**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 19 November 2019 in Medway, 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)

**3. Declarations of interest**

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

(Attached)

**4. Minutes of the last meetings**

To consider and approve the minutes of the meeting on 12 November 2019 (Attached)

**5. Matters arising**

To consider any matters arising from the meeting on 12 November 2019 (Oral)

**6. November Public board meeting**

To note the papers and arrangements (Attached)

**7. For consideration and approval**

7.1Buying of additional holidays

To approve the proposals (Attached)

7.2CHTE topic selection re-consideration of Mexiletine for treating myotonia in adults with non-dystrophic myotonic disorders ID1488

To confirm the routing decision (Attached)

7.3Digital services recruitment and retention scheme update

To approve the continuation of the scheme (Attached)

7.4Depression in adults: treatment and management guideline update

To consider the options and approve the next steps (Attached)

**8. EU Exit**

To receive an update (Oral)

**9. NICE Connect project**

To receive an update (Oral)

**10. London office move**

To receive an update (Oral)

**11. Chair and Chief Executive appointments**

To receive an update (Oral)

**12. Weekly staff updates**

To agree key messages (Oral)

**13. Any other business**

To consider any other business of an urgent nature (Oral)