

Draft Board meeting minutes

4 May 2006, 12.00-16.30
Goldings House, 2 Hay's Lane, London

1. Attendance (Board):

Allan Bowman (Chair), Ziggi Alexander, Shokat Babul, Peter Beresford, Ratna Dutt, Jon Glasby, Janet Lewis, Geraldine Macdonald, Diana McNeish, Terry Philpot and Roy Taylor

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), Mike Fisher (Director of Research and Reviews) - for item 5 and Annie Goss (Communications Officer) - for item 5.

Apologies:

John Fenton, Gail Tucker

Welcome and announcements:

SCIE trustees and staff were welcomed to the meeting.

2. Declaration of any other business:

John Fenton and Geraldine Macdonald have resigned from the Audit Committee and Jon Glasby has joined.

In going through past minutes it was noted that Geraldine Macdonald's reappointment as a trustee, noted at the board meeting of 9 September 2004, was not recorded in the board minutes.

Action: It was agreed to amend the minutes to reflect Geraldine's acceptance of reappointment until 18 March 2007.

New publications since the 16 February board, forthcoming dates for the board, a media update and press cuttings were presented.

3. Minutes and matters arising:

Minutes of the board meeting held on 16 February 2006 were approved by the trustees and signed by the Chair.

Matters arising:

Action: Draft board minutes would be circulated to trustees soon after each board meeting.

Minute 3:

Action: Shokat Babul and Gail Tucker would be asked for their input to the second phase of work on the Protection of Vulnerable Adults (POVA) scheme.

Minute 3:

Action: A discussion group on the evidence base for user led organisations had not yet been established.

Minute 3:

An expert seminar on individual budgets was planned, but a date had not yet been set as the In Control publication on individual budgets had not yet been published.

Minute 4.2:

The Department of Health had not been in contact with SCIE about the new Patient and Public Involvement resource centre since the last board meeting.

Action: The pending action list would be revised with dates for completion listed against each action.

4.1. Chair's report:

The Chair referred the board to his written report.

The Chair had spent his first weeks as chair listening to and learning from staff and the Partners' Council. He had embarked on a series of speaking engagements and had attended several SCIE regional events. He had been impressed with the positive reaction to SCIE's work, but it would be important to focus on the groups of people who were noticeably absent from such events and to develop strong regional champions of good practice and SCIE.

4.2 Chief Executive's report:

Chief Executive presented his paper. The Chief Executive highlighted the following:

- The Department of Health (DH)'s internal review of its structure had recommended a greater separation of the NHS and the DH. This should lead to clearer and separated budgets for the NHS and DH.
- The DH was intending to have a DH regional presence, probably based in the Government Offices for the Regions. In the light of this SCIE has suggested that the DH should fund SCIE to have a presence in each of the nine regions. This regional presence would be distinct from CSIP as CSIP focuses on improvement and has a narrower stakeholder group than SCIE. SCIE could also link in with the Department for Education and Skills' regional presence. If SCIE does establish a regional network then it will be important for SCIE to take the opportunity to model holistic practice, connecting adults' and children's services.
- SCIE had not yet received an indication of the amount of funding it will receive from the DH this year.
Action: It was agreed that a draft budget based upon last year's funding would be sent to the Audit Committee for agreement. Authority to agree the budget for 2006-2007 was also delegated to the Audit Committee.
- The Wanless Review for the King's Fund on 'Securing good care for older people – Taking a long term view' had been published. The King's Fund was now considering whether to extend the review to other adults. SCIE was identifying areas from the review for future work.
- **Action:** The Chief Executive would investigate the possibility of a SCIE representative on the DH team preparing for the Comprehensive Spending Review.
- **Action:** The Chair was keen that SCIE's work should have a strong focus on older people. In recruiting new trustees SCIE would consider bringing an older person onto the board.

5. Work in the social work education theme:

Mike Fisher, Director of Research and Reviews and Annie Goss, Communications Officer, presented the report.

The theme had been developed in response to the 'new' qualifying degree and had been a rolling programme since 2001-02. It covers the main curriculum areas on social work qualifying programmes – assessment, communication, law, working in partnership and human growth and development – with some variations reflecting SCIE's dialogue with the field.

SCIE's approach has been to develop resources, not guides, and work in partnership with 13 university-based teams, the Social Work and Social Policy subject centre, the Joint Universities Council Social Work Education Committee and the Scottish Institute for Excellence in Social Work Education. Dissemination has been targeted at programme leads, students and the Joint Social Work Education Conference.

User and carer involvement is mandated in the degree and SCIE produced a landmark publication – ‘Involving service users and carers in social work education’ – in response to this, which is ordered from SCIE at a rate of about 250 copies a month.

