

# NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

## Senior Management Team

### Minutes of the meeting held on 24 October 2017

#### Present

Andrew Dillon	Chief Executive
Mark Baker	Director – Centre for Guidelines
Ben Bennett	Director – Business Planning and Resources
Jane Gizbert	Director – Communications
Carole Longson	Director – Centre for Health Technology Evaluation (part of meeting)
Alexia Tonnel	Director – Evidence Resources

#### In attendance

David Coombs	Associate Director – Corporate Office (minutes)
Paul Chrisp	Programme Director and Deputy Health and Social Care Director
Mirella Marlow	Programme Director and Deputy Centre for Health Technology Evaluation Director (part of meeting)

#### Apologies (item 1)

1. Apologies were received from Gill Leng who was represented by Paul Chrisp. Carole Longson left the meeting during item 5 and was represented by Mirella Marlow for the remainder of the meeting.

#### 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 17 October 2017 were approved.

#### Matters arising (item 4)

4. The actions from the meeting held on 17 October were noted as complete or in hand.
5. Andrew Dillon asked that the forthcoming SMT paper on recruitment includes information on any roles which have experienced particular recruitment challenges.

#### **ACTION: BB**

6. SMT considered further the scope for a meeting of NICE's Programme Directors as part of the business planning process. Andrew Dillon suggested SMT members reflect further on the timing and purpose of such a meeting, to ensure it would add value, and also whether to extend this to all of the Directors' first line reports. SMT could then return to this proposal at a later date.

## **Board meetings (item 5)**

7. Andrew Dillon presented an updated schedule of NICE's strategic ambitions and accompanying risks and mitigations to reflect the discussions at the Board Strategy away-day on 18 October. SMT reviewed the document and suggested a number of amendments, including to reorder the strategic ambitions, broaden the ambition on the Accelerated Access Review to refer to NICE's wider contribution to the Government's life sciences strategy, and add reference to NICE's potential role in evaluating digital health technologies. NICE's stability in the health and care system should also be noted as a mitigation to the strategic risks. Andrew Dillon stated he would update the document, and discuss with David Haslam whether to bring this to the December Board Strategy meeting.

**ACTION: AD**

*Carole Longson left the meeting and was replaced by Mirella Marlow*

8. The agenda items for the November Board meeting were agreed. SMT discussed the proposed item on the annual report and accounts, which arose from the June Audit and Risk Committee meeting. It was agreed Jane Gizbert will lead this agenda item, and would discuss further with the Audit and Risk Committee Chair the objectives for, and approach to, the discussion. The cover paper for the item should include information on the number of times the annual report and accounts has been accessed.

**ACTION: JG**

## **Technology appraisal charging (item 6.1)**

9. SMT briefly discussed the proposed submission to the Department of Health on the impact of the delay in introducing charging for the technology appraisal and highly specialised technologies programmes. This will highlight the impact on the number of appraisals that can be undertaken. The issue will be discussed with both the sponsorship and finance teams at the DH.

## **Strategy (item 7)**

10. None.

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

11. SMT agreed the staff updates.

**ACTION: DC**

## **Any other business (item 9)**

12. None.