

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

There will be a Senior Management Team meeting at 10:00am on
Tuesday 10 February 2015 in Mersey, Manchester and Thames, London

AGENDA

1. Apologies for absence

2. Freedom of Information and Publication Scheme

To consider whether any of the information in the attachments are exempt
from disclosure

(Oral)

3. Minutes of the last meeting

To consider and approve the minutes of the meeting 03 February 2015

(Attached)

4. Matters arising

To consider any matters arising from the meeting on 03 February 2015

(Oral)

5. For consideration and approval

5.1 Business Plan

To consider revisions to the plan following comments from NHS England and
the Department of Health

(Attached)

5.2 Public Involvement Programme Annual Report 2014

To approve the report for submission to the Board

(Attached)

5.3 Public Involvement Programme Process Guide

To approve the guide for submission to the Board

(Attached)

5.4 Proposed Changes to the HR Structure and Service

To approve the proposals post consultation

(Attached)

5.5 Guidance Development Project

To consider next steps review into quality assurance

(Attached)

5.6 Guidance Development Project

To receive an update

(Attached)

5.7 Guidance Development Project

To consider internal consultation comments

(Attached)

6. Triennial review

6.1 To receive an update

(Oral)

7. Weekly staff SMT updates

7.1 To agree key messages

(Oral)

8. Any other business

8.1 Recruitment activity report

(Attached)

8.2 To consider any other business of an urgent nature

(Oral)