SCIE is now working on engaging students with its work and sent an introductory pack to over 13,000 social work students at the beginning of 2006 which will be repeated for 2006-2007 entrants. This has helped establish students as a stakeholder group and enabled a dialogue from the beginning of social workers’ careers. 1500 students have registered on SCIE’s website – a 12% response rate – and will be kept up-to-date with SCIE’s work. SCIE had not collected equal opportunity monitoring statistics on the registrants.

Action: SCIE would consider requests from post-qualifying and foundation courses for similar resources and would consider the suggestion that new staff in social work education might benefit from similar packs.

Production of SCIE’s current work in this theme runs to mid-2007. There were not yet any plans to update the work that had already been produced as outcomes from the social work education project, SCIE’s work on research capacity and the results from work on SCIE’s impact would all need to feed into any updates. Work from the theme would be integrated into wider workforce development and e-learning.

The area of human growth and development was unmanageably big and required mapping. SCIE had been asked to help with work on older people’s growth and development and was looking at commissioning work to research fathers’ roles in families.

Trustees asked SCIE to be mindful of the ‘white/euro-centric’ focus of many of the resources available in this area.

6. Race equality scheme:

Victoria McNeill invited comments from trustees on the scheme.

The scheme was welcomed, and Nasa Begum and the Participation team were thanked for the work they had done on the scheme.

Action: It was agreed that a consultant would be employed as a matter of priority to edit the document and give it greater strategic direction, prioritising those areas of greatest importance. The consultant would be asked to ensure it related to SCIE’s corporate plan and work plan.

Action: Trustees were asked to feed in specific comments on the scheme and implementation plans to Victoria McNeill.

7. Service user focus in SCIE:

Bill Kilgallon presented the report.

The report was an account of SCIE's service user focus so far and an invitation to consider how SCIE maintains and strengthens that focus in the future.

The report was welcomed as a strong demonstration of our positive track record of service user involvement and participation.

Action: It was important that SCIE publicised its achievements in service user involvement more effectively.

Action: SCIE would consider succession planning for the Partners' Council.

Action: Trustees would consider succession planning for the board at the board away day as several trustees' terms of office ended in March 2007, including recruiting an older person to the board.

Action: A proforma on current trustees' skills would be circulated for completion before the board away day.

Action: Trustees would be informed of the date for the seminar on user-led services which would focus on the newly published book - 'Independent futures - Creating user-led disability services in a disabling society' by Colin Barnes and Geof Mercer.

8. Corporate plan 2006-2009:

Victoria McNeill presented the plan.

An amended version of the plan had been sent to trustees following the last board meeting and this had been revised again on the basis of feedback from trustees.

Trustees discussed the meaning of 'outcomes-based' and 'embed' as used in the plan. The sense in which 'outcomes-based' has been used is 'that we are clear about what we are trying to achieve and that all our work is directed at achieving those things'. The sense in which 'embed' has been used is 'to indicate the very wide range of SCIE activities which SCIE is in a position to carry out in order to 'support implementation''.

Action: It was agreed to make sure that the terms 'outcomes-based' and 'embed' have clear meaning in the plan.

Action: Section 2.6, Lessons learnt, bullet point 3 would be amended to read: 'Ensure that we are clear about what we are aiming to achieve, for whom and why.'

Action: It was agreed that an internal piece of work should be done to explore the implications of an 'outcomes-based approach' - this should include a brief exploration of possible approaches to focusing on outcomes, but then concentrate on the implications of this for core aspects of SCIE's work (for example, its work programme planning, assessing impact and value for money etc). This is an important piece of work that should help to inform future ways of working and hence one that should be seen as a priority.

Action: The introduction to the corporate plan would be jointly signed by the Chair and Chief Executive.

Action: More examples of groups who were seldom heard would be listed.

Action: The final draft of the plan would be distributed and agreed by email. Any fundamental disagreements should be fed through the Chair.

Appendix 2: SCIE's outline business plan 2006-2007 – non-work plan projects

Action: It was agreed that the word 'intermediary' would not be used to describe CSCI.

It was suggested that some of the underpinning items which might support strategic issues should be included in the plan.

9. Work plan 2006-2007:

Amanda Edwards presented the work plan.

The work plan would not be formally agreed until the accountability meeting with the Department of Health and SCIE's other sponsors on 22 June. Much of the work listed in the plan, if agreed, would therefore not start until the second half of 2006-2007.

It was suggested that the work plan's list of outcomes was more a list of 'outputs'.

Action: The criteria that provide a framework for decisions about the work plan would be revisited by the work plan committee.

