

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 10 March 2015

Present

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

In attendance

Alana Christopher	Associate Director – Corporate Office
Nick Crabbe	Programme Director – Scientific Advice
Marian Hodges	Associate Director - Publishing
Jane Silvester	Associate Director – Social Care (item 5.1 only)

Apologies

1. Apologies were received from Carole Longson and Jane Gizbert.

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 3 March were approved as a correct record, subject to correction of the following paragraphs:
 - Paragraph 9 to state 'He explained that the project has been delayed because discussions needed to be held on the nature of the service offering and its commercial model and therefore the nature of the digital solution required.'
 - Paragraph 17 to state '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.'

Matters arising

4. SMT noted all matters were in hand.

Progress report on Social Care work programme

5. Gillian Leng presented the progress report for submission to the Board. Mark Baker suggested that the paper include a statement indicating NICE's commitment

to develop integrated guidelines, which will consider clinical health, public health and social care aspects of a care pathway, wherever appropriate.

6. Subject to the amendment above, SMT approved the report for submission to the Board.

ACTION: GL

Strategic Financial Planning

7. SMT considered this item as a separate part 2 item.

Triennial review

8. Andrew Dillon reported that the triennial review team had met with Kalipso Chalkidou, NICE International Director, and discussed what consideration NICE has given to alternative operating models for her service.
9. 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

10. SMT agreed the staff updates.

ACTION: AC

Any other business

11. Gillian Leng reported that the National Quality Board is being reinstated and NICE and the Department of Health, will sit on the board, alongside the organisations referred to in the NHS England 5 Year Forward Review.
12. Gillian Leng also reported that the management of change consultation for the Health and Social Care Directorate closed on 6th March. The consultation comments and final proposal will be submitted to SMT for approval next week. It was noted that all new posts, as a result of the new proposal, and frozen posts will be advertised internally. Sequencing of recruitment will be done by AFC banding and it is anticipated that the process will be completed by the 1 July. It was agreed that Gill should contact HR to clarify the process for preferential interview.

ACTION:GL