

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 3 March 2015

Present

Andrew Dillon	Chief Executive
Ben Bennett	Director – Business Planning and Resources Directorate
Jane Gizbert	Director – Communications
Alexia Tonnel	Director – Evidence Resources

In attendance

Alana Christopher	Associate Director – Corporate Office
Judith Richardson	Associate Director – Pathways
Meindert Boysen	Programme Director – Health Technology Evaluation
Paul Chrisp	Programme Director - Medicines and Prescribing Centre
Nick Titterington	Associate Director – Service Delivery
Vince Doyle	Associate Director – Design and Development
Iain Moir	Senior Service Development and Contract Manager
Josie Godfrey	Associate Director – Highly Specialised Technologies

Apologies

1. Apologies were received from Mark Baker, Gillian Leng and 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 24 February were approved as a correct record.

Matters arising

4. It was noted that the programme manager post in the Patient Involvement Programme will be advertised internally.
5. Jane Gizbert reported that CCG leads will be offered complimentary tickets to the 2015 NICE conference. The conference organisers are exploring ways for the leads that attend to engage with the NICE senior management team at the event.
6. SMT noted all other actions were in hand.

The Digital Project Portfolio

7. Nick Titterington updated SMT on the status of projects within the Evidence Resources digital strategy. He advised SMT that 85% of full year project capacity had been used to date and the overall project capacity appears to continue to be in line with that originally agreed. SMT noted the over-utilisation of resources for the NICE Evidence Services. These capacity issues will be discussed with the service group.
8. Nick explained that the Evidence Release 5 project went live with the revised Evidence Search as planned in February.

9. Following a query about the scope of the MedTech Toolkit, Nick explained that the team is developing a prototype for a toolkit that will enable NICE to provide online advice to medtech companies. He explained that the project has been delayed because discussions needed to be held on the nature of the service offering, its commercial model and therefore the nature of the digital solution required. ‘
10. Nick also clarified that the work on the guidance apps relates to maintenance activities due to new releases of operating systems and retiring of old infrastructure.
11. SMT received the report.

System Design and Development Capacity

12. Alexia Tonnel presented a paper outlining the notional allocation of project delivery capacity for the 5 strands of the digital strategy for 2015/16. Alexia explained that the projected capacity allocation result in a projected overspend of £200K, however, it is anticipated that this will be offset by income and savings identified in 2016/17 which can be partly released in 2015/16.
13. SMT considered the projects currently underway that are likely to continue into 2015/16. Nick assured the meeting that all projects identified will be completed within the next financial year.
14. SMT also considered the projects identified to potentially commence in 2015/16 and considered the requirement and affordability of these projects, in light of a reduction in funding in future years. It was agreed that the prioritisation of the projects may be affected by the broader discussion of funding and priorities for 2016/17 and beyond.
15. Nevertheless, SMT agreed to the proposal on the basis that a balanced budget can be achieved and the programme functions within the agreed budget.

Syndication Licence Applications

16. Alexia Tonnel presented an application for a 3 year syndication licence from Interlagos Limited. She explained that the company generates high quality, user-defined and locally branded patient leaflets with content taken from a range of sources, including NHS Choices.
17. Alexia advised that clarification had been sought from the company on their quality assurance processes to ensure leaflet content generated by their clients was kept up to date. Iain Moir explained that: (1) the company had agreed to sign up to the ‘NICE News’ locking down any template-driven product if necessary and informing their clients within 10 days of this action; and (2) it was incumbent on the client to amend the content within 10 days of having been notified. In addition, all leaflet templates containing NICE content would carry a disclaimer stating that that content was accurate when originally published by NICE with a link to the website.
18. SMT agreed to ratify the recommendation for a 3-year licence.

Highly Specialised Technologies Development Capacity

19. Meindert Boysen presented the proposal for the planned review of the methods guide for the Highly Specialised Technologies Programme. It was noted that the process review will take place next year. He explained that the programme now has sufficient experience of appraising two topics to consider and review the

methodology. Andrew Dillon questioned the timing of the review of the process guide and whether it should be done at the same time as the methods. Josie Godfrey explained that stakeholders are more concerned with the methodology and are content for the process review to follow. It was noted that topic selection will be a significant issue for consideration in the process review.

20. Meindert confirmed that the methods review will be done using existing resources.
21. SMT agreed that the review should consider the role of ICERs and opportunity cost in terms of health benefits displaced in decision-making.
22. SMT requested that NHS England, in addition to the Department of Health, should take part in the bilateral discussions.
23. SMT approved the PID, subject to a few minor changes.

Technology Appraisals Referral

24. SMT noted the following referrals to the technology appraisals programme:

- appraisals of ruxolitinib for the treatment of polycythaemia vera that is resistant or intolerant to hydroxycarbamide and
- appraisal of bevacizumab for treating relapsed, platinum – resistant epithelial ovarian, fallopian tube or primary peritoneal cancer.

Triennial review

25. Andrew Dillon reported that the triennial review team will meet with Kalipso Chalkidou, NICE International Director, to discuss what consideration NICE has given to alternative operating models for her service.
26. Ben Bennett also reported that the finance team will meet with the review team to further discuss efficiency savings and back office functions.

Weekly staff SMT updates

27. SMT agreed the staff updates.

ACTION: AC

Any other business

28. Ben Bennett gave a brief update on the ALB Strategy Group he attended earlier in the week.