

# NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

## Senior Management Team

### Minutes of the meeting held on 10 October 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)
Mirella Marlow	Programme Director and Deputy Centre for Health Technology Evaluation Director
Elaine Repton	Governance Manager: risk assurance – Business Planning and Resources (items 5.1 and 5.2)

#### 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 3 October 2017 were approved.

#### Matters arising (item 4)

4. All actions from the meeting held on 3 October were noted as complete or in hand.
5. SMT noted the updated agenda for the Board strategy away-day. Andrew Dillon asked for any final amendments by Thursday, and also copies of the Directors' proposed introductory presentations.

**ACTION: SMT**

#### Risk register (item 5.1)

6. Elaine Repton presented the updated risk register for SMT's review, prior to consideration of the medium and high risks at the Audit and Risk Committee on 25 October. One risk is proposed for removal, three risks have been added, and one risk has moved from low to moderate. In addition, the mitigations and planned actions have been updated throughout the risk register.
7. SMT reviewed the risk register and agreed to remove risk 34 given the recent announcement that the judicial review will not proceed to a hearing. It was agreed that in light of the mitigations in place, risks 31 and 33, relating to the field team

and public involvement respectively, were no longer risks and could be removed. SMT considered the proposed new risk (22) relating to copyright, and agreed this should be a low risk, with the target to remove it from the register in light of the planned mitigations.

8. SMT discussed the format for the risk register and agreed the risks should be listed in descending order, based on the target rating. There should be a cover paper to summarise the changes to the risk register, and list the risks and their rating. Changes in the register itself would also be highlighted.
9. Subject to these amendments, SMT agreed the risk register for presentation to the Audit and Risk Committee.

**ACTION: ER**

#### **Audit and risk committee terms of reference (item 5.2)**

10. Elaine Repton presented the amended terms of reference, which as requested at last week's SMT meeting, have been simplified and reduced in length. She would seek the external auditor's view on the proposed amendments at a meeting later today.
11. SMT supported the proposed amendments, subject to the clarifying there would be at least three members of the committee. Subject to feedback from external audit and the committee chair, the terms of reference will be presented to the Audit and Risk Committee on 25 October.

**ACTION: ER**

#### **NICE Charter (item 5.3)**

12. Jane Gizbert introduced the item and stated that the Board has asked to review the NICE Charter annually. She asked SMT to consider whether any amendments are required before the Board undertakes this annual review at its meeting on 15 November.
13. SMT reviewed the Charter and agreed to add a reference to NICE's existing public commitments around sustainability. The section on managing resources should also be deleted, and the text reallocated to more appropriate sections in the Charter. Subject to these and minor drafting points, SMT agreed the Charter for presentation to the Board.

**ACTION: JG**

14. Following a question from Andrew Dillon, Jane agreed to confirm how frequently the Charter is accessed on the website.

**ACTION: JG**

#### **Strategy (item 6)**

15. Andrew Dillon briefed the SMT on the latest position with regard to the proposal to charge for technology appraisals and HSTs.

**Weekly staff SMT updates (item 7)**

16. SMT agreed the staff updates.

**ACTION: DC**

**Any other business (item 8)**

17. None.

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