

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 14 November 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
Alexia Tonnel	Director – Evidence Resources

In attendance

David Coombs	Associate Director – Corporate Office (minutes)
Nicola Bent	Programme Director – Health and Social Care (item 6.1)
Mirella Marlow	Programme Director and Deputy Director – Centre for Health Technology Evaluation
Judith Richardson	Programme Director – Health and Social Care (item 9)
Lucy Scarle	Programme Manager – Fellows and Scholars and Quality Assurance – Health and Social Care (item 6.1)

Apologies (item 1)

1. Apologies were received from Carole Longson who was represented by Mirella Marlow.

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 7 November 2017 were approved.

Matters arising (item 4)

4. The actions from the meeting held on 7 November were noted as complete or in hand.
5. Andrew Dillon briefly updated SMT on his recent meeting with NICE's sponsor. The issue of transition funding will be discussed further by Ben Bennett and Department of Health finance colleagues at a meeting later in November.
6. Andrew referred to the arrangements for the NICE conference and asked that a paper is brought to SMT outlining the dates of the principal health and social care conferences in 2018, with proposals for which of these NICE should seek a presence at.

ACTION: JG

November Board meeting (item 5)

7. SMT noted the agenda, papers and arrangements for the Board meetings on 15 November 2017.

Proposals to enhance the NICE fellows and scholars programme (item 6.1)

8. Nicola Bent presented the proposed actions to enhance the NICE fellows and scholars programme, following an in-depth review. In addition to supporting these actions, Nicola asked SMT to consider whether a post nominal award to acknowledge a significant commitment to NICE should be explored further.
9. SMT supported the implementation of the proposed actions to enhance the fellows and scholars programme subject to using the term 'agreement' rather than 'contract' for the document that sets out the expectations of the role. It was agreed that the future location of the programme within the Health and Social Care directorate, and alignment with the student champions scheme, sat within Gill Leng's delegated approval if a management of change exercise is not required.

ACTION: NB / GL

10. SMT discussed and supported further exploration of a post nominal award. Such award would recognise an outstanding contribution to NICE, including for example from a committee chair or NICE fellow. Andrew Dillon suggested that it could be appropriate to align the introduction of the award with NICE's twentieth anniversary. It was agreed a paper should be brought back to SMT outlining further detail, including the eligibility and award criteria.

ACTION: NB / GL

Business planning (item 7)

11. Alexia Tonnel noted that as part of the business planning process, centres and directorates are asked to identify the impact of their proposed activities on other teams. She asked colleagues to consider and identify the impact on digital services of new activities in 2018-19, in particular the implications for the website.

ACTION: SMT

Weekly staff SMT updates (item 8)

12. SMT agreed the staff updates.

ACTION: DC