

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 20 January 2015

Present

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

In attendance

Alana Christopher	Associate Director – Corporate Office
Nina Pinwill	Associate Director – Topic Selection
Danielle Mason	Communications Manager (item 6.1 only)

Apologies

1. Apologies were received from Carole Longson

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 13 January were approved as an accurate record.

Matters arising

4. Ben Bennett advised that collective consultation will only affect other management of change exercises at NICE if they are directly related. It was agreed that the current consultation on changes to the HR team will not be subject to collective consultation.
5. Directors were asked to liaise with their teams to establish if there is an appetite for additional HR training with the NHS Business Services Authority. It was noted that training materials from the sessions will be made available and a document will be created from the Q&A session.

ACTION: ALL/BB

6. Andrew Dillon will take chairman's action and approve the Pharmaceutical Price Regulation Scheme 2014 document.
7. Alexia Tonnel gave a further update on progress with the work stream which NICE and PHE co-chair for the National Information Board to consider the accreditation of health and social care apps. She explained that the aim is to provide citizens with apps that are endorsed and 'trusted' by the NHS. Next steps include literature review of health apps, gathering information on the UK app market and understanding the regulatory environment. It was noted that a segmentation / classification for apps will need to be developed to identify a workable model of endorsement."

8. All actions are in hand.

January Public Board Meeting

9. SMT reviewed the papers and agenda. Andrew Dillon gave an update from the recent triennial review project board meeting. The Board will be presented with the emerging findings from the review at its morning meeting.

NICE Annual Conference

10. Danielle Mason presented the revised programme, following SMT consideration in December. SMT made specific comments on the programme and general observations such as the need to have greater public health and social care focus at the conference. The programme will be launched in February. The programme will be circulated to SMT members before launch for final comment.

ACTION: DM

11. SMT thanked Danielle for her work in developing the programme.

Annual Staff Survey

12. SMT reviewed the staff survey questions and agreed to remove the proposed questions that relate to medical revalidation and communication with other teams.
13. SMT agreed that the survey should be conducted in May.

Patient Involvement in NICE Scientific Advice

14. Nina Pinwill presented a paper that outlined ongoing patient involvement activities in NICE Scientific Advice and proposed future expansion of this service. SMT reviewed the paper and agreed to support, in principle, the proposal to increase patient involvement in NICE Scientific Advice activities. SMT requested further details about the costing model and justification for the proposed tariff.

ACTION: NP/LO

Transparency in topic selection

15. Nina Pinwill presented a paper that outlined proposed changes to the information published on the NICE website relating to pharmaceutical topics that have been considered through the topic selection process for potential technology appraisal or highly specialised technologies. She explained that the changes had been made following comments from pharmaceutical companies, professionals and patient groups that there was a lack of information publically available on the progress of topics through topic selection. The changes were agreed with the Department of Health, Association of the British Pharmaceutical Industry (ABPI) and the Ethical Medicines Industry Group (EMIG)
16. SMT noted that it was a worthwhile enhancement and agreed the changes. SMT made a minor suggestion that the name of the manufacturer should be included in the table that is published.

The Forward View into action: planning for 2015/16

17. It was noted that the incorrect document was circulated. This item was deferred to next week for consideration.

Updated ToR and SOs for Technology Appraisals Committees

18. Nina Pinwill presented the revised terms of reference and standing orders which include the reduced committee size of 24 members.
19. SMT approved the change and requested that paragraph 6, which refers to a pool of committee members from which 4 committees are drawn, is removed because it is no longer accurate. SMT also made minor amendments to paragraphs 1-4.

February Strategy Board Agenda

20. SMT agreed to add the 2015/16 business plan and HR update to the agenda.

Triennial review

21. Andrew Dillon gave a brief update (see paragraph 9)

Weekly staff SMT updates

22. SMT agreed the staff updates.

ACTION: AC

Any other business

23. None.

FINAL