



Minutes of the meeting on 11 September 2008

SCIE offices, 2 Hay's Lane, London, SE1 2HB

Attendance (Board)

- Allan Bowman (Chair)
- Nadra Ahmed
- Shokat Babul
- Ziggi Alexander
- Jon Glasby
- Edwina Grant
- Mike Lauerman
- Ann Macfarlane
- Jenny Owen
- Terry Philpot
- Ian Sutherland

Staff

- Julie Jones (Chief Executive)
- Amanda Edwards (Head of Knowledge Services)
- Stephen Goulder (Head of Corporate Services)
- Don Brand
- Walt Brown
- Hayley Tucker (minutes)

Apologies for absence

- Jo Munyard
- Andy Nash
- Peter Beresford

Welcome and announcements

1. The Chair welcomed Board members and the Chair listed apologies.
2. The Chair reported that Brenden Keane had agreed to join the Board as a new Trustee.

Minutes

3. The minutes of the Board meeting held on 8 May 2008 were approved for signature.

Matters arising

4. Members noted the matters arising from the meeting on 8 May 2008.

Chair's report

5. The Chair reported on meetings that he has attended since the last Board meeting.
6. The Chair reported that he has met again with the Aged Care Channel and he has agreed to join their advisory group.
7. The Chief Executive informed Trustees that she will be meeting with the Aged Care Channel later in September and she emphasised the importance of linking these developments with SCTV, a project that SCIE has been working on.
8. The Chair reported on a helpful and positive meeting with Baroness Barbara Young, the Chair from the newly formed Care Quality Commission. The Chief Executive will be meeting Cynthia Bower, the new CQC Chief Executive, in early October.
9. The Chair explained that over the last year he has met with all Trustees for their annual one to one meeting. He will start the meeting process again in January 2009.
10. SCIE Trustee, Ann Macfarlane, referred to the lunch with the new Community Care Editor and reported that she would be interested in meeting someone from Community Care as has some concerns over their best practice definitions.

Chief Executive's report

11. The Chief Executive introduced her report and highlighted the main items for discussion around the review of national bodies, DCSF funding and the work with the Transforming Adult Social Care (TASC) Board.
12. Trustees referred to the draft 'Rough guides' to personalisation and agreed that this was a very good piece of work. Board members congratulated Sarah Carr and Richard Humphries for their work on this. The aim is to launch the guides at the National Children and Adults conference on 21-24 October.
13. The Chief Executive informed Trustees that the TASC Programme Board consists of 20 members from Government, LGA and ADASS etc. As yet there is no user voice at this meeting but it was considered at the TASC Board meeting the day before on 10 September and it is proposed that there should be an advisory group of service users to provide support to the TASC Board.
14. **Action:** It was agreed that the draft copy of the rough guide would be circulated to Trustees.
15. Trustee, Jon Glasby, referred to the School for Social Care Research and raised some concern around the recruitment of Board members. He emphasised the need for new, fresh people to join the Board. The Chief Executive will feed back to the Board.
16. The Chief Executive reported that despite strenuous SCIE efforts, DCSF has now decided to withdraw ten per cent of SCIE core grant in 2009-10 to 2010-11.
17. **Action:** It was agreed that a substantive item around the relationship and funding with the DCSF will be on the agenda at the November Board.

Audit Committee report

18. The Chair of the Audit Committee updated members on the last Audit Committee meeting held on 4 July 2007.
19. The Chair of the Audit Committee informed Trustees that on the 25 May 2008, SCIE received from Essex County Council information that it is required to disclose in its annual accounts, in accordance with the accounting standard FRS 17, regarding the SCIE pension scheme.
20. The DH have been kept informed of all progress relating to the SCIE pension deficit and they were updated on the latest developments at the Accountability Review meeting on 20 August.
21. The Chair of the Audit Committee and the Head of Corporate Services are meeting with the Barclays bank, who are SCIE's bankers, following the Board meeting to discuss how SCIE can secure better returns on funds and how the bank can provide more support.
22. The Board endorsed the recommendations in the report.

Annual Report and Accounts

23. Shachi Patel from Buzzacotts attended the meeting at this stage to present the annual report and accounts for the financial year ended 31 March 2008 for Board approval.
24. Shachi Patel reported that following the audit, she can confirm:
 - the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the charitable company's state of affairs as at 31 March 2008
 - the financial statements have been properly prepared in accordance with the Companies Act 1985; and
 - the information in the trustees' report is consistent with the financial statements.
25. Shachi Patel thanked the Finance Director and her team for their support throughout the audit process.
26. **Action:** Subject to a minor alteration agreed at the meeting, the Board approved the annual accounts and report.

