NICE Methods and Processes for bringing NICE guidance together

Stakeholder Panel

**Purpose:**

The NICE Methods and Processes Stakeholder Panel is established to provide advice and inform development of methods and processes for bringing NICE guidance together.

A broad range of relevant interest groups and perspectives are represented on the panel that will work collaboratively with the NICE team to share knowledge, co-ordinate efforts and identify workable remedies and solutions to identified problem statements arising from the programme of work to incorporate NICE Technology Appraisals (TAs) into NICE clinical guidelines, suggesting and exploring potential remedies and new approaches to problem solving.

The panel is advisory to NICE and will act as a ‘critical friend’ to the NICE team, while supporting NICE to offer the most helpful and usable advice and guidance to its audiences and stakeholders.

**Terms of Reference:**

The Methods and Processes Stakeholder Panel will:

1. Receive updates from the NICE team on the work to incorporate NICE TAs into NICE guidelines, the process of bringing NICE guidance together and the issues and problem statements that arise from this.
2. Discuss examples, trends and specific use cases to highlight problem areas to allow development of generic principles and remedies.
3. Advise on approaches for addressing problem statements and support delivery of collaborative proposals for testing new approaches.
4. Identify and discuss opportunities and risks, barriers to progress and implementation challenges, agreeing steps to enable cross-organisational working and consensus, where feasible and appropriate.
5. Make recommendations for ensuring user testing and feedback on any new approaches or proposals in the implementation phase and how feedback from audiences can be meaningfully captured and measured.

**Membership:**

The Methods and Processes Stakeholder Panel will be chaired by the Chief Scientific Officer, NICE. In the absence of the Chair, the meeting will be conducted by the Vice Chair or another member of the panel nominated by the Chair.

The membership is outlined below. The panel will include staff from relevant stakeholder organisations and NICE teams. Other individuals will be invited to join for specific agenda items or co-opted onto the group as and when required and at the discretion of the Chair. This may include, for example, individuals with specific expertise or interest in specific topics.

The Methods and Processes Stakeholder Panel will comprise the following:

* Chief Scientific Officer, NICE (Chair)
* Programme Director, Methods, Research and Health Economics, (Vice Chair)
* Director of Medicines Evaluation
* Programme Director, Commerical Liaison and Managed Access Teams
* Associate Director, Methods and Economics Team
* Department of Health and Social Care representative(s)
* NHS England representative(s)
* Integrated Care Board (ICB) representation
* Royal College of General Practitioners representative
* Royal College of Physicians representative
* ABPI (Association of the British Pharmaceutical Industry)
* ABHI (Association of British HealthTech Industries)
* BGMA (British Generic Manufacturers Association)
* CMAC (Charity Medicines Access Coalition)
* Academic representative
* Lay representative
* Health Inequalities representative

Panel members may nominate suitable deputies as required. Deputies may vary depending on the matters under discussion.

**Meetings:**

The Chair shall determine what matters shall appear on the agenda in advance of each meeting.

Papers are presented for all agenda items, and papers are clearly marked for comment, discussion, or information.

Notes will be taken at meetings and actions highlighted and allocated to named individuals.

The NICE Methods and Economics Team will provide secretariat support for the Panel.

The Chair and Vice Chair of the panel are responsible for the effective communication of the work and conclusions of the advisory panel to relevant NICE decision-making groups including:

* Capturing and reporting on significant conclusions and advice, ensuring that these are fully considered
* Reporting significant risks, challenges and issues raised by the panel

Members are responsible for representing the views and interests of their organisations as appropriate. External communication will be coordinated by the NICE Communications team to ensure consistent messaging.

Meetings will be held for one and a half hours as required and are virtual. Meetings may be held more frequently at the discretion of the chair to meet business need. Any urgent actions required between meetings will be taken by the Chair.

Conclusions will be by consensus whenever possible.

Stakeholder panel members must abide by NICE’s standards of business conduct. These include conforming to the [Nolan Principles](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2) and declaring any interests in accordance with [NICE’s policy on declaring and managing interests.](https://niceuk.sharepoint.com/:w:/r/sites/Corporate_Office/_layouts/15/Doc.aspx?sourcedoc=%7B6126204E-4E7E-4C63-8CA9-F1C8A83F5F64%7D&file=DOI%20-%20advisory%20committees.docx&action=default&mobileredirect=true) Panel members will also be required to sign a confidentiality agreement upon appointment to the stakeholder panel.

The Stakeholder Panel is anticipated to be required from April 2025 for six months in the first instance. The terms of reference will be reviewed at the end of this phase for the implementation phase.

January 2025