**National Institute for Health and Care Excellence**

Senior Management Team

# Minutes of the meeting held on 29 October 2019

## Present

Andrew Dillon Chief Executive

Meindert Boysen Director – Centre for Health Technology Evaluation

Paul Chrisp Director – Centre for Guidelines

Jane Gizbert Director – Communications

## In attendance

Nicola Bent Deputy Director – Health and Social Care

Catherine Wilkinson Deputy Director – Business Planning and Resources

Tanya Slinn Portfolio Manager – Digital Services

Danielle Mason Associate Director – External Communications (item 6.1)

Sarah Byron Associate Director – Diagnostics Assessment Programme (item 6.2)

Justine Karpusheff Guideline Commissioning Manager – Centre for Guidelines (item 6.3)

Chris Connell Associate Director – Field Team (South) (item 6.5)

Elaine Repton Corporate Governance & Risk Manager (minutes)

## Apologies (item 1)

1. Apologies for absence were received from Ben Bennett (represented by Catherine Wilkinson), Gill Leng (represented by Nicola Bent), Alexia Tonnel (represented by Tanya Slinn) and Nick Crabb.

## Freedom of Information and publication scheme (item 2)

1. The final minutes will be made available on the NICE website subject to the redaction of exempt material in item 6.3.

## Declarations of interest (item 3)

1. The previously declared interests were noted plus those of the deputy directors in attendance. There were no conflicts of interest relevant to the meeting.

## Notes of the previous meeting (item 4)

1. The minutes of the meeting held on 22 October 2019 were agreed subject to the following amendment:

**October Board strategy meeting actions** – Paul Chrisp clarified that he had not yet shared his draft report on the NICE guidelines programme scope and maintenance, but would do so shortly.

## Matters arising (item 5)

1. The actions from the meeting held on 22 October 2019 were noted as complete or in hand.
2. **EU Exit** – there will be no changes required to NICE’s travel insurance cover after the UK exits the EU.
3. **Christmas holidays 2019** – Andrew Dillon reported that SMT’s decision to close the offices and designate 27 December as an additional annual leave day had generated a significant number of inquiries to the HR team regarding the impact on those staff who work part-time or compressed hours, which do not include Fridays.  SMT confirmed the decision to designate 27 December as an additional annual leave day and agreed that staff who do not routinely work Fridays could take one day annual leave on another day between 24 and 31 December, the precise day to be agreed with their line manager.
4. **Actions from the October Board strategy meeting** – Gill Leng has drafted a job description for the new director role to manage evidence and data analytics, which has been circulated for comment.
5. Catherine Wilkinson clarified that there has been an investment made within the finance team to recruit an accountant with the skills to write business cases and support funding bids. The issue was that NICE has not proved eligible to access any of the funding opportunities that finance have so far identified and explored. It was agreed that SMT should set aside a slot on a future agenda to reflect in more detail the issue of accessing external funding to support NICE Connect.

**ACTION: ER/DC**

1. **NICE Scientific Advice report on META tool progress and future funding** – Catherine Wilkinson asked SMT’s approval to utilise any G-I-A underspend to support the META tool before using SAR’s reserves. This was agreed.

**ACTION: CW**

1. **Prof Mike Richard’s review of adult screening services in England** – Paul Chrisp confirmed his draft paper would come to SMT for review prior to the November Board meeting. It was agreed that the paper on NICE’s current and future role in genomics should be discussed alongside the adult screening review as they complemented each other.

## NICE Charter updates for 2019 (item 6.1)

1. Dani Mason asked SMT to consider the proposed updates to the NICE Charter 2019 prior to its annual review by the Board in November. SMT suggested additional revisions to the text and agreed that Dani Mason be asked to incorporate the amendments and send a tracked change version to Andrew Dillon for approval and final sign off.

**ACTION: DM/AD**

## Genomics: current role of NICE and in the future (item 6.2)

1. Sarah Byron joined the meeting to update SMT on NICE’s work in genomics and discuss the potential future role for NICE in working more closely with system partners to support genomic innovation within the NHS, notably the NHS Genomic Medicine Service, NHS England and PHE. SMT noted the major advances in genomic research in the last decade and the likely demand for NICE guidance to increase in the future, which will also mean that some processes and methods will need to evolve to ensure NICE guidance is relevant to the new genomic testing infrastructure in the NHS.
2. SMT discussed the relevance of Mike Richard’s review of adult screening programmes which suggests that targeted screening will become the role of the UK National Screening Committee, which therefore leads to uncertainty about NICE’s role in evaluating technologies involved in targeted screening, and the future role for NICE’s Diagnostics Assessment Programme.
3. SMT approved the report for submission to the November Board along with the report on the review of adult screening services in England, and agreed to have a discussion with the Board about the opportunities for NICE to play a key role in supporting the ambitions of the NHS in genomics, and how this programme of work could be shaped to align with the future vision for care pathways within NICE Connect.

