

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 17 January 2017

Present

Andrew Dillon	Chief Executive
Gill Leng	Director – Health and Social Care
Mark Baker	Director – Centre for Guidelines (items 1 – 6.1)
Ben Bennett	Director – Business Planning and Resources
Jane Gizbert	Director – Communications
Carole Longson	Director – Centre for Health Technology Evaluation
Alexia Tonnel	Director – Evidence Resources

In attendance

David Coombs	Associate Director – Corporate Office (minutes)
Elisabeth George	Associate Director – Appraisals – Centre for Health Technology Evaluation (item 6.2)
Fiona Glen	Programme Director – Centre for Guidelines (item 6.1)
Beth Shaw	Senior Technical Adviser, Surveillance and Methods – Centre for Guidelines (item 6.1)

Apologies (item 1)

1. None.

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.

Note of the previous meeting (item 3)

3. The minutes of the meeting held on 10 January 2017 were approved.

Matters arising (item 4)

4. The meeting reviewed the actions from the meeting held on 10 January 2017 and noted that all actions were complete or in hand.
5. Ben Bennett stated he would confirm the extent the Learning Management System can be utilised for 2017-18 staff appraisals, following further discussion with Lorraine Howard-Jones.

ACTION: BB

January public Board meeting (item 5)

6. SMT noted the agenda, papers and arrangements for the Board meeting on 18 January 2017.

Public health guidelines catalogue – a new framework (item 6.1)

7. Mark Baker presented the proposed framework for a public health guidelines catalogue, which will guide NICE's future work (both development and

surveillance) on public health. It also seeks to help make the outward facing public health catalogue more useful and usable to the system in the dynamic context within which it operates.

8. SMT members discussed the proposals, seeking clarity on whether the framework will consolidate the number of public health guidelines, and the relationship between the framework themes and the existing guidance categories on the NICE website. In response, Mark Baker and Fiona Glen confirmed that if agreed by SMT, the initial step will be to implement the framework for surveillance activity. The unit of surveillance in public health will switch to the 20 sub-themes in the framework. Following this surveillance, a decision can be taken on whether to consolidate and condense existing guidelines into 'meta-guidelines'. The outcome of the surveillance and the proposal for guideline updates and consolidation will be presented to the Guidance Executive for decision.
9. SMT approved the framework for implementation, noting that the prioritisation of the surveillance programme will take account of the wider system priorities for public health.

ACTION: MB

10. Alexia Tonnel asked that the proposals are shared with colleagues in the Information Standard Working Group to help ensure alignment with the NICE browse taxonomy.

ACTION: FG / BS

Proposal for changes to the committee discussion section of technology appraisal (TA) guidance documents (item 6.2)

11. Carole Longson and Elisabeth George presented the proposed changes to the presentation of TA guidance. The amendments reduce the length of the committee discussion, and present the key conclusions more clearly. As a result, they improve the accessibility of the guidance, and facilitate efficiencies in the TA programme.
12. SMT welcomed and approved the proposals, subject to several minor suggested amendments. SMT noted the committee discussion section is central to the appeal process, and asked that the changes, and their rationale, are explained to the appeal panel chairs. Also, once finalised, the revised format for the guidance should be communicated to key stakeholders.

ACTION: EG

Strategy (item 7)

13. SMT noted that the implementation of the management of change exercises is underway.

Weekly staff SMT Updates (item 8)

14. SMT agreed the staff updates.

ACTION: DC

Any other business (item 9)

15. None.

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