National Institute for Health and Care Excellence

Executive Team

# Minutes of the meeting held on 31 May 2022

## Present

Jane Gizbert Director, Communications (meeting chair)

Mark Chapman Interim Director, Medical Technology

Nicole Gee Interim Chief People Officer

Felix Greaves Director, Science, Evidence and Analytics

Jennifer Howells Director, Finance, Strategy and Transformation

Helen Knight Acting Interim Director of Medicines Evaluation

Judith Richardson Acting Director, Health and Social Care

Alexia Tonnel Director, Digital, Information and Technology

## In attendance

Hilary Baker Programme Director, Transformation

Fiona Glen Programme Director, Centre for Guidelines

Boryana Stambolova Deputy Director Finance, Strategy and Commercial

Jonathan Waghorne Chief of Staff

Elaine Repton Corporate Governance and Risk Manager (minutes)

Anastasia Chalkidou Associate Director, MTEP & Interventional Procedures (item 6)

## Apologies (item 1)

1. Apologies for absence were received from Sam Roberts, Paul Chrisp and Gail Allsopp. Paul Chrisp was represented by Fiona Glen.

**Welcome and introductions**

1. ET welcomed Mark Chapman to NICE and to his first ET meeting.

## Declarations of interest (item 2)

1. The previously declared interests were noted.

## Notes of the previous meeting (item 3.1)

1. The minutes of the meeting held on 24 May 2022 were agreed as a correct record, subject to two amendments:

Minute 15 – Mark Chapman is authorised to sign the innovation service contract.

Minute 18 – future formal ET meetings will be held hybrid not remotely.

## Matters arising (item 3.2)

1. The actions from the meeting held on 24 May 2022 were noted as complete or in progress. The following matters arising were discussed:
2. A review of the strategic and operational risks registers is in hand ahead of the next iterations being presented to ET and the audit and risk committee in September.
3. A solution to better cascade key messages and information from ET to the wider staff has not yet been agreed. In view of the internal governance changes, it was agreed to re-visit the issue in a month when the new meeting cycles are in place.
4. It was agreed that the new arrangements for ET meetings should be communicated in the next YW@N to inform staff of the changes.

**ACTION: JW**

1. ET noted that the latest innovation service contract was with Boryana Stambolova for final review.
2. It was confirmed that a number of names had been put forward as a possible additional resource to support delivery of the organisational transformation work. Sam Roberts will consider them on return from leave.

## June board meetings (item 4)

1. ET noted the draft board agendas for the 16 June board strategy meeting and the private board meeting to consider the annual report and accounts.
2. Helen Knight asked that the Innovative Medicines Fund be added to the strategy agenda for information.

**ACTION: DC**

1. Felix Greaves also advised that the draft internal audit report on the management of Real World Data (RWD) has recommended that the RWD strategy is approved by the Board. ET queried whether this was necessary. Felix and Boryana were due to meet with the auditors to finalise the report and would question the board approval issue.

**ACTION: FG/BS**

## Guidance executive quorum (item 5)

1. ET agreed to amend the GE terms of reference and standing orders to remove the requirement for 2 ‘executive’ directors to count towards quorum of 4. This will be amended to state the quorum will be 4 directors, which follows the decision last week to make the same amendment to the ET terms of reference.

**ACTION: DC**

## Discussion forum (item 6)

**Company complaint – MT guidance (item 6.1)**

ET discussed a complaint received from a company relating to MTG70. Anastasia Chalkidou joined the meeting to give an update on the current position. Sarah Byron was corresponding with the company and with DAC Beachcroft. Jane Gizbert asked that the comms team be kept informed of progress.

**ACTION: MC**

## Review of the meeting agenda (item 7)

No comments were raised.

## Other business (item 8)

## Management development design (item 8.1)

Nicole Gee confirmed that the management development and leadership training is being designed as face to face sessions. Directors were asked to ensure all delegates will attend in person.

## Staff networks (item 8.2)

ET discussed an issue which has arisen within one of staff networks. There were concerns raised about the lack of a clear process for groups to feedback their views, and how their feedback is then used to influence guidance development. A recent example which has caused an issue was discussed in detail. It was accepted that this was a complex area which needed further discussion and clarity around what is NICE’s legal duty as a public body, the role of the staff networks and the language used in NICE guidance.

## EDI representation on NICE committees (item 8.2)

Hilary Baker updated ET on the work that has been taking place with current and prospective committee members to improve the diverse representation on NICE advisory committees. A workshop planned for 9 June is due to feedback to the group on an action plan as an output from their work. However, feedback from the guideline development centres is that some of the recommendations will not be possible to take forward. This causes a similar issue to the previous item with seeking stakeholder feedback and then not being able to progress it.

ET agreed the issues raised in items 8.1 and 8.2 required further discussion and potentially external expert support. Nicole, Hilary and Jennifer to agree how and when to progress this and bring it back to ET.

**ACTION: NG/HB/JH**

## IT issue – phishing (item 8.3)

Alexia Tonnel updated ET on the recent IT incident and the action taken in response. It was agreed that a change to NICE’s network security was not necessary, but it would be helpful to publish a reminder to all staff to remain vigilant to phishing emails and to request that staff complete the cyber security training to increase awareness.

**ACTION: AT**

## Virtual wards (item 8.4)

1. Felix Greaves gave a brief update on the work across various teams which falls into three main strands: MedTech, evidence data gathering and how it fits into NICE guidance to support virtual wards. A further update to ET will come back in due course.