**National Institute for Health and Care Excellence**

Senior Management Team

# Minutes of the meeting held on 28 January 2020

## Present

Andrew Dillon Chief Executive

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

David Coombs Associate Director – Corporate Office (minutes)

Andy Hutchinson Medicines Education Technical Adviser – Health and Social Care (item 7.2)

Grace Marguerie Associate Director – HR (item 7.1)

Mirella Marlow Programme Director and Deputy Centre for Health Technology Evaluation Director

Jonathan Underhill Medicines Clinical Adviser – Health and Social Care (item 7.2)

Barney Wilkinson Associate Director – IT and Procurement (item 7.3)

## Apologies (item 1)

1. Apologies were received from Meindert Boysen who was represented by Mirella Marlow.

## 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 21 January 2020 were agreed as a correct record.

## Matters arising (item 5)

1. The actions from the meeting held on 21 January 2020 were noted as complete or in hand.

## January Board meeting (item 6)

1. SMT noted the agenda, papers and arrangements for the Board meetings on 29 January 2020. It was agreed that it would be helpful for SMT members to receive a list of registrants for the public board meeting and question time in advance of each meeting.

ACTION: DC

## Staff values and behaviours: update (item 7.1)

1. Grace Marguerie presented the proposed activities to develop a set of staff values and behaviours, and asked SMT members to encourage their staff to contribute to the survey and focus groups.
2. SMT discussed the distinction between the values and behaviours, and noted that the values will be used to help develop the behaviours. Following the staff engagement, the shortlist of values and behaviours will be brought back to SMT in May for agreement, before they are communicated to staff and incorporated into a range of initiatives including recruitment and appraisals. It is anticipated there will be approximately 5 behaviours.
3. SMT noted and supported the work.

## Safer Medicines in Pregnancy and Breastfeeding Information Consortium (item 7.2)

1. Jonathan Underhill presented the paper that outlined the proposed activities for the MHRA-led Safer Medicines in Pregnancy and Breastfeeding Information Consortium, including the draft information strategy. He noted the potential benefits for NICE of this involvement, with a two-way flow of information between NICE and the consortium members.
2. SMT discussed the outputs from the information strategy and whether co-badged publications are envisaged. In response, Jonathan stated that the intention is to develop a portal that signposts users to publications from the individual consortium members, but the arrangements are still to confirmed. SMT suggested there could be scope for the NICE accreditation process to help quality assure the information on the portal. In addition, it was suggested that it would be helpful for the consortium to look at whether there are hazards or implications of certain medicines for men trying to father children, or for male sexual partners of pregnant women/women of child-bearing potential. Jonathan agreed to raise these matters with the consortium.

ACTION: JU

1. SMT supported NICE’s involvement in the consortium and agreed Paul Chrisp could sign the information strategy on behalf of NICE.

ACTION: PC

## Immediate purchase of laptops: specification and costs (item 7.3)

1. Alexia Tonnel presented the paper and proposals for purchasing laptops, docking stations, and softphones utilising the 2019/20 budget underspend.
2. SMT noted its earlier decision to move all staff to laptops in advance of the London office move, and the feedback from the Department of Health and Social Care (DHSC) to utilise the financial underspend in 2019/20 for this. SMT discussed whether it would be feasible to instead lease the laptops and noted this had been rejected as it would not enable the laptops to be in place before the London office move and would incur a financial liability in future years. SMT discussed how many laptops are required and it was noted that the proposed quantity ensures continued use of the more recently purchased laptops which will reallocated to staff who are predominantly desk-based. It therefore ensures ongoing use of serviceable equipment and helps phase the laptop replacement programme in future years.
3. It was noted that work is underway to review the different laptop models available and the pricing, however SMT agreed in principle that it would be appropriate to seek a higher specification for a majority of users, in order to help future-proof the provision. Taking account of the potential costs in the paper, it was agreed to allocate up to £500k for 500 laptops, with a final decision on specifications made once quotes are available. In addition, SMT supported the proposal to purchase 500 softphones and docking stations, for a further £150,000.
4. SMT noted that the level of proposed expenditure requires approval by the Board. Given the Board has previously been advised of the intention to utilise part of the underspend on preparations for the London office move it was agreed that it would be appropriate to produce a short paper for tomorrow’s public Board meeting that would be appended to the existing finance report and seeks approval for this investment on the laptops and associated kit. Following the Board’s approval, proposals would then be brought back to SMT for a decision on which laptops to purchase following the receipt of quotes.
5. Andrew Dillon asked that he and Gill Leng are sent the draft paper for review before it is circulated to the Board.

ACTION: AT/CW

## Referral of topic to the guidelines work programme (item 7.4)

1. SMT noted the request from NHS England (NHSE) for NICE to produce a guideline on gender incongruence in children and young people. It was agreed that it would be helpful to discuss the referral at the upcoming ‘3 sectors’ meeting attended by NICE, NHSE, Public Health England (PHE) and DHSC. In addition to discussing the usual process for topic referrals and scoping areas to cover within a guideline, the meeting could consider whether aspects of suggested focus in the referral letter sit outside of NICE’s usual remit.

ACTION: PC

## EU exit (item 8)

1. No further update.

## NICE Connect (item 9)

1. Gill Leng noted the items scheduled for discussion at the steering group later this week.

## London office move (item 10)

1. It was agreed to include the London office move as standing item on the agenda for the private board meetings and board strategy meetings.

ACTION: DC

## Chair and Chief Executive appointments (item 11)

1. Andrew Dillon noted that the interviews for the Chief Executive took place yesterday, however the process is now paused until the new chair is announced and can input to the process. The timescale for this is unclear, although it is hoped the decision on the new chair will be made shortly.

## Weekly staff SMT updates (item 11)

1. SMT agreed the staff updates.

ACTION: DC

## Other business (item 12)

1. SMT discussed the request from DHSC for ALBs to provide staff to support the response to Coronavirus if the situation escalates further. It was agreed that NICE could release up to 3 staff, and Paul Chrisp would seek volunteers from public health colleagues.

 ACTION: PC