



# Board meeting minutes

12 May 2005, 10.30-15.00  
Stormont Hotel, Belfast, Northern Ireland

## 1. Attendance (Board):

Jane Campbell (Chair), Shokat Babul, Peter Beresford (by conference phone for items 4-6 only), Ratna Dutt, John Fenton, Jon Glasby, Janet Lewis, Diana McNeish, Geraldine Macdonald and Gail Tucker

### Staff:

Lisa Bostock (Staff Representative), Amanda Edwards (Head of Knowledge Services), Robert Howells (Staff Representative Elect), Bill Kilgallon (Chief Executive), Victoria McNeill (Head of Corporate Services & Company Secretary), Emma Brooks (minutes).

Also in attendance: Pete Fleischmann (Agenda item 5 – Review of SCIE’s equal opportunities and diversity strategy), Mike Fisher (Agenda item 6 - Measuring SCIE’s activities and impact), Pearl Sebastian (Agenda item 7 - Budget Report),

### Apologies:

Terry Philpot and Roy Taylor

## Welcome and announcements:

The reception SCIE had received in Northern Ireland had been very positive and SCIE’s aim to work in partnership with Northern Ireland had been well received. SCIE had received coverage of its Northern Ireland launch in the “Newsletter” newspaper.

**Action:** It was agreed that a future meeting would consider progress and developments made with regard to SCIE’s work with Northern Ireland.

Ziggi Alexander was welcomed to the Board as a new SCIE trustee. An independent management consultant, Ziggi was the last chairperson of the Central Council for Education and Training in Social Work. Ziggi has worked widely with a number of other organisations in the health and social care field, including the King's Fund.

SCIE staff were welcomed to the meeting.

## 2. Declaration of any other business:

The updated 'Forthcoming dates for the Board' were presented. These included dates of board meetings in 2006.

**Action:** Media cuttings and new SCIE resources would be sent to trustees following the meeting.

### 3. Minutes and matters arising:

Notes of the private meeting, minutes of the AGM and minutes of the board meeting all held on 24 February 2005 were approved by the trustees for signature.

#### **Matters Arising:**

Minute 3: Matters Arising: Minute 6.2: Chief Executive's Report:

**Action:** The briefing on SCIE's work on personalisation and independent living would be sent to trustees.

Minute 3: Matters Arising: Minute 5: Guidance for trustees

**Action:** The revised trustee's handbook would be brought to a board meeting for final approval.

Minute 6: Draft work programme 2005/6:

**Action:** The work of the SCIE/NIMHE fellows and SCIE's dissemination work would both be added to the work programme.

### 4.1. Chair's Report:

The Chair highlighted the following ministerial changes following the general election:

Department of Health (DH):

- Secretary of State for Health – Rt Hon Patricia Hewitt MP
- Parliamentary Under-Secretary for Care Services – Liam Byrne MP
- Other DH ministers – Lord Warner, Jane Kennedy MP, Rosie Winterton MP and Caroline Flint MP

Department for Work and Pensions (DWP):

- Minister for Work and Pensions – Rt Hon Margaret Hodge MP

Department for Education and Skills (DfES):

- Minister for Children - Rt Hon Beverley Hughes MP
- Parliamentary Under-Secretary of State – Maria Eagle MP

Department for Northern Ireland:

- Minister for Health and Social Care – Shaun Woodward MP

The Chair highlighted various issues from her report. She had met with Chris Beasley, Chief Nursing Officer, who was keen to work together with SCIE, particularly with regard to long term conditions, older people, service user involvement and the interface between health and social care.

**Action:** The board would consider how to go forward with these issues at a future board meeting.

The Chair had had several important speaking engagements, at the DH collaborative on policy making meeting on “The importance and benefits of good policy to service users” and at the British Association of Social Workers (BASW) Independents’ Forum.

The Chairs and Chief Executives of Social Care Organisations (CCESCO) meeting had been attended by Sir Nigel Crisp and this had been a very useful meeting.

#### Board Strategy:

**Action:** The action points agreed at the Board Strategy task group meeting were welcomed and approved by the Board.

**Action:** The Chair would contact all trustees individually to discuss the strategy with them.

**Action:** Trustees would be contacted to see if they wanted access to SCIE’s Intranet or if they wanted a staff member as a “buddy”.

## 4.2 Chief Executive’s report:

The Chair invited Bill Kilgallon to present his paper. Bill highlighted the following:

- Now that SCIE had a presence in Wales and Northern Ireland, we would look at the possibility of working with Scotland.
- The Budget had included the announcement that the Commission for Social Care Inspection (CSCI) would be merged with Ofsted with regard to the inspection of Children’s Services, and would form a new body with the Healthcare Commission for the inspection of Adult Services in 2008.
- DH had created a Social Care Forum which included senior social care representatives. SCIE had called for the inclusion of leaders from service user led organisations and current practitioners to be included in the membership of this group.