10. Audit committee – value for money:

Victoria McNeill presented the report.

The piece of work to be done in relation to SCIE's outcomes-based approach would inform any further work that SCIE might do on value for money.

SCIE would have regard for environmental impact in its procurement and use of resources.

11. Finance report:

The finance report was presented.

SCIE posted a surplus at the end of the financial year, the bulk of which was provision for work carried over from the 2005-2006 work programme.

12. The next Board meeting would be held on 6 July 2006 at Goldings House.

Approved

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Name:

Position:

Date:

ACTIONS FROM THE BOARD MEETING HELD ON 4 MAY 2006:

1. Item 2: Declaration of any other business

Action: It was agreed to amend the minutes of 9 September 2004 to reflect Geraldine's acceptance of reappointment until 18 March 2007.

2. Item 3: Minutes and matters arising:

Action: Draft board minutes would be circulated to trustees soon after each board meeting.

3. Item 3: Minutes and matters arising: Minute 3:

Action: Shokat Babul and Gail Tucker would be asked for their input to the second phase of work on the Protection of Vulnerable Adults (POVA) scheme.

4. Item 3: Minutes and matters arising: Minute 3:

Action: A discussion group on the evidence base for user led organisations had not yet been established.

5. Item 3: Minutes and matters arising:

Action: The pending action list would be revised with dates for completion listed against each action.

6. Item 4.2 Chief Executive's report:

Action: It was agreed that a draft budget based upon last year's funding would be sent to the Audit Committee for agreement. Authority to agree the budget for 2006-2007 was also delegated to the Audit Committee.

7. Item 4.2 Chief Executive's report:

Action: The Chief Executive would investigate the possibility of a SCIE representative on the DH team preparing for the Comprehensive Spending Review.

8. Item 4.2 Chief Executive's report:

Action: The Chair was keen that SCIE's work should have a strong focus on older people. In recruiting new trustees SCIE would consider bringing an older person onto the board.

9. Item 5: Work in the social work education theme

Action: SCIE would consider requests from post-qualifying and foundation courses for similar resources and would consider the suggestion that new staff in social work education might benefit from similar packs.

10. Item 6: Race equality scheme

Action: It was agreed that a consultant would be employed as a matter of priority to edit the document and give it greater strategic direction, prioritising those areas of greatest importance. The consultant would be asked to ensure it related to SCIE's corporate plan and work plan.

11. Item 6: Race equality scheme

Action: Trustees were asked to feed in specific comments on the scheme and implementation plans to Victoria McNeill.

12. Item 7: Service user focus in SCIE:

Action: It was important that SCIE publicised its achievements in service user involvement more effectively.

13. Item 7: Service user focus in SCIE:

Action: SCIE would consider succession planning for the Partners' Council.

14. Item 7: Service user focus in SCIE:

Action: Trustees would consider succession planning for the board at the board away day as several trustees' terms of office ended in March 2007, including recruiting an older person to the board.

15. Item 7: Service user focus in SCIE:

Action: A proforma on current trustees' skills would be circulated for completion before the board away day.

16. Item 7: Service user focus in SCIE:

Action: Trustees would be informed of the date for the seminar on user-led services which would focus on the newly published book - 'Independent futures - Creating user-led disability services in a disabling society' by Colin Barnes and Geof Mercer.

17. Item 8: Corporate plan 2006-2009:

Action: It was agreed to make sure that the terms 'outcomes-based' and 'embed' have clear meaning in the plan.

18. Item 8: Corporate plan 2006-2009:

Action: Section 2.6, Lessons learnt, bullet point 3 would be amended to read: 'Ensure that we are clear about what we are aiming to achieve, for whom and why.'

19. Item 8: Corporate plan 2006-2009:

Action: It was agreed that a short piece of work should be done on a definition of 'outcomes', which could be based upon the work being done in the evaluation of the impact of SCIE, this should not hold up production of the corporate plan.

20. Item 8: Corporate plan 2006-2009:

Action: The introduction to the corporate plan would be jointly signed by the Chair and Chief Executive.

21. Item 8: Corporate plan 2006-2009:

Action: More examples of groups who were seldom heard would be listed.

22. Item 8: Corporate plan 2006-2009:

Action: The final draft of the plan would be distributed and agreed by email. Any fundamental disagreements should be fed through the Chair.

23. Item 8: Corporate plan 2006-2009:

Action: It was agreed that the word 'intermediary' would not be used to describe CSCI in the business plan.

24. Item 9: Work plan 2006-2007:

Action: The criteria that provide a framework for decisions about the work plan would be revisited by the work plan committee.