**NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE**

# Senior Management Team Agenda

**There will be a Senior Management Team meeting 10.00am – 1.00pm on**

**Tuesday 9 April 2019 in Thames, London and Mersey, Manchester**

**AGENDA**

1. **Apologies for absence**
2. **Freedom of Information and Publication Scheme**

To consider whether any of the information in the attachments are exempt from disclosure

(Oral)

1. **Declarations of interest**

To note any new interests and consider any conflicts of interest specific to the meeting

(Attached)

1. **Minutes of the last meetings**

To consider and approve the minutes of the meeting on 26 March 2019

(Attached)

1. **Matters arising**

To consider any matters arising from the meeting on 26 March 2019

(Oral)

1. **For consideration and approval**
   1. Annual report and accounts 2018/19

To note the progress and approve work completed so far

(Attached)

* 1. Risk register 2019/20

To review and approve the register for submission to the audit and risk committee

(Attached)

* 1. Staff survey questions 2019

To consider and agree the questions for 2019

(Attached)

* 1. Workforce planning draft audit report

To consider the report and management’s response

(Attached)

* 1. Confidential information in CHTE draft audit report

To consider the report and management’s response

(Attached)

* 1. Actions from the SMT retreat

To consider the actions

(Attached)

* 1. Guideline committee chair appointment

To approve the appointment to the guideline committee on safe prescribing and withdrawal management of prescribed drugs

(Attached)

1. **NICE Foundation**

To receive an update from the implementation group

(Oral)

1. **EU Exit**

To receive an update

(Oral)

1. **NICE Connect project**

To receive an update

(Oral)

1. **Weekly staff updates**

To agree key messages

(Oral)

1. **Any other business**

To consider any other business of an urgent nature

(Oral)