

Board meeting minutes

16 February 2006, 14.00-16.30
Goldings House, 2 Hay's Lane, London

1. Attendance (Board):

Jane Campbell (Chair), Ziggi Alexander, Peter Beresford, John Fenton, Jon Glasby, Janet Lewis, Geraldine Macdonald, Diana McNeish, Terry Philpot, Roy Taylor and Gail Tucker

Staff:

Sheila Barrett (Staff representative elect), Amanda Edwards (Head of Knowledge Services), Robert Howells (Staff representative), Bill Kilgallon (Chief Executive), Victoria McNeill (Head of Corporate Services), Emma Brooks (minutes).

Also in attendance: Don Brand (Consultant).

Apologies:

Shokat Babul, Ratna Dutt

Welcome and announcements:

SCIE trustees and staff were welcomed to the meeting.

Sheila Barrett was welcomed to the meeting as the new staff representative elect.

2. Declaration of any other business:

The following publications were presented: 'Report 8: Contributing on equal terms, Service user involvement and the benefits system' – an easy read summary; 'Report 9: Using qualitative research in systematic reviews: Older people's views of hospital discharge'; 'Report 10: Developing the evidence base for social work and social care practice'; Carers road show flyer; Working with you road show flyer; Practice guide: Assessing the mental health needs of older people flyer; Practice guide: Making referrals to the Protection of Vulnerable Adults scheme flyer; Practice guide: Involving children and young people in developing social care flyer.

The updated 'Forthcoming dates for the Board', media update and press cuttings were presented.

3. Minutes and matters arising:

Minutes of the board meeting held on 17 November 2005 were approved by the trustees for signature.

Matters arising:

The following matters arising were highlighted:

Minute 2:

SCIE was pursuing the removal of barriers to service user involvement in a whole raft of ways including at Prime Ministerial and Secretary of State level.

Minute 3:

Emma Brooks was thanked for her work in preparing an action schedule showing all action points from board meetings since 4 March 2004.

Draft guidelines on the Protection of Vulnerable Adults (POVA) scheme have been submitted to the Department of Health (DH) and there is likely to be a second phase of work. Gail Tucker and Shokat Babul, have kindly offered their expertise on this item.

Minute 4.2:

SCIE is planning to establishing a discussion group on the evidence base for user led organisations on the back of a paper being produced by the Social Work Journal on 'barriers to service user involvement'.

Minute 9:

A joint project between the Care Services Improvement Partnership (CSIP), In Control and the National Centre for Independent Living (NCIL) on individual budgets was under discussion but no timescales had yet been set.

4.1. Chair's report:

The Chair referred the board to her written report.

This was the final board meeting of the Chair and she presented the board with a written reflection of her time as Chair.

The board and staff expressed their thanks to the Chair for her enormous contribution to SCIE since its inception in 2001.

4.2 Chief Executive's report:

The Chair invited the Chief Executive to present his paper. The Chief Executive highlighted the following:

- A meeting between the National Institute for Clinical Excellence (NICE), DH and SCIE would be organised to discuss the National Reference Group for health and well-being which had been announced in the White Paper on health and social care – ‘Our health, our care, our say’. The main discussion would be around gathering an evidence base for health and well-being.
- SCIE was also mentioned in the White Paper for its capacity to identify useful information, research and examples of good practice regarding support for people with longer-term needs.
- SCIE had been asked to be involved in the new Patient and Public Involvement resource centre to be established in line with the White Paper.
- The Chief Executive had met with Hugh Taylor, Director of Departmental Management, DH and discussed a further feature of the White Paper, the appointment of a board-level post for social care at DH.
- DH and central government in England as a whole seemed to be following regional structures for public services and it therefore seemed an opportune moment to discuss the possibility of a regional presence for SCIE.
- SCIE was heavily involved in the Options for Excellence review on the social care workforce being conducted by DH and DfES. It is probable that SCIE will be asked to undertake two short pieces of work for the review and will also be involved in consultation with service users about the emerging proposals.
- Liam Byrne, Minister for Care Services had thanked SCIE for its work on ‘Contributing on equal terms’.

5. Race equality scheme:

This paper was held over to the next board meeting to allow full consideration of the proposals in the scheme.

6. SCIE’s corporate plan:

The board had held a private discussion prior to the board meeting which included discussion of the proposed corporate plan 2006-2009. Comments from this meeting would be fed into the revision of the corporate plan.

The Chair invited the Head of Corporate Services to present the paper.