- SCIE would be launching Social Care Online and the fostering practice guide in June and July across the UK and had targeted practitioners.
- SCIE was actively engaged in the consultation on the Adult Social Care Green Paper. SCIE would be leading the DH's consultation with hard to reach groups; and would be funding and supporting Shaping Our Lives National User Network and the National Centre for Independent Living for their consultation with service users. The Chair had also been asked to chair the DH's national conference on the Green Paper in July. SCIE would also run two expert seminars in London and the North of England to include experts from user-led organisations, academics, practitioners, voluntary sector and private sector.

**Action:** Trustees were asked to let the Chair know if they would like to be involved in the expert seminars, or had recommendations of experts.

**Action:** Trustees were asked to let the Chair know if they wanted the final draft of SCIE's Looking to the Future position paper, and a copy of the PSSRU paper on the current situation of social care in the UK.

**Action:** Trustees were asked to feed in comments on the Green Paper to the Chair. SCIE's response would be brought to the next Board meeting for approval.

SCIE's leadership course for social care managers would be launched this summer and was due to start in September. The Chief Executive had also recently joined the Cabinet Officer Public Sector Leadership group which aimed to improve public sector leadership across all sectors.

SCIE was continuing its work with the All Party Parliamentary Group on Social Care but acknowledged that the retirement of Hilton Dawson, David Hinchcliffe and Martin Smythe would be a loss to the group.

## 5. Review of SCIE's equal opportunities and diversity strategy:

The Chair invited Pete Fleischmann to introduce the report.

SCIE's equality and diversity policy statement and implementation strategy, written in 2003, included six policy aims. The paper detailed SCIE's progress against each of the six aims.

SCIE had made progress on implementing its equality and diversity strategy in all areas, and had particularly begun to focus on becoming a leading organisation for the promotion of race equality by planning specific events and commissioning pieces of work to promote race equality in social care.

The report suggested several areas for further work including strengthening links with BME organisations and with service users and carers, ensuring the inclusion of white

minorities and building on the work already undertaken to strengthen recruitment practices to build a diverse staff team throughout SCIE's staff.

**Action:** The board welcomed the work that had been done and asked for further work to be carried out in assessing success in delivering the policy aims.

**Action:** The trustees asked that SCIE ensure that its work on equal opportunities and diversity encompassed the broadest range of discriminated against groups, and that SCIE supported capacity building to support diverse groups to successfully tender for SCIE projects.

## 6. Measuring SCIE's activities and impact:

The Chair invited Mike Fisher to present the report.

It was proposed that the first stage in establishing SCIE's impact would be to concentrate on establishing mechanisms for reporting annual data on the use of SCIE resources and publications. This would provide the groundwork for a second stage in which more details information will be sought on impact in practice and on improving services for users and carers.

The first stage would include the establishment of an annual survey which will gather impact data from a panel of stakeholders, supplemented by case studies. A panel of 150 stakeholders was proposed from stakeholders known to SCIE. Case studies would be externally commissioned each year to establish how resources and publications were obtained and used.

The trustees welcomed using case studies but asked to reconsider the use of a panel.

It was agreed that assessing SCIE's impact was a priority for the organisation.

**Action:** A Board sub-group on impact would be established in the next 2 weeks which would consider long-term impact. Trustees were asked to email their interest to the Chair. The Board gave this group the authority to commission someone to help with the work.

**Action:** A recognition survey would be undertaken.

**Action:** Financial and human resources would be dedicated to SCIE's work on impact.

**Action:** A report on SCIE's monitoring activities and progress with impact activities would be presented to the next board meeting.

## 7. Budget Report:

The Chair invited Pearl Sebastian to present the budget report.

As at 1 April 2005 SCIE will have brought forward £200,000 for the Response Fund and £2,119,451 for projects and other unrestricted fund work. There will be £307,000 in the general reserves.

SCIE had paid the pensions deficit bill of £493,000 from its reserves. It would now begin building its reserves again. The reserves policy would be reviewed at the next Audit Committee meeting.

Details of SCIE's expenditure over 2005/6 was detailed in the report. It included provision for new staff, increased office space and an upgrade in the IT system; as well as the work programme projects which had been agreed at the last board meeting.

## 8. Review of achievements 2004/5:

The Chair invited Pearl Sebastian to introduce the report.

The Chair invited Victoria McNeill to present the review of SCIE's work in 2004/2005.

It was demonstrated that SCIE now has a well established way of working and was achieving a good level of quality with its products. Lessons had been learned from the first few years of work and the focus now needed to be on the next steps in SCIE's development. Building recognition in all sectors through active dissemination was vital.

