**National Institute for Health and Care Excellence**

Senior Management Team

# Minutes of the meeting held on 26 May 2020

## Present

Gill Leng Chief Executive

Paul Chrisp Director – Centre for Guidelines

Jane Gizbert Director – Communications

Alexia Tonnel Director – Evidence Resources

## In attendance

Nick Crabb Programme Director – Science Advice and Research

Mirella Marlow Programme Director – Centre for Health Technology Evaluation

Grace Marguerie Associate Director – Human Resources

Victoria Thomas Head of Public Involvement

Chris Carson Programme Director – Centre for Guidelines (item 7.1)

Nichole Taske Associate Director – Centre for guidelines (item 7.2)

Elaine Repton Corporate governance & risk manager (minutes)

## Apologies (item 1)

1. Apologies for absence were received from Meindert Boysen, Judith Richardson and Catherine Wilkinson, who were represented by Mirella Marlow, Victoria Thomas and Grace Marguerie respectively.

## Declarations of interest (item 2)

1. The previously declared interests were noted. There were no conflicts of interest relevant to the meeting.

## Notes of the previous meeting (item 3)

1. The minutes of the meeting held on 19 May 2020 were agreed as a correct record.

## Matters arising (item 4)

1. The actions from the meeting held on 19 May 2020 were reviewed and noted as complete or in hand.
2. Virtual corporate backgrounds - It was agreed that the corporate backgrounds had generally worked well for the board meeting. Gill Leng reminded everyone to use the plain not the patterned versions in future.
3. Office 365 support: spend control – Alexia Tonnel sought to reconfirm the objectives of the retrospective paper alongside the need for a business case to progress with some of the recommendations from CapGemini. It was agreed that the information was needed to support the strategic discussion of what work has been completed so far and what is needed for the future. Gill Leng suggested that slides may be used rather than a report.
4. Skype for business – Alexia confirmed that Skype would not be installed on the new laptops meaning that the instant messaging function would be removed but staff will still be able to instant message colleagues through MS Teams. Staff will also have the ability to join externally hosted Skype for business meetings in or outside of VMware.

## Coronavirus (item 5)

1. There were no decisions from the gold group that required confirmation by SMT.

## Actions from the May public Board meeting (item 6.1)

1. SMT reviewed that actions arising from the May public Board meeting.
2. The proposed approach to guideline prioritisation is discussed later in the meeting, following a discussion with the DHSC which Gill Leng and Paul Chrisp had joined today, prior to the SMT meeting.
3. With regard to the directorate reports, it was agreed that they should only give a short overview of notable developments within the directorate. Progress against the business plan deliverables would be covered in the CEO report. Gill Leng agreed to discuss this format with the new chairman, and to send Shar the May board papers for her to review and provide feedback of any changes she may wish to make.

**ACTION: GL**

## Agenda for the June Board strategy meeting (item 6.2)

1. Gill Leng advised that she will include the changes to SMT responsibilities in her CEO report.
2. It was agreed to include a COVID-19 update as item 2, following the CEO’s update.
3. It was also requested that the report on the board’s self-assessment evaluation should come to SMT for discussion before the June board meeting.

**ACTION: DC/GL**

## Request for a waiver of standing orders contract and tendering procedures for the BNF contract (item 7.1)

1. Chris Carson presented a paper seeking SMT’s views on the options for the future of the BNF contract which expires on 31 March 2021. The options were a full re-tender or a waiver of standing orders to re-negotiate a new contract with the current supplier.
2. SMT supported a request for a waiver of standing orders being made to the Audit and Risk Committee in June subject to the following additional information being included:
* An explanation of why it has to be a contract waiver due to the lack of competition in the market
* How we intend to ensure NICE is negotiating the best possible value for money from the contract by insisting on open book accounting for transparency of the cost base and profit margin.

ACTION: CC

## NICE involvement in international collaborative efforts to co-ordinate the development and maintenance of COVID-19 evidence reviews and guidelines (item 7.2)

1. Nichole Taske updated SMT on NICE involvement in international collaborative efforts to develop, maintain and update high quality evidence-based guidelines and evidence reviews on the diagnosis and management of COVID-19 infection. It was noted that new initiatives have emerged that aim to coordinate across key stakeholders at national and international levels to avoid duplication of effort, in particular the COVID-19 Evidence Network (COVID-END) hosted by McMaster University.
2. Paul Chrisp and Gill Leng reported back from a meeting with the Deputy CMO, and the NHS Medical Director to discuss how to ensure there is trusted evidence-based guidance on COVID-19 available in one place, to avoid variations in care, if there is a second peak of the infection. The meeting concluded that NICE should lead on bringing together all the guidance and treatment pathways. A small group has been established to take this forward with the aim of having a central resource in place by 31 August 2020.
3. SMT discussed next steps to start scoping the work including what it would mean for NICE’s re-prioritisation of its surveillance activity, including whether there would be any funding available from DHSC, the digital requirements for sharing content, and whether the central resource should include guidance published by NHSE on related treatment pathways, for example asthma. NICE had also been asked if it was planning any work on COVID-19 testing.
4. It was agreed that a paper be prepared for the July public Board meeting to advise the Board of new work NICE is doing to support the health and care system’s response to the COVID-19 pandemic, including a new commission from NHS England, RAPID-C19 and ongoing international collaboration.

ACTION: MB/PC

## EU exit (item 8)

1. Grace Marguerie reported that she had received an update on the EU immigration points system which she would review and provide feedback next week.

**ACTION: GM**

## London office move (item 9)

1. Gill Leng advised that she was scheduling a call with Ian Trenholm (CQC) to discuss their latest thinking on plans for the move to the Stratford office.

## Other business

## Joint statement on annual leave in 2020/21 (item 10.1)

1. Grace Marguerie sought any further comments on the proposed joint statement with Unison which requests staff to take up to 10 days annual leave before September to ensure everyone has an adequate break in line with the working time directive. It was agreed to add at the end that if anyone has any queries about the instruction, they should follow this up with the HR team.
2. It was agreed that the communication will be circulated after the half term holiday.

ACTION: GM

## DHSC review of adult social care and home care services (item 10.2)

1. Victoria Thomas reported that the DHSC’s review of adult social care team has arranged a meeting for Wednesday this week to also discuss domiciliary home care. It was noted that Nick Baillie is in touch with a senior policy lead at DHSC to ensure NICE is involved. Judith Richardson will report back to SMT next week.

**ACTION: JR**

## Virtual committee meetings – software tools (item 10.3)

1. Paul Chrisp mentioned a software tool (MURAL) which could possibly be of help with the virtual committee meetings as it enables remote break out groups and captures outputs. It was agreed to pass the details to the group leading on this piece of work to look at, along with any other potential options.

**ACTION: PC**