

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 22 January 2019

Present

Andrew Dillon	Chief Executive
Meindert Boysen	Director – Centre for Health Technology Evaluation
Paul Chrisp	Director – Centre for Guidelines
Jane Gizbert	Director – Communications
Catherine Wilkinson	Acting Business Planning and Resources Director

In attendance

Nicola Bent	Programme Director and Deputy Health and Social Care Director
Mark Campbell	Acting Programme Director – Centre for Health Technology Evaluation (item 6.2)
David Coombs	Associate Director – Corporate Office (minutes)
Grace Marguerie	Associate Director – Human Resources (item 6.1)
Mark Salmon	Programme Director and Deputy Evidence Resources Director

Apologies (item 1)

1. Apologies were received from Ben Bennett, Gill Leng, and Alexia Tonnel who were represented by Catherine Wilkinson, Nicola Bent 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 previously 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 15 January 2019 were approved.

Matters arising (item 5)

5. The actions from the meeting held on 15 January 2019 were noted as complete or in hand.
6. Andrew Dillon stated that he had agreed with Rosie Benneyworth that the Board should consider the request to reappoint three CHTE committee chairs without open competition, in the Public Board meeting.

Buying additional holidays (item 6.1)

7. Grace Marguerie presented the proposal to extend NICE's current staff benefits package by enabling staff to buy up to 5 days annual leave each year. She noted that such schemes are increasingly offered in the NHS and by the health ALBs, and there would be minimal cost implications.

8. SMT discussed the proposal and agreed this for piloting in 2019/20. It was agreed that the option to purchase up to 5 days additional annual leave would sit alongside the existing scope within the time off work policy for staff, in exceptional circumstances, to carry forward up to 5 days annual leave. It was agreed that managers would need to carefully consider the impact on service delivery when considering requests under these options, particularly if this could lead to staff having an additional 10 days annual leave to take in a year.
9. It was agreed that the level of take-up in the pilot should be reported to SMT after the window for applications ends in February, and the scope for a second window for applications could be considered for future years.

ACTION: GM

Evaluation of digital health technologies (item 6.2)

10. Mark Campbell and Mark Salmon briefed SMT on a recent discussion with NHS England (NHSE), and noted that NHSE would like NICE to pilot producing guidance on digital health technologies that are classified in tier 3b of the Evidence Standards Framework, i.e. technologies that have a diagnostic or treatment purpose. NHSE are particularly interested in technologies that have the potential to deliver cost savings, and have offered non-recurrent funding in 2018/19, which NICE is utilising to deliver training on the Evidence Standards Framework. No funding for 2019/20 has been identified.
11. SMT discussed the issue of resourcing, noting NICE's challenging financial position in 2019/20 and the commitment in the life sciences sector deal to provide funding for this work. SMT agreed to seek additional non-recurrent funding in 2019/20 to enable NICE to evaluate a small number of digital health technologies as a pilot that would test the methodology that could be rolled out more widely when further resources are in place. It was agreed that the proposals should be outlined in a paper to the SMT and the Board, with the resourcing section of the business plan updated accordingly.

ACTION: MC/MS/CW

EU exit (item 7)

12. Meindert Boysen updated SMT on the preparations for the UK's exit from the EU, noting that an oversight group is meeting weekly, and has addressed the actions arising from the DHSC. Meindert stated that the implications for the technology appraisal timelines of the MHRA sitting outside of the European regulatory process continue to be explored.

NICE Connect project (item 8)

13. Paul Chrissp and Jane Gizbert briefed SMT on the positive discussions at the pathways advisory committee's second meeting.
14. Andrew Dillon highlighted the challenging financial position in 2019/20, and stated that the business plan will need to outline both the approach for financing the remainder of the pilot in 2019/20 and the longer-term roll out should the pilot demonstrate a positive case for change.

Weekly staff SMT updates (item 9)

15. SMT agreed the staff updates.

ACTION: DC

Any other business (item 10)

16. SMT considered the list of proposed internal audit reviews for 2019/20, following meetings between Directors and the Head of Internal Audit. SMT reflected on the risks faced by NICE and the areas where internal audit could most add value. It was agreed that the suggested reviews on the public involvement programme and social media should be removed from the plan, as these could be covered by internal management assurance, and the review on income management should be deferred to Q1 in 2020/21 to give greater time to review the implementation of TA charging. Consequently it was suggested that the days allocated to the proposed review on NICE Connect could potentially be increased.
17. Andrew Dillon briefed SMT on the position regarding the Chair and Vice Chair. He noted that David Haslam hopes to return on a phased basis in March, and next week the Board will be asked to appoint Tim Irish as Rosie Benneyworth's successor as Vice Chair. The Cabinet Office are yet to confirm that recruitment for David's successor as Chair can commence, which makes it challenging for the recruitment to conclude prior to the end of David's term of office.
18. Paul Chrissp referred to an earlier request to SMT for additional funding to complete the end of life guideline. Following further discussions, Andrew Dillon and the finance team have agreed a revised request for £75k to complete the guideline. SMT supported this request.