**National Institute for Health and Care Excellence**

Executive Team

# Minutes of the meeting held on 29 November 2022

## Present

Sam Roberts Chief Executive (chair)

Mark Chapman Interim Director, Medical Technologies and Digital Evaluation

Paul Chrisp Director, Centre for Guidelines

Jane Gizbert Director, Communications

Felix Greaves Director, Science, Evidence and Analytics

Helen Knight Interim Director, Medicines Evaluation

Naomi Lee Head of Organisational Transformation

Judith Richardson Interim Director, Health and Social Care

Boryana Stambolova Interim Director, Finance

Alexia Tonnel Director, Digital, Information and Technology

## In attendance

David Coombs Associate Director, Corporate Office (item 4)

Hilary Baker Programme Director, Transformation (items 4 and 5)

Kendall Jamieson Gilmore Associate Director, Strategy (item 5)

Elaine Repton Corporate Governance and Risk Manager (minutes)

## Apologies (item 1)

1. There were no apologies for absence.

## Declarations of interest (item 2)

1. The previously declared interests were noted.

## Notes of the previous meetings (item 3.1)

1. The minutes of the meeting held on 22 November 2022 were noted.

**Review of the actions (item 3.2)**

1. The review of actions was deferred to the next formal meeting.

**Integrated performance report for Board (item 4)**

1. ET reviewed the draft integrated performance report for the December public board meeting. There was a discussion to make a number of amendments to ensure the summary slides at the front align to the detail later in the slide set.
2. It was agreed to:

* Remove the pie charts from the summary slide as they did not give an insight into the materiality of the indicators that were missing
* Re-word the transformation progress slides so they more clearly state what has been achieved
* Review the narrative on the budget underspend and staff vacancy rate to reflect the implications of the DHSC guidance

1. ET members were asked to review their slides to check that the narrative aligns with the graphs and indicators and gives the board a high level contextualised overview. A revised version is to be circulated by this Friday for sign off at ET next week.

**ACTION: All**

**Strategic planning (item 5)**

1. Further to last week’s discussion, ET discussed progress with identifying their ‘guiding coalition’ members to support the next steps of defining the golden bars and the programmes of work to deliver the outputs. ET members were at varying stages in this process and were asked to engage with Naomi where they required support. Sam confirmed the aim was to have the outputs for each of the golden bars and a sense of what were the priorities for next year, by the time of the 16 December board meeting.

**ACTION: All**

## Centre for Guidelines and NGA/NCC staff harmonisation (item 6)

1. This item was deferred to next week’s agenda.

# Operational Management Committee (item 7)

1. ET noted the minutes of the OMC meeting held on 21 November 2022.

## Other business (item 8)

No further items were raised.

## Hybrid working engagement plans (item 9)

This item was deferred to next week’s meeting.