

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 15 August 2017

Present

Gill Leng	Director – Health and Social Care (meeting chair)
Mark Baker	Director – Centre for Guidelines
Ben Bennett	Director – Business Planning and Resources
Jane Gizbert	Director – Communications
Carole Longson	Director – Centre for Health Technology Evaluation

In attendance

David Coombs	Associate Director – Corporate Office (minutes)
Mark Salmon	Programme Director and Deputy Director – Evidence Resources
Victoria Thomas	Head of Public Involvement (item 6.1)

Apologies (item 1)

1. Apologies were received from Andrew Dillon and Alexia Tonnel, with the latter represented by Mark Salmon.

Freedom of Information and publication scheme (item 2)

2. The final minutes will be made available on the NICE website subject to the redaction of any exempt material.

Notes of the previous meeting (item 3)

3. The minutes of the meeting held on 8 August 2017 were approved subject to a minor amendment to paragraph 16.

Matters arising (item 4)

4. All actions from the meeting held on 8 August were noted as complete or in hand.

August Board Strategy meeting (item 5)

5. SMT noted the agenda, papers and arrangements for the Board Strategy meeting on 16 August 2017.

Public involvement strategic review: follow-up (item 6.1)

6. Gill Leng presented the draft paper to the September Board meeting that responds to the issues raised in the Board's discussion of the outcome of the public involvement strategic review in July. She noted that Victoria Thomas is attending tomorrow's Non-Executive Directors' (NEDs) meeting to provide further information on public involvement at NICE and the work of the public involvement programme (PIP).
7. SMT discussed the proposed changes to committee recruitment and supported the proposals for the PIP expert panel. It was agreed that the report should more clearly state the rationale and benefits of the panel, including improved efficiency, and retaining ongoing access to lay member expertise. Other drafting changes to this section were agreed, including to reflect the terminology used for panels in the

Centre for Guidelines. It was also agreed that the report should acknowledge that the proposed changes will affect established processes, and will be implemented in a manner appropriate to each affected programme.

8. SMT agreed that the section on social media should refer to the social media strategy and activities overseen by the Communications directorate. Also, it was noted that a further Board update may be required on intelligence gathering from online forums and resources given the linkage with 'big data' initiatives.
9. SMT discussed the proposal to provide structured feedback to patient organisations on their written evidence submissions to technology appraisal committees. Whilst noting the merit of such feedback, SMT expressed concern about the potential resource implications of this commitment. Further analysis of these resource implications was requested, alongside consideration of alternative actions, including potentially delivering workshops to assist patient groups submit evidence to committees. It was agreed to remove the section on feedback from the report whilst these proposals are considered further.

ACTION: VT

10. It was also agreed that the information on carers should be removed from the paper as it does not relate to the strategic review. Instead, this would be covered as part of Victoria's presentation to the NEDs' meeting.
11. SMT supported the proposed measures of success for 2017-18, subject to the removal of the measures on feedback and social media given the above amendments to the report. The measures should be focused on outcomes where possible, drawing on feedback from the exit interviews where appropriate.
12. Subject to the above amendments, SMT agreed the report for submission to the September Board meeting.

ACTION: VT

13. Gill asked Victoria to consider how to update the bi-monthly Health and Social Care directorate report to reflect the introduction of the expert panel and the measures of success for the strategic review.

ACTION: VT

Strategy (item 7)

14. None.

Weekly staff SMT updates (item 8)

15. SMT agreed the staff updates.

ACTION: DC

Any other business (item 9)

16. Jane Gizbert updated SMT on the proposals for the 2018 annual conference. Following a procurement exercise, an agency has been selected to organise the event which it is proposed to hold in Manchester in June. It was agreed Jane would provide a summary for the Chief Executive's update to the August Board Strategy meeting.

ACTION: JG

17. Gill Leng briefly noted potential benchmarking by the National Quality Board, which may use indicators drawn from NICE's quality standards.

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