**National Institute for Health and Care Excellence**

Senior Management Team

# Minutes of the meeting held on 4 August 2020

## Present

Paul Chrisp Director – Centre for Guidelines (chair for the meeting)

Jane Gizbert Director – Communications

Judith Richardson Acting Director – Health and Social Care

## In attendance

Nick Crabb Programme Director – Science Advice and Research

Jeanette Kusel Acting Deputy Director – Centre for Health Technology Evaluation

Grace Marguerie Associate Director – HR

Alison Liddell Associate Director – Service Delivery & Programme Management

Elaine Repton Corporate governance & risk manager (minutes)

## Apologies (item 1)

1. Apologies were received from Gill Leng, Meindert Boysen, Alexia Tonnel and Catherine Wilkinson. The Directors were represented by Jeanette Kusel, Alison Liddell and Grace Marguerie respectively.
2. It was noted that the meeting was not quorate – therefore any decisions would need to be ratified at the next quorate meeting.

## 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 28 July 2020 were agreed as a correct record.

## Matters arising (item 4)

1. The actions from the meeting held on 28 July 2020 were noted as in hand or complete.
2. **Antimicrobial resistance: developing and testing innovative models for the evaluation and purchase of antimicrobials** - Nick Crabb added that the work was in hand although it should be noted that NHSE are having to review their own resources.

## Coronavirus (item 5)

1. The following decisions from the Gold group were noted and ratified:
* To stop reporting in the Sit-rep the number of annual leave days booked beyond 1 September 2020.
* NICE offices are to be opened for a small number of staff from October as originally planned, not September.
* No staff temperature checks will be taken when entering the office.
* The COVID-19 Rapid guidance page on the NICE website is to be updated to give clarity on which guidance relates to a pandemic situation and which relates to endemic (ie advice related to pre-COVID state).
* The banks of desks in the Manchester office which will be unused in the new office layout will be removed, to make it look more appealing for those staff who return.

## EU exit (item 7)

1. Nick Crabb advised that work with the MHRA was progressing on having a clearer understanding of a baseline medicines approval route and what the impact of this will be for Technical Appraisals, but there is still a lot of uncertainty and a significant amount of work to do. It was anticipated that from September NICE is likely to receive a high level of enquiries from the DHSC that will need to be responded to, probably through the EU Exit group.

## London office move (item 8)

1. Grace Marguerie confirmed that she and Alexia Tonnel were covering the meetings with DHSC and the ALB joint programme board in Catherine’s absence. Sebastian Maycock will be attending the Gold group on 10 August to give SMT an update on progress and key issues.

## Other business (item 9)

1. **Civil Service HR request** – Grace Marguerie circulated a letter from Civil Service HR requesting information by 11 August from government departments and ALBs on their senior leads responsible for COVID-19 and EU Transition. As NICE does not have dedicated roles due the size of the organisation, it was agreed that Grace would provide a nil return but give context that there are leadership roles at director level responsible for these critical areas as part of their overall duties.

**ACTION: GM**

1. **Staff audit (return to the office)** – Jeanette Kusel sought clarity on the wording of category 4 in the staff audit communication. The version sent to managers did not reference those staff who do not want to use public transport, compared with the article on NICE Space, which does. Grace Marguerie confirmed that a late change was made to include reference to using public transport and that the NICE Space version is correct and should be used by all managers.
2. **Attendance at HTAi** – It was noted that abstracts for the next HTAi conference to be co-hosted by NICE in June 2021 will be opening on 4 August. SMT considered how many NICE attendees would be allowed to register. It was agreed that on the basis that NICE is co-hosting the event which will be taking place in Manchester, there would be a larger presence of NICE attendees compared to an event held internationally. Current planning was for a face to face event but this may need to change to virtual depending on the COVID-19 measures, and if so, as wide attendance as possible should be encouraged.
3. **Actions from Board meetings** – Judith Richardson queried the actions from the June and July board meetings which she felt did not align to the corresponding board minutes. Elaine Repton agreed to re-circulate the latest board action logs. If there were still queries, these will be raised with David Coombs next week.

**ACTION: ER/DC**