**National Institute for Health and Care Excellence**

Senior Management Team

# Minutes of the meeting held on 18 February 2020

## Present

Andrew Dillon Chief Executive

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

Grace Marguerie Associate Director – HR

Mark Salmon Programme Director – Evidence Resources

## In attendance

Nick Crabb Programme Director – Science Advice and Research

Elaine Repton Corporate Governance & Risk Manager (minutes)

Leighton Coombs Senior Programme Analyst, Health & Social Care (for item 6.1)

## Apologies (item 1)

1. Apologies were received from Alexia Tonnel and Catherine Wilkinson who were represented by Mark Salmon and Grace Marguerie.

## 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. Nick Crabb was to be added to the register.

**ACTION: ER**

## Notes of the previous meeting (item 4)

1. The minutes of the meeting held on 11 February 2020 were agreed as a correct record.

## Matters arising (item 5)

1. The actions from the meeting held on 11 February 2020 were noted as complete or in hand. The following actions were discussed:
2. **Gender pay reporting** - SMT agreed that the additional analysis by ethnicity and part time employees should be included in the finance and workforce report to the March Board meeting. Only the mandated disclosures should be published on the website.
3. **Coronavirus** – SMT noted the current position and the information provided to the DHSC and support to PHE. It was queried whether there had been confirmation that the HTAi conference in Beijing in June would be going ahead as planned. Meindert Boysen agreed to ask the question as there is a contingent wanting to book places.

**ACTION: MB**

1. **London office move** – Andrew Dillon will remind everyone at the February all staff meetings of the workstation protocol. Two papers will be presented to SMT next week on the digital workplace activity (Capgemini work) and the financial implications.

**ACTION: AT/CW**

## Impact report: children and young people’s healthcare (item 6.1)

1. Leighton Coombs presented the NICE impact report on children and young people’s healthcare. SMT welcomed the report and approved its submission to the March public board meeting subject to: minor typographical amendments; checking with Victoria Thomas whether there was a more up to date involvement policy; and including data on cochlear implants in the section on managing long-term conditions in the community.

**ACTION: LC**

## Recruitment and selection policy review (item 6.2)

1. Grace Marguerie presented a revised recruitment and selection policy for approval.
2. SMT discussed the revisions to the policy and requested some minor typographical changes and the following amendments:
* para 24 – the decision whether roles are to be Manchester or London based is to be agreed by the respective Director and the CE
* para 25 – include a hyperlink to the Home Office criteria
* para 28 – change to Hirelab has a number of different ‘options’
* para 37 – interview panels remain at 3 people including an independent
* para 42 – second sentence to read “Decisions to appoint must be based ….on tests or psychometric tests and being as objective as possible”
* para 44 – requests for starting salaries to be above the entry point are to be referred to the respective Director and the CE for consideration
* para 50 – remove reference to the NHS code of practice
* para 51 – first sentence to read “capable of undertaking the role, taking account of the applicant’s declared medical history”
* para 54 – to reflect that the Government’s position on the settled status of EU citizens was still under negotiation, and the policy may be subject to change on this specific point
* para 56 – SMT to have the opportunity to input into the “internal move passport form”.
1. It was agreed that Catherine Wilkinson be authorised to sign off the final version without the need for a further review by SMT.

ACTION: GM/CW

## Technology appraisal programme – capacity challenges (item 6.3)

1. Meindert Boysen advised SMT of the current capacity challenges within the technical appraisal programme.
2. It was noted that the updated process introduced in April 2018 which provided for an early technical engagement step with companies was not delivering the level of engagement expected. SMT noted that only 32% of topics had successfully published a Final Appraisal Document (FAD) following the first committee meeting which was much lower than anticipated. Consequently, there is a resource requirement to support additional committee meetings which is placing pressure on the TA programme teams due to the extra workload and the level of current vacancies, particularly for technical analyst roles.
3. It was acknowledged that there was some variation across committees, and in some topics the evidence base is low which can increase the risk for the committees. Meindert noted that the four committee chairs meet to discuss consistency issues. He would discuss the question of the technical pre-meeting with them.
4. SMT was asked to support the temporary rescheduling of the second and third appraisal committees for 10 topics. The revised timeframes were still to be confirmed. It was requested that an additional column be included in the table to provide a revised timeframe in each case and that the companies be informed.

**ACTION: MB**

1. SMT discussed the impact of potential failure to deliver final guidance within timeframe and requested that early contact be made with key stakeholders. Meindert agreed to brief the DHSC Sponsor team on the re-scheduling and to keep SMT updated with progress. Andrew noted the importance of contextualising the challenge with the mitigating actions already in place and the ones that are in planning.

**ACTION: MB**

1. The report outlined steps being taken to address the vacancy level by acquiring resources from other internal teams and the external academic centres (EACs). Grace Marguerie agreed to work with Helen Knight and Jen Prescott to support them with workforce planning.

**ACTION: GM**

## Re-appointment of committee member on technology appraisal committee (item 6.4)

1. SMT was asked to support the re-appointment of Dr John Watkins as the public health specialist on technology committee D for a maximum of 3 years, subject to the agreement of the Board chair.
2. SMT agreed to support the re-appointment for a maximum 3 year term.

## EU exit (item 7)

1. Nick Crabb stated that attendance at the EUnetHTA meetings will continue.

## NICE Connect (item 8)

1. Gill Leng gave a brief update on progress with NICE Connect, advising that some new posts will soon be out to advert; the NICE Connect external engagement group is meeting next week and another lunch and learn session is planned.

## London office move (item 9)

1. Nothing further to report.

## Chair and Chief Executive appointments (item 10)

1. Andrew Dillon updated the SMT on the current position.

## Weekly staff SMT updates (item 11)

1. SMT agreed the staff updates.

ACTION: ER

## Other business (item 12)

1. There were no further items of business.

The meeting closed at 12:40pm.