The board agreed that SCIE's two priorities in this second stage of its development should be impact and profile.

**Action:** SCIE roadshows involving SCIE staff and trustees should be run across the country.

**Action:** SCIE would ensure that it worked hard to ensure that all new trainees on social work courses, and doing social care NVQs in England, Wales and Northern Ireland received a pack from SCIE.

**Action:** SCIE should work on developing its networks and interactions as a priority, particularly with hard to reach groups such as care workers in homes.

**Action:** SCIE should list all the organisations that it worked with on its website.

**Action:** The Board asked that it be noted that they were proud of the way that SCIE staff had worked to achieve the results described in the Review. The Chief Executive would ensure that staff were congratulated.

9. The next Board meeting would be held on 7 July 2005, at Goldings House.

**Approved**

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**Name:**

**Position:**

**Date:**

## **ACTIONS FROM THE BOARD MEETING HELD ON 12 MAY 2005:**

### **1. Item 1:**

**Action:** It was agreed that a future meeting would consider progress and developments made with regard to SCIE's work with Northern Ireland.

### **2. Item 2: Declaration of any other business:**

**Action:** Media cuttings and new SCIE resources would be sent to trustees following the meeting.

### **3. Item 3: Minutes and Matters Arising:**

Minute 3: Matters Arising: Minute 6.2: Chief Executive's Report:

**Action:** The briefing on SCIE's work on personalisation and independent living would be sent to trustees.

### **4. Item 3: Minutes and Matters Arising:**

Minute 3: Matters Arising: Minute 5: Guidance for trustees

**Action:** The revised trustee's handbook would be brought to a board meeting for final approval.

### **5. Item 3: Minutes and Matters Arising:**

Minute 6: Draft work programme 2005/6:

**Action:** The work of the SCIE/NIMHE fellows and SCIE's dissemination work would both be added to the work programme.

### **6. Item 4.1: Chair's Report:**

**Action:** The board would consider how to go forward with these issues at a future board meeting.

### **7. Item 4.1: Chair's Report:**

**Action:** The action points agreed at the Board Strategy task group meeting were welcomed and approved by the Board.

### **8. Item 4.1: Chair's Report:**

**Action:** The Chair would contact all trustees individually to discuss the strategy with them.

### **9. Item 4.1: Chair's Report:**

**Action:** Trustees would be contacted to see if they wanted access to SCIE's Intranet or if they wanted a staff member as a "buddy".

### **10. Item 4.2: Chief Executive's Report:**

**Action:** Trustees were asked to let the Chair know if they would like to be involved in the expert seminars, or had recommendations of experts.

### **11. Item 4.2: Chief Executive's Report:**

**Action:** Trustees were asked to let the Chair know if they wanted the final draft of SCIE's Looking to the Future position paper, and a copy of the PSSRU paper on the current situation of social care in the UK.

**12. Item 4.2: Chief Executive's Report:**

**Action:** Trustees were asked to feed in comments on the Green Paper to the Chair. SCIE's response would be brought to the next Board meeting for approval.

**13. Item 5: Review of SCIE's equal opportunities and diversity strategy:**

**Action:** The board welcomed the work that had been done and asked for further work to be carried out in assessing success in delivering the policy aims.

**14. Item 5: Review of SCIE's equal opportunities and diversity strategy:**

**Action:** The trustees asked that SCIE ensure that its work on equal opportunities and diversity encompassed the broadest range of discriminated against groups, and that SCIE supported capacity building to support diverse groups to successfully tender for SCIE projects.

**15. Item 6: Measuring SCIE's activities and impact:**

**Action:** A Board sub-group on impact would be established in the next 2 weeks which would consider long-term impact. Trustees were asked to email their interest to the Chair. The Board gave this group the authority to commission someone to help with the work.

**16. Item 6: Measuring SCIE's activities and impact:**

**Action:** A recognition survey would be undertaken.

**17. Item 6: Measuring SCIE's activities and impact:**

**Action:** Financial and human resources would be dedicated to SCIE's work on impact.

**18. Item 6: Measuring SCIE's activities and impact:**

**Action:** A report on SCIE's monitoring activities and progress with impact activities would be presented to the next board meeting.

**19. Item 8: Review of achievements 2004/5:**

**Action:** SCIE roadshows involving SCIE staff and trustees should be run across the country.

**20. Item 8: Review of achievements 2004/5:**

**Action:** SCIE would ensure that it worked hard to ensure that all new trainees on social work courses, and doing social care NVQs in England, Wales and Northern Ireland received a pack from SCIE.

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**23. Item 8: Review of achievements 2004/5:**

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