**National Institute for Health and Care Excellence**

Senior Management Team

# Minutes of the meeting held on 21 May 2019

**Present**

Andrew Dillon Chief Executive

Ben Bennett Director – Business Planning and Resources

Paul Chrisp Director – Centre for Guidelines

Jane Gizbert Director – Communications

Alexia Tonnel Director – Evidence Resources

**In attendance**

Nicola Bent Deputy Health and Social Care Director

David Coombs Associate Director – Corporate Office (minutes)

Grace Marguerie Associate Director – HR (item 11)

Danielle Mason Interim Associate Director – External Communications (item 7.4)

Mirella Marlow Deputy Centre for Health Technology Evaluation Director

Graham Walmsley Enterprise Architect (item 7.1)

Barney Wilkinson Associate Director – IT and Procurement (item 7.1)

## Apologies (item 1)

1. Apologies were received from Meindert Boysen and Gill Leng who were represented by Mirella Marlow and Nicola Bent 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 14 May 2019 were approved.

## Matters arising (item 5)

1. The actions from the meeting held on 14 May 2019 were noted as complete or in hand.
2. Paul Chrisp stated that following further review of the declared interests, Dr Isaacs had been confirmed as chair of the guideline committee on self harm in over 8s.

## May Board meetings (item 6)

1. SMT noted the agenda, papers and arrangements for the Board meetings on 22 May.

## Microsoft Teams (item 7.1)

1. Barney Wilkinson and Graham Walmsley introduced Microsoft Teams to SMT and gave a demonstration of its functionality to support cross organisational team working on projects. The application can be used to store documents, have chats and conversations, and has a basic project planning functionality. Several teams across NICE are currently trialling Teams, including Digital Services and the CHTE2020 programme. Barney and Graham highlighted that Teams will ultimately be available to all staff as part of the Office 365 package, and the chat functionality will need to replace Skype for Business given the latter will not be available at the end of the year.
2. SMT noted the potential opportunities arising from Teams, but noted several issues to consider further, in particular to ensure robust records management and access controls. SMT discussed how Skype for Business is currently used within NICE and agreed that chats on Teams should be retained for the shortest possible period. SMT discussed the opportunities to save documents on Teams and noted the importance of appropriate safeguards to protect confidential information and maintain appropriate version control. It was therefore agreed that before Teams is rolled-out across the organisation there should be clear rules on how it could be used, and training should be made available to all staff.
3. SMT discussed the relationship between Teams and the linked applications on the Office 365 platform, including SharePoint. SMT noted the current approach of managing the trial of Teams through the SaaS panel, but agreed SMT will need to take a strategic decision on the future use of SharePoint. Any such roll-out of SharePoint would present significant implications for how NICE operates, and would likely require dedicated change management resources.
4. Barney and Graham left the meeting and SMT discussed further the next steps. It was agreed that Alexia Tonnel would take the lead on ensuring a strategic approach to the roll-out of Teams and SMT’s consideration of whether to introduce SharePoint. This would include ensuring key decisions are brought to SMT at the appropriate point, including any business case for additional resources for change management.

ACTION: AT

## NHS long term plan (item 7.2)

1. Nicola Bent presented the paper that set out how NICE could help deliver the NHS Long Term Plan through both existing activities and potential new areas of work.
2. SMT reviewed the paper and broadly supported the proposed activities. It was agreed that the linkages between NICE Connect and the Long Term Plan should be more clearly articulated, including how NICE Connect will support the plan’s intention to redesign clinical pathways. SMT agreed that the reference to screening should be removed until there is greater clarity on the outcome of Sir Mike Richards’ review of cancer screening programmes, and also the reference to inhalers should be reviewed.

ACTION: NB

1. It was agreed that SMT should receive quarterly updates on NICE’s activities to support delivery of the Long Term Plan, and noted this work will also be discussed through relevant internal NICE groups such as the life sciences strategy forum.

ACTION: NB

## Guideline committee chair appointment (item 7.3)

1. Paul Chrisp presented the proposal to appoint Dr Ann Hoskins to the position of chair of the NICE guideline committee on asthma: diagnosis, monitoring and chronic asthma management. Dr Hoskins is an independent public health consultant, and none of her declared interests are specific to the guideline.
2. SMT approved Ann Hoskins’ appointment as chair of the guideline committee.

## NICE’s 20th anniversary parliamentary reception (item 7.4)

1. Jane Gizbert presented the update on the plans for the parliamentary reception on 12 June, including the proposed running order and role for SMT members.
2. SMT reviewed the current attendees and raised several queries for Danielle to check. In addition, Danielle stated that she would confirm the arrangements for accessing the event, and liaise with Rebecca Smith to ensure any journalists are clear on the capacity in which they have been invited.

ACTION: DM

## EU exit (item 8)

1. There was no further update.

## NICE Connect project (item 9)

1. Andrew Dillon noted that Sarah Cumbers had emailed a summary of Thursday’s meeting to SMT and asked directors to progress their agreed actions.

## Weekly staff SMT updates (item 10)

1. SMT agreed the staff updates.

ACTION: DC

## Any other business (item 11)

1. Grace Marguerie joined the meeting and SMT discussed a staff member’s recent blog on the intranet promoting a petition organised by UNISON about the changes to carers leave that were made last year. Grace stated that the blog and petition were disappointing given that as a result of UNISON’s feedback she had already agreed to discuss the matter with managers before asking SMT to consider reviewing the policy. SMT agreed that Ben Bennett and Grace would meet with UNISON representatives to discuss the working relationship and the most productive method of engagement in the future. Andrew Dillon would then raise this issue at the staff meetings next week.

ACTION: GM/BB/AD

1. Ben Bennett highlighted that recruitment for the next cohort of the 2025 health and care leaders programme will shortly launch. It was agreed that details would be circulated to SMT members so they could consider any potential nominees.

ACTION: BB

1. SMT discussed the current completion rates for the staff survey and the variation between teams. Andrew Dillon asked directors to encourage staff to complete the survey.

ACTION: SMT

1. Mirella Marlow highlighted an email from the DHSC sponsor team regarding the proposed Innovation Bill. While the bill is primarily focused on bringing European legislation on medicines and devices into UK law, the scope for including other matters is also being explored, such as a funding direction for med tech, and facilitating information sharing between NICE and the MHRA. Andrew Dillon asked SMT members to provide him with feedback on the bill and he would collate this and respond to the sponsor team accordingly.

ACTION: AD/SMT