The current draft of the corporate plan incorporated comments received on the first draft from the board, senior managers, staff and Partners’ Council.

It was agreed that the number of objectives would be reduced and that they should be more aspirational but still measurable.

It was requested that the plan should be more explicit about embedding and implementing SCIE's work, promoting the profile of social care and highlighting the priority areas of work for SCIE.

It was agreed that the objective referring to the promotion of more effective spending on social care should be removed.

Action: It was agreed that the Head of Corporate Services would revise the corporate plan based upon the comments received at the board meeting and would then circulate the plan to the board, staff and Partners' Council for further comments by email. It would be presented to the board meeting on 4 May to be signed off.

7. Service user focus in SCIE:

This paper was held over to the next board meeting

8. Work plan 2006/2007:

The Chair asked the Head of Knowledge Services to present the paper.

SCIE's sponsors had been sent a letter incorporating the text of the report presented to the board.

The appendix to the report listed every topic which had been suggested for the work plan and noted who had suggested each topic.

The following suggestions were made:

- SCIE should decide what its priorities were and then ask for suggestions for the work plan based around these priorities.
- A column should be added to the work plan which stated how each suggestion linked to emerging government policy or other external social care priorities.
- A column should be added to the work plan regarding the future implementation of each suggestion.

Action: It was agreed that the work plan should be revised to be an outcomes focussed plan – with the desired outcome for each piece of work clearly listed.

Action: It was agreed that the board would let the Head of Knowledge Services know whether they would prefer a chart or narrative presentation of the work plan.

Action: It was agreed that a list of criteria for prioritising work plan topics would be presented to the board for agreement. These criteria would be based upon weighting and scoring each topic.

Action: It was agreed that future work plans would include all SCIE's work – in both the Knowledge Services and Corporate Services departments – thus becoming a business plan.

9. SCIE in Northern Ireland:

The Chair invited Bill Kilgallon to present the paper.

SCIE had held 2 very positive meetings of the Northern Ireland reference group. They had provided suggestions for the work plan.

SCIE had submitted a request for a Northern Ireland member of staff. The appointee would contribute to the review of public administration from a social services perspective and would also contribute to work on the Patient and Client Council.

The next meeting of the reference group would discuss implementation and dissemination.

10. SCIE in Wales:

The Chair invited Bill Kilgallon to present the paper.

Vicky Allen is joining SCIE's practice development team on 13 March on a one year secondment from Denbighshire Social Services department. Vicky has worked with SCIE on applying SCIE's fostering guide in services in Denbighshire.

SCIE has been asked to undertake work on the evaluation of a Common Assessment Framework for children in Wales.

Action: This work would be profiled in the media.

11. Work in the social work education theme:

This paper was held over to the next board meeting

12. Audit committee verbal update on value for money

Gail Tucker reported to the board that the Audit Committee would be receiving a report at the next Audit Committee meeting on the measures currently in place to ascertain

whether SCIE was both giving and receiving value for money. She would report back to the board.

13. Finance report

The finance report was presented for information by the Head of Corporate Services.

No queries were raised.

14. The next Board meeting would be held on 4 May 2006 at Goldings House.

Approved

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Name:

Position:

Date:

ACTIONS FROM THE BOARD MEETING HELD ON 16 FEBRUARY 2006:

1. Item 6: SCIE's corporate plan

Action: It was agreed that the Head of Corporate Services would revise the corporate plan based upon the comments received at the board meeting and would then circulate the plan to the board, staff and Partners' Council for further comments by email. It would be presented to the board meeting on 4 May to be signed off.

2. Item 8: Work plan 2006/2007:

Action: It was agreed that the work plan should be revised to be an outcomes focussed plan – with the desired outcome for each piece of work clearly listed.

3. Item 8: Work plan 2006/2007:

Action: It was agreed that the board would let the Head of Knowledge Services know whether they would prefer a chart or narrative presentation of the work plan.

4. Item 8: Work plan 2006/2007:

Action: It was agreed that a list of criteria for prioritising work plan topics would be presented to the board for agreement. These criteria would be based upon weighting and scoring each topic.

5. Item 8: Work plan 2006/2007

Action: It was agreed that future work plans would include all SCIE's work – in both the Knowledge Services and Corporate Services departments – thus becoming a business plan.

6. Item 10: SCIE in Wales:

Action: SCIE's work on the evaluation of a Common Assessment Framework for children in Wales would be profiled in the media.