

# NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

## Senior Management Team

### Minutes of the meeting held on 21 March 2017

#### Present

Andrew Dillon	Chief Executive
Ben Bennett	Director – Business Planning and Resources
Carole Longson	Director – Centre for Health Technology Evaluation
Alexia Tonnel	Director – Evidence Resources
Jane Gizbert	Director – Communications

#### In attendance

Julian Lewis	Governance Manager
Fiona Glen	Programme Director - Centre for Guidelines
Paul Chrisp	Programme Director – Health and Social Care directorate (Deputy Health and Social Care Director)
Mark Campbell	Associate Director – MTEP (item 6.1 only)
Mark Salmon	Deputy Director – Evidence Resources (item 6.3 only)
Andy Mitchell	Associate Director – Evidence Resources (item 6.3 only)
Nick Crabb	Programme Director – Centre for Health Technology Evaluation (item 6.2 only)
Deborah Morrison	Senior Scientific Advisor – Centre for Health Technology Evaluation (item 6.2 only)
Sarah Cumbers	Associate Director – Transforming Guidance Development (item 6.3 only)

#### Apologies (item 1)

1. Apologies were received from Gill Leng and Mark Baker who were represented by Paul Chrisp and Fiona Glen.

#### 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 14 March 2017 were approved as a correct record.

#### Matters arising (item 4)

4. SMT noted that all actions from the meeting held on 14 March 2017 were complete or in hand.

#### Board meetings (item 5)

5. SMT reviewed the actions arising from the Public Board meeting on 15 March. In relation to Board consideration of policies Ben Bennett advised SMT that the Board was primarily interested in policies directly affecting staff.

6. Andrew Dillon said employment policies affecting staff terms and conditions together with substantive changes to existing policies should be reported to the Board and this was agreed.

**ACTION: BB**

7. SMT reviewed the agenda for the April Board Strategy meeting. Andrew Dillon noted that the HST methods and process guide was scheduled for consideration by the Board in April.
8. SMT noted that the updated risk management policy would be submitted to the Board in April, following review by the SMT.

**ACTION: DC**

#### **Proposed approach for re-tendering of EAC contracts (item 6.1)**

9. Mark Campbell introduced a paper outlining the proposed approach to re-tendering the External Assessment Centre (EAC) contracts effective from 1 April 2018. He explained that the intention was to offer the tender on the basis of a framework contract with three individual EACs with a fixed-cost and variable element.
10. Andrew Dillon queried the timeline for finalising contracts and the intention to finalise the terms after the tender workshop on 28 April. Mark Campbell explained that the workshop was intended to discuss the general principles of the contracts and to enable a full discussion of the scope of the work. This would then be incorporated into the final contracts which would minimise the risk of no bidders if the scope of the contracts was too narrow.
11. In response to a query from Ben Bennett Mark Campbell confirmed that there was no clear indication of potential TUPE liabilities at this stage.
12. Paul Crisp asked whether the content of the contracts could be aligned with the AAR timelines. Mark Campbell explained that the AAR requirements would be included where known and this was under constant review.
13. SMT approved the re-tendering proposal

**ACTION: CL**

#### **Medtech Early Technical Assessment (META) Tool (item 6.2)**

14. Carole Longson introduced a progress report on the development of a web-based Medtech Early Technical Assessment (META) tool and explained the plans to commercialise the tool following approval by the DH. She said the tool was intended as a secure online platform to help in the assessment of new Medtech products and was designed as a service to companies in identifying evidence gaps and general level of preparedness before submission of products for evaluation by NICE.
15. Andrew Dillon queried the added value of the tool over and above what was currently available to companies. Nick Crabb explained that the tool was designed to identify gaps in the value proposition being formulated for new medtech products.

16. In discussion, the SMT stressed the need for clear governance arrangements in specifying the respective roles of NICE and contractors in relation to information governance, legal due diligence, contractual arrangements, information sharing and confidentiality. He said this was particularly important if the Medtech tool hosted by NICE cloud services may include patient information or CiC data submitted by companies.
17. SMT reviewed the commercial projections including the anticipated volume of licensed projects by 2020/21. Carole Longson explained that she anticipated that the sustainability of the proposals will be apparent by the 3<sup>rd</sup> quarter of 2018/19. Andrew Dillon said there should be an appraisal of the long term future of the project by the 3<sup>rd</sup> quarter 2018/19 at the latest.
18. Ben Bennett advised that the financial figures should be clarified to explain that they exclude VAT.
19. SMT agreed the report subject to clarification and assurance on legal and information governance issues.

**ACTION: CL**

#### **Connecting NICE with the health and care system – digital external partnership opportunities (item 6.3)**

20. Andy Mitchell introduced a report outlining opportunities to further develop partnerships with external partners in the digital delivery of NICE guidance. He requested a steer from SMT on the prioritisation of the partnerships to feed into future work plans.
21. Andrew Dillon noted that the external partners included a wide array of private and public sector bodies each with their own specific merits. He said prioritisation of current initiatives required a long term vision, which it will be the responsibility of the SMT to provide.
22. Paul Crisp said that it will be important to identify any mutual exclusivities in the relationships or risks to current work priorities and how medium and long-term goals were aligned with those priorities.
23. Andrew Dillon raised a query from Gill Leng in relation to the Quality Standards 'viewer'. Alexia Tonnel explained that the QS viewer had been built as a discovery tool to test the use of the rich content enabled within the new Knowledge Base. The tool is available in public beta and not technically 'live' yet. There is uncertainty as to whether content in the QS viewer should be maintained whilst Digital Services learn more about what external users need from the Knowledge Base format. This is because keeping the QS up to date in the viewer currently creates additional work for the editorial team.
24. Andrew Dillon said this should be discussed further at next week's SMT meeting. He said the strategic forward look should be discussed either at the SMT away day or at an SMT strategy meeting.

**ACTION: AD/AT**

#### **Strategy (item 7)**

25. None.

**Weekly staff SMT updates (item 8)**

26. SMT agreed the staff updates.

**ACTION: JL**

**Any other business (item 9)**

27. None.

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