**ACTION: MB**

## Abdominal Aortic Aneurysm (AAA) guideline (item 6.3)

1. Paul Chrisp updated SMT on the amendments to the AAA guideline draft recommendations suggested by the guideline committee in response to the Board’s request to review its initial recommendations following the negative feedback to section 1.5 relating to the repair of unruptured aneurysms.
2. SMT noted the tracked changes to the committee’s draft recommendations and acknowledged that the committee had made some changes which partially complied with the Board’s requests, but two sections (1.1.5 and 1.5.9) remained unchanged which will present implementation challenges for the NHS and therefore difficulty for NICE being able to support the recommendations as they stand. SMT agreed that the draft recommendations required further discussion to meet the Board’s request.
3. Paul Chrisp was asked to speak with the guideline committee chair to feedback the view of the SMT that further work was needed to meet the Board’s request, and that the Board be advised in November of the progress made to date.

**ACTION: PC**

## NHS Long term plan: opportunities for NICE (item 6.4)

1. Nicola Bent presented an update on NICE’s activities to support delivery of the NHS Long Term Plan and sought any comments and further updates from SMT. SMT agreed the paper provided a good overview and summary of NICE’s involvement but commented there was such a multi-layered approach to working with partners that there was almost certainly other activity ongoing.
2. Paul Chrisp noted one omission relating to the work within the diabetes guideline committee looking at glucose testing and monitoring in pregnancy. This was an ambition of NHS England to make improvements in this area. Nicola agreed to include this work.

**ACTION: NB**

**NICE Quick guides: Welsh translation pilot (item 6.5)**

1. Chris Connell sought SMT’s view on a proposal to pilot the translation of the NICE social care quick guide, ‘recognising and preventing delirium’, into Welsh, to be funded by Social Care Wales.
2. SMT approved the pilot on the basis that all the costs are met by Social Care Wales, it is made clear through copyright in the final document that the original guidance belongs to NICE but has been translated by SCW, that NICE has the right to quality check the translation, and there is no obligation to translate further products.

**ACTION: CC**

1. Catherine Wilkinson added that the MoU with Wales would be updated accordingly at the date of the next review.

**Guideline committee chair appointment (item 6.6)**

1. Paul Chrisp presented a proposal to appoint Jon Brown to the position of chair of the NICE guideline committee on obesity. Jon is a social worker working for the NSPCC, with extensive chairing experience at a regional and national level. None of his declared interests were specific to the obesity guideline.
2. SMT approved Jon Brown’s appointment as chair of the guideline committee.

**Public health advisory committee chair appointment (item 6.7)**

1. Paul Chrisp presented a proposal to appoint Ann Hoskins to the position of chair of the NICE Public Health Advisory Committee (PHAC) E, looking at the prevention of STIs. None of her declared interests were specific to the committee’s work on STIs.
2. SMT approved Ann Hoskin’s appointment as chair of the PH advisory committee E.

**EU Exit (item 7)**

1. In light of the general election announcement, Jane Gizbert was asked to review the advice received previously on the publication of draft and final guidance and other outputs and the rules on speaking engagements, and to bring them to SMT next week for discussion.

**ACTION: JG**

## NICE Connect project (item 8)

1. SMT noted that the new Transformation Programme Director will be in the Manchester office on Monday, 11 November as part of his induction, although he will not take up the post until January.

## London office move (item 9)

1. Catherine Wilkinson advised that she was speaking with the DHSC to request financial support to upgrade NICE’s IT kit and will advise SMT of the outcome in due course.

## Chair and Chief Executive appointments (item 10)

1. Andrew Dillon noted that the interviews for the chair’s role were taking place today.

## Weekly staff SMT updates (item 11)

1. SMT agreed the staff updates.

**ACTION: ER**

## Other business (item 12)

1. None.
2. The meeting closed at 12:25pm.