**National Institute for Health and CARE excellence**

**Senior Management Team**

**Minutes of the meeting held on 5 March 2019**

**Present**

Andrew Dillon Chief Executive (for items 6.1 onwards)

Meindert Boysen Director – Centre for Health Technology Evaluation

Paul Chrisp Director – Centre for Guidelines

Jane Gizbert Director – Communications

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 (items 7.1 and 7.2)

Stephen Brookfield Associate Director – Resource Impact Assessment (item 7.3)

David Coombs Associate Director – Corporate Office (minutes)

Eric Power Programme Director – Health and Social Care (item 7.3)

Jane Silvester Associate Director – Social Care and Leadership (items 7.1 and 7.2)

**Apologies (item 1)**

1. Apologies were received from Ben Bennett who was represented by Catherine Wilkinson. Andrew Dillon joined the meeting for item 6.1 with Gill Leng chairing the meeting up to that point.

### 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 26 February 2019 were approved, subject to minor amendments to paragraphs 17, 21 and 22.

**Matters arising (item 5)**

1. The actions from the meeting held on 26 February 2019 were noted as complete or in hand.
2. Alexia Tonnel confirmed that HealthTech Connect has now launched, and stated that discussions with relevant parties are underway to clarify that the facility is primarily intended for innovative technologies.

### Board meetings (item 6)

1. SMT discussed the actions from the February Board Strategy meeting, noting these were in hand. SMT agreed that the Board were ultimately satisfied with the decision to focus the outstanding contribution awards on those who have not worked for NICE and agreed that the staff event on 17 April would be an opportunity to recognise the contribution of staff over the last 20 years.
2. Andrew Dillon updated SMT on the latest information from the Department of Health and Social Care (DHSC) on the timescale for appointing a new Chair for NICE, which will mean that the earliest the candidate could be appointed is July. He also stated that the DHSC are currently minded to not appoint a replacement for Rosie Benneyworth until the new Chair is in place and can consider the Board’s composition.
3. SMT reviewed and agreed the agenda items for the March Board meetings.

### Social care programme update (item 7.1) and review of social care insights and feedback (item 7.2)

1. Jane Silvester presented the draft report to the April Board meeting that provided an overview of NICE’s social care work programme in 2018/19. Jane highlighted the work undertaken to date, including the positive reception for the ‘quick guides’, but acknowledged the scope to further raise awareness and implementation of NICE’s social care guidance. Moya Alcock highlighted that these issues are reflected in the report from the audience insights team that summarised the experiences of social care practitioners using NICE guidance and the impact of NICE social care products in real world settings.
2. SMT discussed the two papers and agreed that the April Board paper should outline the actions taken in recent years, and the further actions planned, to address the issues in the audience insight report, which should be attached as an appendix. It was agreed that the Board paper should note that the NICE Connect project will consider language and terminology in the context of considering how to increase the uptake and adoption of social care guidance.
3. SMT discussed the types of NICE social care guidance that has been, and could in future be, developed. It was agreed that information should be added to the paper on the scope to produce guidance through the technology evaluation programmes for the social care sector, if appropriate topics are referred.
4. Subject to these and other drafting points, SMT approved the reports for submission to the Board in April.

ACTION: JS/GL/MA/JG

### Budget impact test (item 7.3)

1. Meindert Boysen presented the report on the implementation of the Budget Impact Test (BIT) for technology appraisals (TA) and highly specialised technologies (HST) in 2017/18 and 2018/19. In response to a question from the Board, the report provides information on the implications of the BIT on the timescale for publishing TA guidance. It also includes further information on the experience with the BIT to date, and the dynamics of topics progressing through the process. Meindert noted there is a commitment to formally review the BIT’s implementation in April 2020.
2. Meindert also highlighted the proposed amendments to section 5 of the Guide to the processes of technology appraisal, which reflect the amendments previously made to the BIT process, and sought SMT’s approval for these.
3. SMT discussed the experience of the BIT to date, and the clarifications made to the process to clarify responsibilities between NICE, NHS England (NHSE) and the relevant companies. SMT noted the planned formal review of the first three years of the BIT in 2020, and highlighted the importance of agreeing the parameters of this review with NHS England.
4. SMT noted the difference between NICE’s and companies’ estimates of budget impact and discussed the factors behind this. Andrew Dillon highlighted the importance of NICE providing a realistic assessment of uptake and stated that the impact of potential ‘fast followers’ should be considered when assessing the likely uptake of an innovative new technology that is the first to market. It was agreed this should be considered as part of the formal review of the BIT with NHS England, together with any other factors driving the difference in the assessments between NICE and the companies. As background to the review, it was agreed that the actual budget impact of technologies assessed through the BIT should be compared to the assessments made by NICE and the companies.

