

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 29 August 2017

Present

Andrew Dillon	Chief Executive
Mark Baker	Director – Centre for Guidelines
Ben Bennett	Director – Business Planning and Resources
Jane Gizbert	Director – Communications
Gill Leng	Director – Health and Social Care
Carole Longson	Director – Centre for Health Technology Evaluation
Alexia Tonnel	Director – Evidence Resources

In attendance

Elaine Repton	Governance Manager – Corporate Office (minutes)
Grace Marguerie	Associate Director HR (item 5.1)
Sarah Acton	Senior HR Business Partner (item 5.1)

Apologies (item 1)

1. Apologies for absence were received from David Coombs.

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 22 August 2017 were approved.

Matters arising (item 4)

4. All actions from the meeting held on 22 August were noted as completed or in hand.
5. Following discussion with the Chair, the survey on NICE's website has now been circulated to the Non-Executive Directors and Committee Chairs.

Annual staff survey and action plan 2017/18 (item 5.1)

(Grace Marguerie and Sarah Acton joined the meeting)

6. SMT considered the draft Board report on the results of the annual staff survey and the proposed action plan for 2017/18. The report was reviewed in detail ahead of its submission to the September Board meeting.
7. SMT requested further amendments, as follows:
 - include data from the 2015 survey to show trends over a three year period, and provide a commentary where there has been a material change in score (more than a 10% increase/decrease)

- change the bars in the chart at the bottom of page 21 in the report, so that they colour code the response categories in the style used in the chart immediately above. In addition, to remove from this chart, the bars referring to awareness of the business plan and 'not thinking of leaving NICE in the next 6 months'.
- show whether there were significant differences, in any responses, between Manchester and London based staff, and if so, add commentary to explain.

ACTION: GM/SA

(Grace Marguerie and Sarah Acton left the meeting)

Referrals to technology appraisals work programme (item 5.2)

8. SMT noted the referrals from the DH for six STAs and forty-six TAs.
9. CL commented that there had already been some debate about the appraisal route for two of the STAs (Idebenone and Nusinersen) and that NICE could expect to receive a level of communication on these two referrals once the programmes begin.

September public Board meeting – 20 September 2017

10. SMT agreed the agenda items for the September public Board meeting.

Strategy (item 6)

11. None.

Weekly staff SMT updates (item 7)

12. SMT agreed the staff update.

Other business (item 8)

Changes to the Technology Appraisal Programme (item 8.1)

13. CL updated SMT on discussions with DH and NHSE regarding the proposal to change the TA process.
14. Both the DH and NHSE had been positively receptive to the proposal with NHSE having requested further exploration of the business case. DH had requested that NICE and NHSE work collaboratively on the public consultation which is due to begin mid-October 2017.
15. SMT discussed the point at which the pharmaceutical industry would be informed of the proposals. It was agreed that Andrew Dillon would speak with Mike Thompson at ABPI ahead of the Board meeting.

ACTION: AD

Life Sciences Strategy Publication (item 8.2)

16. SMT noted that the Life Sciences Strategy was due for publication on 30 August 2017. AD commented briefly that the document was positive from NICE's perspective and highlighted that there was still an emphasis on the monitoring of take up.

Brexit – Request from DH (item 8.3)

17. GL advised SMT that NICE had received an information request from DH following NHSE requesting additional medicines regulation funding. SMT noted that the work was in hand.

The meeting closed at 11.40am.

FINAL