**National Institute for Health and CARE excellence**

**Senior Management Team**

**Minutes of the meeting held on 12 March 2019**

**Present**

Andrew Dillon Chief Executive

Meindert Boysen Director – Centre for Health Technology Evaluation (present for items 1 to 7)

Paul Chrisp Director – Centre for Guidelines

Gill Leng Director – Health and Social Care

Alexia Tonnel Director – Evidence Resources

Catherine Wilkinson Acting Business Planning and Resources Director

**In attendance**

Moya Alcock Associate Director – Corporate Communications and Deputy Communications Director

David Coombs Associate Director – Corporate Office (minutes)

Nick Crabb Programme Director – Science Advice and Research

**Apologies (item 1)**

1. Apologies were received from Ben Bennett and Jane Gizbert who were represented by Catherine Wilkinson and Moya Alcock respectively.

### 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 any exempt material.

**Declarations of interest (item 3)**

1. The previously declared interests were noted. 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 5 March 2019 were approved.

**Matters arising (item 5)**

1. The actions from the meeting held on 5 March 2019 were noted as complete or in hand.
2. Andrew Dillon asked Catherine Wilkinson to keep SMT updated as appropriate on the discussions with NHS Property Services on the new London office and at the newly convened internal planning group.

### Looked after children and young people guideline: lay member involvement (item 6.1)

1. Paul Chrisp presented the request for additional non-recurrent budget of £20k to enable facilitated focus groups comprising children and young people during the update of the looked after children and young people (LACYP) guideline.
2. In response to questions from SMT, Paul confirmed that the proposal has been developed with input from NICE’s public involvement programme and reflects the approach when the guideline was originally developed. If approved, the spending would be a first call on underspends arising from vacancies in the Centre for Guidelines.
3. SMT approved the request.

### UK NSC letter regarding a national forum on high risk screening (item 6.2)

1. Andrew Dillon presented the letter from the UK National Screening Committee (UK NSC) that set out a proposal to establish a national forum to consider the appropriateness and management of targeted screening.
2. SMT discussed the letter and supported the proposal to convene the forum, providing it is focused on considering the approach to taking decisions on targeted screening, rather than considering individual screening programmes. It was agreed that it would be helpful to clarify how the proposed forum relates to Sir Mike Richards’ current review of national cancer screening programmes.
3. It was agreed that Andrew Dillon would respond to the UK NSC accordingly, and nominate Paul Chrisp and Sarah Byron as the NICE representatives.

ACTION: AD

### Implementing the NHS Long Term Plan: proposals for possible changes to legislation (item 6.3)

1. Andrew Dillon highlighted the engagement document published by NHS England and NHS Improvement on potential proposals for changing current primary legislation relating to the NHS.
2. SMT discussed the proposals and their rationale. Andrew Dillon stated that he would prepare a response focusing on the key points of relevance to NICE, in particular the potential legislative changes aimed at enabling wider collaboration between ALBs. He asked SMT members to let him know of any points they wished to include in the response.

ACTION: AD/SMT

### SMT away-day (item 6.4)

1. SMT discussed the agenda for the SMT away-day on 1 and 2 April. It was agreed to utilise the afternoon session on 1 April to consider the short and longer term actions to develop the technology evaluation programme, with 2 April dedicated to NICE Connect. It was agreed that Civica should be invited to present their findings on data management to the morning session on 2 April, with the afternoon session focused on broadening NICE Connect to an organisation wide transformation strategy.
2. Andrew Dillon asked Meindert Boysen, Alexia Tonnel and Gill Leng to let David Coombs know of the required amendments to the agenda and consider what information should be given to SMT in advance of the meeting to help frame the discussions.

ACTION: MB/AT/GL

1. It was agreed that Alexia would contact Civica to arrange their attendance for a 90 minute slot on 2 April.

ACTION: AT

### EU exit (item 7)

1. SMT briefly discussed the exit planning, noting that further risks have been added to the latest version of the ‘no deal’ risk register that the Board will review next week. In line with the discussion at last week’s SMT meeting, text is being prepared that could be added to the website and used by the enquiry handling team in the event of shortages of products recommended in NICE guidance. It was noted that the Department of Health and Social Care (DHSC) are currently considering the proposals submitted by NICE and the MHRA on the timescales for producing TA guidance in the event of a ‘no deal’ exit.
2. It was agreed that no actions beyond those currently planned were required, and the position will be reviewed following this week’s votes in Parliament.

### NICE Connect project (item 8)

1. Gill Leng noted that the pathways advisory committee is meeting later this week.

### Weekly staff SMT updates (item 9)

1. SMT agreed the staff updates.

ACTION: DC

### Any other business (item 10)

1. Catherine Wilkinson highlighted the letter recently received from the DHSC on funding for 2019/20. It stated that funding will not be provided to cover increases in employer’s pension contributions, and only the recurrent costs of the Agenda for Change (AfC) pay deal in 2018/19 will be funded. Catherine stated that the requirement to fund the increased pension contributions and the 2019/20 AfC pay award creates a £1.1m budget pressure that increases the forecast deficit in 2019/20 to £2.7m.
2. Andrew Dillon asked Catherine to start considering opportunities to stand down expenditure commitments in 2019/20 to address the financial short-fall, noting that the discussions at the SMT away-day will also provide an opportunity to consider the prioritisation of NICE’s activities.

ACTION: CW

1. It was agreed that given the implications of these financial pressures, it would not be possible to present a final business plan to next week’s Board meeting as planned. Instead, there would be a short verbal update, followed by discussion of an updated draft plan with the Board in April, with a view to approval at the May public Board meeting. Andrew stated that he would respond formally to the DHSC about the implications of the letter and the timing for receiving this information. He asked David Coombs to update the DHSC sponsor team on the revised timescale for finalising the business plan.

ACTION: AD/DC