**National Institute for Health and Care Excellence**

Executive Team

# Minutes of the meeting held on 12 July 2022

## Present

Sam Roberts Chief Executive (chair)

Jane Gizbert Director, Communications

Felix Greaves Director, Science, Evidence and Analytics

Jennifer Howells Director, Finance, Strategy and Transformation

Helen Knight Acting Interim Director, Medicines Evaluation

Alexia Tonnel Director, Digital, Information and Technology

## In attendance

Nick Baillie Interim Programme Director, Health and Social Care

Sarah Byron Interim Programme Director, Devices, Diagnostics and Digital

Chris Carson Programme Director, Centre for Guidelines

Grace Marguerie Associate Director, Human Resources

David Coombs Associate Director, Corporate Office (items 4 and 5)

Mark Salmon Programme Director, Information Resources (item 6)

Eileen Platt Employee Relations Manager (item 7)

Boryana Stambolova Deputy Director – Finance, Strategy and Commercial (item 7)

Hazmin Ahamed Senior Business Analyst, Transformation Team (observer)

Elaine Repton Corporate Governance and Risk Manager (minutes)

## Apologies (item 1)

1. Apologies for absence were received from Mark Chapman, Paul Chrisp and Judith Richardson who were represented by Sarah Byron, Chris Carson and Nick Baillie respectively. Apologies were also received from Hilary Baker.

## 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 28 June 2022 were agreed as a correct record, subject to the following amendment:

Minute 9 to read:

With regard to BP objective 2 – proportionate approach to TAs, Boryana Stambolova reminded ET that no discounts or other arrangements should be entered into by the team before it has been evaluated by finance.  Helen Knight advised that the change to proportionate approach will likely lead to different charges depending on the approach taken, but there will not be any price changes in 2022/23 while the pilot is underway.

## Matters arising (item 3.2)

1. The actions from the meeting held on 28 June 2022 were noted as complete or in progress. The following matters arising were discussed:
2. Helen Knight was asked to confirm the timeline for modular updates and for reporting to ET and the Board.

**ACTION: HK**

1. Sam Roberts confirmed that she had spoken further with Gail Allsopp regarding the substantive CMO role. The additional resource for an admin support was still being discussed, and Gail will provide a final paper for ET during August.
2. Jennifer Howells advised that the service line and products costing work had concluded and the information gathered from teams was now being taken forward by Mark Chapman and Paul Chrisp to pilot in their directorates.

**ACTION: MC & PC**

1. ET noted that Boryana Stambolova was looking at producing a paper for ET on the resource impact and budget implications of NICE guidance. This will come to a future meeting for discussion.

**ACTION: BS**

1. Mark Chapman was asked to provide ET with a high-level summary of the key points in the Government’s response to the MHRA’s consultation on the future regulation of medical devices in the UK. It was requested to be emailed to Directors when available.

**ACTION: MC**

**July Board meeting (item 4)**

1. ET reviewed the draft agendas for the board seminar and public board meeting on 21 July. Directors were requested to send their updates for inclusion in the CEO’s update to Jon Waghorne as soon as possible. It was agreed to include the Ministerial changes in government, the NHS pay award cost pressure and current key guidance topics. Sam Roberts agreed to discuss separately with Paul Chrisp and Mark Chapman regarding Inclisiran.

**ACTION: SR**

1. The agenda for the public session was agreed. It was unknown at this point whether the NICE annual report and accounts will have received Ministerial approval in time for these to laid before Parliament in time for presentation to the board meeting. If laying has not occurred, a verbal update will be given at the board.

**Integrated performance report (item 5)**

1. ET discussed the draft integrated performance report and agreed a number of amendments. It was agreed to review the RAG ratings for the business plan priorities to ensure areas of potential slippage/concern are flagged to the board. Sarah Byron agreed to provide additional narrative on P3 topic pipeline issues. Grace Marguerie was also asked to include a slide to explain the increase in staff turnover and any intelligence gained from exit interviews.

**ACTION: SB/GM**

1. In relation to TA performance, it was agreed that Jennifer Howells and Helen Knight would meet separately to ensure the report was consistent in terms of the percentage for expected TA terminations.

**ACTION: JH/HK**

1. Directors were asked to send any further comments to David Coombs for inclusion, plus any update to their board actions for the action log.

**ACTION: All**

**The Cochrane Library re-procurement (item 6)**

1. Mark Salmon joined the meeting to update ET on recent discussions with the Cochrane Library in relation to reprocuring the current contract, which is due to expire in April 2023. Mark recommended NICE negotiates two consecutive 12 month contract extensions to April 2025 and agreed to come back to ET in April 2024 to assess the position with other systematic reviewers in the market at that point, before proceeding further. This approach was approved.
2. ET recognised the environment is going to look different in the future with the NIHR commissioning model changing and agreed that a strategic discussion was needed to consider how NICE interacts with new partners and to understand how the move of HEE into NHS England will affect roles in terms of providing evidence to the wider NHS and care system.

## Hybrid working (item 7)

Grace Marguerie and Eileen Platt updated ET on the issues raised during the consultations with staff regarding changes to how travel expenses will be paid and taxed for those staff currently on home based contracts for various historic reasons but where the role does not meet the HMRC definition of a homeworker.

ET debated the impact of the proposed recommendations and agreed that they would like to consider the options further before reaching a decision. Sam Roberts asked that the options meet four basic principles of protection for existing staff, future fairness and equity, HMRC compliance, and NICE being an attractive employer.

Grace and Eileen were asked to produce a further paper which clearly sets out the proposals against the four principles which ET want to protect, to fully understand the longer term impact of a final decision. It was agreed to discuss the next paper at the informal ET meeting on 19 July 2022.

**ACTION: GM/EP**

**Value awards (item 8)**

1. This item was deferred to the next formal ET meeting on 27 July 2022.

**Travel expenses and administration (item 9)**

1. There was insufficient time to consider this item. It was agreed that it be referred to the OMC for discussion.

ACTION: NG

## Operational management committee (item 10)

ET noted the minutes and actions from the OMC meeting held on 27 June 2022.

**Review of the agenda (item11)**

No comments raised.

**Other business (item 12)**

No further items of business were raised.