ACTION: MB/SB

1. SMT approved the amendments to section 5 of the Guide to the processes of technology appraisal. It was agreed that the information in response to the Board’s query on the BIT’s impact on TA timescales should be included in the CHTE report to the March Board meeting.

ACTION: MB

### Diagnostics advisory committee chair appointment (item 7.4)

1. Meindert Boysen presented the paper on the arrangements for appointing the chair of the Diagnostics Advisory Committee (DAC).
2. SMT noted the intention to openly advertise the role and agreed to extend the current chair’s tenure until September 2019 to enable this process to conclude.

ACTION: MB

### Proposal for a short career break (item 7.5)

1. Paul Chrisp presented the request for a six month career break for a Business Project Manager in the Centre for Guidelines as set out in the business case. He confirmed that the Centre for Guidelines will be able to cover the role during the absence within available resources.
2. SMT approved the request.

### EU exit (item 8)

1. Meindert Boysen briefed SMT on the discussions at this week’s internal oversight group, and the latest assessment of the risks arising from EU exit. He noted the positive external assessment of NICE’s readiness and highlighted the areas identified for further work. These include clarifying the arrangements for providing advice should there be difficulties accessing treatments recommended by the NICE as a result of EU exit related issues. Andrew Dillon noted this issue was also raised at this morning’s ministerial meeting and asked Paul Chrisp and Meindert Boysen to draft information for the NICE website that would provide advice in the event that drugs or technologies recommended in NICE guidance are not available, which he and Gill Leng would then review. Alexia Tonnel stated that she would look at the technicalities of adding this information to the website, if such situations arise.

ACTION: MB/PC/AT

1. Andrew Dillon stated that he also raised at the ministerial meeting the issue of transitional financial support should EU exit materially affect an organisation’s income.

### NICE Foundation (item 9)

1. Andrew Dillon briefed SMT on last week’s meeting of the implementation group, which agreed that in June 2019 the Board should consider whether to submit the formal request to the Secretary of State (SoS) to establish the Foundation, taking three tests into account: that the rationale for the proposals remains valid; the financial case is sound; and there is a team of people who will transfer from NICE to the Foundation who are enthusiastic for it and committed to making it a success. Should the SoS approve the request, then the Board would make a final decision in November 2019 on registering the Foundation with Companies House and the Charity Commission taking account of the latest financial projections.
2. Andrew stated that the target date for launching the Foundation has therefore moved back to June 2020, and the impact of this delay on staff will need to be carefully managed.

### NICE Connect project (item 10)

1. No further update.

### Weekly staff SMT updates (item 11)

1. SMT agreed the staff updates.

ACTION: DC

### Any other business (item 12)

1. Catherine Wilkinson updated SMT on the latest position with the London office move. The current intention is for NHS Property Services to lease a floor in the British Council’s new office in Stratford and sublet this to NICE and other DHSC ALBs. NHS Property Services have asked that the proposals are not publicly announced until negotiations have concluded and required approvals given. Catherine stated that she is highlighting to NHS Property Services the need for NICE to vacate Spring Gardens at the same time as the British Council, which is currently intended to be the summer of 2020.
2. Andrew Dillon asked Catherine to convene a project group in April/May with senior representatives from across NICE to start identifying the issues that need to be considered and resolved regarding the move. Catherine stated that it is also proposed to bring a paper to SMT in the summer seeking a decision on several matters relating to the move that affect staff.

ACTION: CW

1. Andrew Dillon noted that he and Meindert Boysen are giving oral evidence to the Health Select Committee later this week on the availability of Orkambi on the NHS.