

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 19 June 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
Alexia Tonnel	Director – Evidence Resources

In attendance

David Coombs	Associate Director – Corporate Office (minutes)
Jenniffer Prescott	Associate Director – Planning and Operations – Centre for Health Technology Evaluation
Judith Richardson	Programme Director – Health and Social Care (item 6.2)

Apologies (item 1)

1. Apologies were received from Andrew Dillon and Carole Longson, with the latter represented by Jenniffer Prescott.

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 13 June 2017 were approved as a correct record subject to a minor correction to paragraph 13.

Matters arising (item 4)

4. All actions from the meeting held on 13 June 2017 were noted as complete or in hand.

June Board Strategy meeting (item 5)

5. SMT noted the agenda, papers and arrangements for the Board Strategy meeting on 21 June.

Finance and resource report (item 6.1)

6. Ben Bennett presented the update on the financial position as at 31 May. He asked SMT to consider the approach towards the forecast underspend, currently £0.7m, which is due to the vacancy rate in 2017-18 to date.
7. SMT reviewed the report and agreed the underspend should be retained as contingency at the current time. This position will be reviewed should additional cost pressures arise and when there is greater clarity on whether NICE will be able to proceed with the proposal to recover the costs of the technology appraisal and highly specialised technologies programmes from industry. It was agreed that

potential work on 'big data' as discussed at the morning session of the May Board meeting, should be noted as a possible call on reserves in 2017-18.

ACTION: BB

Revalidation report (item 6.2)

8. Judith Richardson presented the proposed annual revalidation report to the Board. The report, which is a mandatory requirement, outlines the policies, processes and systems needed to support the revalidation of doctors and confirms statutory obligations have been met. The report also outlines NICE's activities in relation to the revalidation of other healthcare professionals.
9. SMT approved the report for submission to the Board.

Strategy (item 7)

10. None.

Weekly staff SMT updates (item 8)

11. SMT agreed the staff updates.

ACTION: DC

Any other business (item 9)

Associate Director, Human Resources

12. Ben Bennett briefed SMT on the appointment of the Associate Director, Human Resources, who will join NICE on 31 July. Induction meetings with SMT will be arranged.

Global evidence summit

13. Ben Bennett asked SMT to consider the arrangements for NICE staff attending the Global Evidence Summit in Cape Town, in September. He highlighted an earlier decision by SMT that up to a maximum of five staff should attend events held outside of Europe.

14. Gill Leng confirmed that she, Mark Baker and Alexia Tonnel had followed a robust process to restrict the number of staff that should attend, and also agreed to limit the costs by flying economy class. Whilst the planned attendance exceeds five, this is a joint event combining both the annual Cochrane Colloquium and the Guidelines International Network conference, both of which are usually attended by NICE staff. Jane Gizbert noted she had not been involved in these discussions and would therefore review the attendance from the Communications Directorate and reduce this as appropriate. The relevant SMT members would also review the travel plans of their staff to ensure flights were in economy class and the trip duration is appropriate.

ACTION: JG / AT / GL / MB

15. SMT agreed that Ben Bennett should discuss with Andrew Dillon whether to amend NICE's travel policy to further restrict the use of business class flights.

ACTION: BB