National Skills Academy

27. Jennifer Bernard, Programme Director, Skills Academy for Social Care, attended the meeting for this item to update Trustees on progress with the Skills Academy.
28. The Chair thanked Jennifer Bernard for her hard work to date and for producing the bid to such high quality and within demanding deadlines.
29. Jennifer Bernard thanked the Chair and reported that the support from SCIE had been excellent and some SCIE Trustees have been involved in the work to date.
30. Jennifer Bernard reported that the presentation and interview on 3 September had gone well and the result should be released by the end of September. She emphasised that work is continuing to create a Skills Academy despite the outcome of bid. This is England focused but she is in touch with colleagues in Wales and Northern Ireland to ensure their involvement.
31. Some Trustees highlighted their interest in the Skills Academy and Jennifer Bernard agreed to discuss further with them outside of the meeting.
32. There was then a discussion around a senior leadership and management programme and the need for strong leadership in the sector.
33. Trustees raised some concern over the three year funding for the Academy by the DH. Jennifer Bernard reported that alternative funding will need to be in place by the end of the three year period.
34. Jennifer Bernard encouraged Board members to visit the website and learn more about the Skills Academy at <http://www.skillsacademyforsocialcare.org.uk>.

Review of national bodies

35. Trustees, Nadra Ahmed and Mike Lauerman, advised the Board of a possible conflict of interest for this item as they both work with Skills for Care. The Chair thanked them for the notification and welcomed them, on this occasion, to stay for the discussion.
36. The Chair reported that the DH will be carrying out a review of the three national social care bodies funded by the DH – GSCC, Skills for Care and SCIE.

37. Dame Denise Platt has agreed to provide social care expertise to the review and will be working with the reviewers as a trusted and reliable source of independent advice and support. She will be undertaking this role in a personal capacity.
38. The DH is in the process of recruiting consultants to undertake the review and setting up the governance arrangements.
39. The Chair referred to the letter from Glen Mason, DH Director of Social Care Leadership and Performance, and emphasised the point made in the letter that it is very important that SCIE continue with its vital work while the review is taking place.
40. The Chair reported that it could take some time to implement any changes that come out of the review so it is important to ensure that there is no distraction and it is business as usual.
41. The Chief Executive informed the Board that the review will take three months and will focus on the workforce dimension. The final report should be available in January 2009.
42. The Chief Executive reported that SCIE has been working on this over the summer and an evidence base is being prepared. She has met with the Chief Executives of GSCC and Skills for Care and they have agreed to keep each other informed of any progress.
43. The Board discussed the idea of inviting a consultant to conduct an independent review of SCIE prior to the actual DH review.
44. **Action:** It was agreed that SCIE should invite a consultant to undertake an independent review. The Chief Executive reported that the timing of this needed to be closely agreed as she would not want to destabilise the DH review or disrupt any work priorities.

45. The Chief Executive reported that SCIE aims to carry out another Impact Survey next year.

Performance reports

46. The Head of Corporate Services presented the performance reports and explained that the information is reshaped around the work programme and budgets.

47. The Chair reported that the report was easy to follow and in a much better format. The graphs are particularly useful to see.

48. The Head of Corporate Services advised Trustees that the budget will be reconfigured around the three new work themes.

49. The Head of Corporate Services presented the risk register which was discussed in detail at the Audit Committee on 4 July. The two main issues are around the pension's deficit and DCSF funding.

50. The Board noted the report.

Dementia Consultation

51. The Department of Health issued 'Transforming the quality of dementia care: Consultation on a national dementia strategy' for consultation in June 2008.

52. Don Brand, SCIE consultant, has led the development of SCIE's response and he asked Trustees to note the report. The deadline for responding to the consultation is the day of the Board meeting, 11 September 2008.

53. The Board noted the report.

Update on Centre for Excellence and Outcomes (C4EO)

54. The Head of Knowledge Services updated Trustees on the work of the Centre for Excellence.
55. A very successful launch of the Centre was held at the ADCS (Association of Directors of Children's Services) conference on 10 July. The C4EO team have now all been appointed and will be in post by the beginning of October.
56. The Head of Knowledge Services reported that partnership working is going very well and work has started on the first three themes.
57. She attended the first Programme Board meeting on 9 September and made a presentation to Board members which went well.
58. Trustees noted the report and were pleased to see good progress.

Board annual agenda plan

59. The Board reviewed the annual agenda plan.
60. Proposed Board dates for 2009 have been circulated and no conflicts have been raised so the Chair confirmed the new 2009 dates as:
- Thurs 22 January – away day
 - Thurs 19 March
 - Thurs 21 May
 - Thurs 16 July - away day
 - Thurs 17 September
 - Thurs 19 November
61. **Action:** Trustees agreed that from the November meeting, they would meet for an informal discussion and dinner on the night before the Board meeting. Board meetings would then start at 09.30 and finish by lunchtime.

Any other business

62. There was no other business.

63. The next formal Board meeting will be held on Thursday 20 November 2008.

Approved

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Name:

Position:

Date: