

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 31 October 2017

Present

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

In attendance

David Coombs	Associate Director – Corporate Office (minutes)
Chris Carson	Programme Director and Deputy Centre for Guidelines Director
Paul Chrissp	Programme Director and Deputy Health and Social Care Director

Apologies (item 1)

1. Apologies were received from Mark Baker and Gill Leng who were represented by Chris Carson and Paul Chrissp respectively.

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. Andrew Dillon noted that as the delay to the introduction of charging for the technology appraisal (TA) and highly specialised technologies (HST) programmes has not been publicly announced, he would not raise this at the November staff meeting.

Notes of the previous meeting (item 3)

3. The minutes of the meeting held on 24 October 2017 were approved.

Matters arising (item 4)

4. The actions from the meeting held on 24 October were noted as complete or in hand.

Intellectual property and content business management team: management of change consultation (item 5.1)

5. Alexia Tonnel presented the consultation paper on proposed changes to the intellectual property and content business management team, and the rationale for these. The level of demand for the reuse of NICE content internationally has been lower than envisaged when the team was established, and in light of the forecast level of activity, it is proposed to remove the Associate Director role. The team will continue to manage requests for the reuse of NICE content, oversee NICE's policy in this area, and manage and coordinate other knowledge sharing requests, but would in future report to the Programme Director, Information Resources.
6. SMT discussed the proposals and agreed these for consultation, taking account of the prospects for generating income from the reuse of NICE content internationally.

ACTION: AT

Drug repurposing (item 5.3)

7. Paul Chrissp presented the draft report from the Department of Health (DH) on facilitating the adoption of off-patent, repurposed medicines into clinical practice, and asked for SMT's agreement for NICE to be listed as contributor to the report. Paul outlined the background to the report, which originated with a Private Members' Bill. The report underscores and highlights NICE's existing activities on off-label medicines and does not generate new activities or resource demands.
8. SMT endorsed NICE being listed as a contributor to the report, and agreed that a paper should be presented to the January public Board meeting on these activities.

ACTION: PC

Technology appraisal charging (item 5.2)

9. Andrew Dillon presented the briefing for the DH on the requirement for transitional funding to cover the interim financial shortfall arising from the revised timescale for introducing charging for the TA and HST programmes. The paper does not address the scenario of not receiving this transitional funding, given the lack of viable options for NICE generating this income on a temporary basis.
10. SMT supported the paper subject to drafting amendments.

ACTION: AD / BB

Dress code (item 5.3)

11. SMT discussed the current dress code of smart casual, with formal business attire when representing NICE externally. It was agreed that the requirements remain appropriate and generally well understood. It was agreed that any specific concerns should be addressed on a case by case basis by the relevant manager or director.
12. SMT discussed the wider office protocols, in particular the use of the fridges and eating hot food at desks. Andrew Dillon agreed to remind staff at the November staff meeting of the arrangements in place and also ensure the tenants in the London office are aware.

ACTION: AD

Strategy (item 6)

13. None.

Weekly staff SMT updates (item 7)

14. SMT agreed the staff updates.

ACTION: DC

Any other business (item 8)

15. None.