

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 17 February 2015

Present

Andrew Dillon	Chief Executive
Gillian Leng	Director – Centre for Health and Social Care
Jane Gizbert	Director – Communications
Mark Baker	Director – Centre for Clinical Practice
Alexia Tonnel	Director – Evidence Resources
Carole Longson	Director – Centre for Health technology Evaluation
Ben Bennett	Director – Business Planning and Resources Directorate

In attendance

Alana Christopher	Associate Director – Corporate Office
Sarah Mort	HR Manager – Business Planning and Resources (AOB – recruitment freeze only)

Apologies

1. None.

Freedom of Information and Publication Scheme

2. Final documents will be made available on the NICE website in accordance with the Publication Scheme, subject to the redaction of exempt material.

Note of the previous meeting

3. The minutes of the 10 February were approved as a correct record, subject to a minor correction in paragraph 31.

Matters arising

4. It was agreed that SMT's decision on the handling of internal consultation comments should be communicated to all guidance producing teams.

ACTION: AC

5. SMT noted all other actions were in hand.

February Board Strategy meeting

6. SMT noted the papers and arrangements for the meeting and agreed items to be included in the chief executive's update. It was noted that at a recent accountability meeting with the Department of Health, NICE was asked to consider whether it could do more on disinvesting in ineffective practice. The Board will be asked to consider if there is more NICE can do to support this agenda.

Memorandum of Understanding with King's College London

7. Andrew Dillon presented the revised MOU with King's College London. He highlighted that the main change to the document was the inclusion that Kalipso Chalkidou, Director for NICE International, will be seconded to King's College London for one day a week. The secondment will be funded by the Department of Primary Care and Public Health (50%) and NICE International (50%). The focus of the academic contract will be the adaptation of guidelines for other countries.

8. It was noted that Kalipso Chalkidou's job title in paragraph 4.2 should be corrected.
9. SMT agreed the MOU.

Manchester University Masters in Public Health (MPH) Programme

10. Gillian Leng presented the options appraisal, carried out by Catherine Wilkinson, for continued support to the Manchester University Master in Public Health Programme. She explained that the Centre for Public Health has supported the web based Public Health module since 2012/13. The arrangement has been considered to be mutually beneficial with NICE staff gaining professional development and the University gaining access to a relevant professional knowledge base. However, this work has been completed as part of the professional development of the Public Health team and no contribution towards our costs has been sought from the University.
11. It was noted that this approach is no longer tenable and the preferred option is to provide a dedicated resource within NICE to support the programme, which will be funded by the University. Gill explained that Manchester University is amenable to NICE's preferred option and SMT asked that she take it forward with the University.

ACTION: GL

Triennial review

12. Alana Christopher gave an update on the revised timelines for the publication of the review. It was noted that the Project Board, at its meeting on the 23 February, will consider the first draft of the stage one report. The stage two report will be circulated for discussion in mid-March and a final report will be submitted to Cabinet Office at the end of March. Final publication will be after the 2015 general election.
13. It was noted NICE International had been approached to provide further details of their current funding model.

Weekly staff SMT updates

14. SMT agreed the staff updates.

ACTION: AC

Any other business

15. SMT reviewed the recruitment activity report and business cases for recruiting vacant and new posts. The following were agreed:
 - technical analyst post (safe staffing programme) – advertise internally.
 - technology implementation manager – advertise internally
 - technical analyst – (MIBs) – it was noted that this post is not suitable for staff who may be displaced by the HSC restructure. It was also noted that there has been a significant reduction in the number of band 7 technical analyst posts potentially at risk. This post will be recruited externally.
 - Programme manager (quality standards) – advertise internally

16. Gillian Leng presented, for consideration, a request by a member of staff to be seconded to Public Health England for 12 months. SMT considered the request against what it considered to be a suitable criterion for the length of secondments (6 months) and noted that they should always be of benefit to NICE and suitable backfill can be arranged. It was agreed that the request did not meet these criteria. SMT members requested that the criteria are communicated to staff. Andrew Dillon agreed to discuss this at the next staff meeting.

ACTION: AD

17. Gillian Leng informed SMT of a recent letter challenging NICE's process for involving tobacco companies as stakeholders in guidance development. She explained that the concern is based on a World Health Organisation (WHO) framework for working with tobacco companies. SMT agreed that NICE's principle of openness and transparency allows any individual or legal entity to register as a stakeholder and their contribution to be published.