was not required on an annual basis.

**ACTION: MP/DC/BB**

18. Andrew Dillon asked about the arrangements for covering Rosie Benneyworth's duties as Vice Chair while she is covering David Haslam's absence. David Coombs stated that due to the relatively short time period of David's absence, he understood it had been agreed that Rosie would continue her involvement with the appeals process, and Tim Irish, as Senior Independent Director, would chair a Board meeting should Rosie be unavailable. Andrew stated that it would be helpful to formalise these arrangements with the Board.

**ACTION: DC**

**Information governance annual report (item 6.4)**

19. Kelly Parry presented the information governance annual report, and highlighted the extensive activities to prepare for the introduction of the General Data Protection Regulation (GDPR).
20. SMT discussed the subject access requests received and also the data breaches reported in the last year. SMT agreed that the report should be amended to provide further information on incident grading and the arrangements for escalating the most serious incidents to SMT and the Audit and Risk Committee. Andrew Dillon asked that further consideration is given to whether the information currently in the appendix is required. Subject to these amendments, the report was approved for submission to the Audit and Risk Committee.

**ACTION: KP/DC**

21. SMT discussed the controls and rules around the use of personal devices for NICE business. It was noted this is being considered as part of the Software as a Service (SaaS) activity.

**Guidelines on the use of valproate in women and children of childbearing potential (item 6.5)**

22. Paul Chriss presented the paper that set out options to address the request from the Chief Executive of the Medicines and Healthcare products Regulatory Agency for NICE to develop a clinical guideline for the use of valproate in women and children of childbearing potential.

23. SMT discussed the paper and supported the proposal to create a visual overview and short narrative by pulling together existing NICE guidance and advice, with other prescribing related medicines safety information from other sources. It was agreed that the output should be referred to as guidance rather than a guideline.

**ACTION: PC**

**NICE Foundation (item 7)**

24. Andrew Dillon briefed SMT on yesterday's meeting of the implementation group, which reviewed progress with the project work programme. A meeting with DHSC is being arranged to discuss the proposals, including revised and extended financial modelling. Updated legal advice on the proposals has been requested in response to the DHSC's queries, and this advice will also look at NICE's options should it wish to bring functions back from the Foundation.

**NICE pathways (item 8)**

25. No further update.

**Weekly staff SMT updates (item 9)**

26. SMT agreed the staff updates.

**ACTION: DC**

**Any other business (item 10)**

27. SMT supported a request for a participant on the NHS graduate scheme to observe an SMT and GE meeting while on a placement with NICE in November.