

Minutes of the meeting on 20 November 2008

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

Attendance (Board)

- Allan Bowman
- Peter Beresford
- Jon Glasby
- Brenden Keane
- Mike Lauerman
- Ann Macfarlane
- Jo Munyard
- Andy Nash
- Terry Philpot
- Ian Sutherland

Staff

- Julie Jones (Chief Executive)
- Amanda Edwards (Deputy Chief Executive)
- Stephen Goulder (Director of Corporate Services & Workforce Development)
- Don Brand
- Walt Brown
- Hayley Tucker (minutes)

Apologies for absence

- Nadra Ahmed
- Ziggi Alexander
- Shokat Babul
- Edwina Grant
- Jenny Owen

Welcome and announcements

1. The Chair welcomed Brenden Keane to his first meeting and introductions were made and apologies listed.
2. The Chair reported that some Trustees had highlighted potential conflicts of interest on the agenda item on the Review of Social Care Bodies and other items.

3. The Trustees concerned were asked to note their potential conflicts on the circulated form and were invited to stay for that part of the meeting but not participate.

Minutes

4. The minutes of the Board meeting held on 11 September 2008 were approved for signature.

Matters arising

5. Members noted the matters arising from the meeting on 11 September 2008.

Chair's report

6. The Chair reported on meetings that he had attended since the last Board meeting in September.
7. The Chair informed members that he had chaired a workshop at the National Children and Adults' Services (NCAS) Conference led by Sheila Fish on serious case reviews. He acknowledged this was a very high quality piece of work and SCIE needed to consider how this work could contribute to the children's services agenda. He added that this work may want to be fed into the review currently being undertaken by Lord Laming.
8. Terry Philpot attended the NCAS conference on behalf of SCIE and he reported that SCIE hosted three workshops and an excellent stand. Trustees passed their thanks to Iris Steen, Roisin Joel and all other staff involved in the organisation of this and other events.
9. Trustees also thanked all those involved in the production of the *Personalisation: a rough guide*. All agreed that this was a very popular product and it had been very well received at the NCAS conference.

10. The Chair reported that he had attended all three political party conferences. He noted that Social Care was climbing the political agenda but there was still some way to go.
11. The Chief Executive reported that the fringe meetings hosted by SCIE, GSCC and Age Concern at the party conferences were well attended. She informed members that working collaboratively with other agencies worked well. The Chief Executive said that hosting a dinner at the party conferences next year could be a consideration.
12. The Chair informed the Board that the Partners' Council had been nominated for a 2008 NHS Centre for Involvement Award. The awards ceremony was on 25 November. The Board wished the team well for the awards.

Chief Executive's report

13. The Chief Executive introduced her report which highlighted the work of key staff who had made considerable contributions to SCIE's delivery over the last couple of months.
14. The Chief Executive reported that the reorganisation of SCIE was now completed and the office moves to re-align teams had gone smoothly.

National Social Care Research Ethics Committee

15. The Director of Corporate Services & Workforce Development reported that an advisory group involving the Social Care Research Community, ADASS, the Social Services Research Group, the Nuffield Foundation, and service users and carers had met on three occasions to support the establishment of the National Social Care Research Ethics Committee (NSCREC). The advisory group had reached a consensus on the research to be considered by the Committee and the nature and composition of the Committee.
16. He also reported that user and carer involvement with the Committee had also been considered and it was agreed that the professional representation on the Board should be no more than one third. The remaining membership would

include users of care services. The National Research Ethics Service (NRES) agreed to fund payment to users of services.

17. He explained that recruiting for fifteen Committee members had started and the interviews would be taking place in January and the interview panel would include SCIE, the REC Chair and a representative from NRES. The appointments would be discussed with the SCIE Chair and final ratification would be sought from Trustees at the March Board.

Regional Work

18. The Chief Executive stated that interim arrangements had been put in place to cover the vacant Head of Regions post which would be recruited for early next year. She reported that the core offer had been sent from SCIE to regions and of the nine adult regions five had signed up. Work was continuing through the JIPs and Deputy Regional Directors (DRDs).

19. **Action:** The Chief Executive confirmed that a paper would be submitted to the March Board on regional arrangements. It was agreed that an interim briefing would be circulated to members by end of December.

Northern Ireland

20. Ian Sutherland informed members that the Chief Executive had met key staff in Northern Ireland in September. He reported that major changes were taking place in Northern Ireland and he would be in a position to fully report back to Trustees in May 09 when a more substantive paper on NI and Wales was scheduled for the Board meeting.

21. He added that there was more optimism on establishing a dedicated SCIE post in Northern Ireland.

22. Ian Sutherland asked for clarification as to whether NI and Wales were treated as regions. The Chief Executive clarified that both Wales and NI were not regions and were treated differently.

Putting People First

23. Peter Beresford referred to the item in the report on a series of events and publications to support Putting People First. He asked at such events that users of services are included in the programme.
24. The Chair thanked the Chief Executive for her report and noted the sheer volume of work that had taken place over the last few months.

Review of national social care bodies

25. The Chief Executive reported that in October and November, senior staff had met with the Portico, the consultants appointed to undertake the review, for a number of sessions around social work education and in the context of the interim statement of the DH adult social care workforce development strategy.
26. The series of meetings had gone well and the reviewers had declared themselves satisfied with the information from SCIE to assist their work.
27. The Chief Executive thanked staff for pulling together the information needed by the reviewers so quickly and efficiently.
28. The Chief Executive informed members that she had continued to meet regularly with Mike Wardle, GSCC, and Andrea Rowe, Skills for Care to discuss progress.
29. She reported that the review deadlines were tight with an initial draft report being submitted to the DH on 15 December 2008 and the final report and recommendations on 16 January 2009.
30. The Chief Executive and her management team were meeting the reviewers on 1 December to discuss preliminary findings of the review. (NB meeting delayed by Portico and rescheduled for 8 December.)
31. In order that SCIE developed a response to the emerging options of the review and subsequently to its recommendations, SCIE had engaged Professor Edward Peck, Head of the College of Social Science at Birmingham University, to facilitate an internal workshop at SCIE on the 14 November. The Chair attended this workshop.

32. The Chief Executive reminded Trustees that a meeting had been arranged with them following the Board meeting, at which the outcome of the workshop would be discussed in more detail.

National Skills Academy

33. The Director of Corporate Services & Workforce Development explained that Jennifer Bernard sent her apologies as she was speaking at another SCIE event.
34. He reported that the successful outcome of the Steering Group's bid for National Skills Academy status for social care was made public on 7 October 2008.
35. Jennifer Bernard was beginning to build an interim team. The post of Director of the National Skills Academy had just been advertised and interviews would take place on 11 February 2009.
36. Pending the recruitment of the Director post, interim posts would be filled and the intention was for the core staff/consultant team to be accommodated in Goldings House on the second floor in space currently used by the GSCC.
37. The Director of Corporate Services & Workforce Development reported that considerable work needed to be carried out on the business planning process. The final business plan would be ready for approval by June 2009.
38. Branding and profile for the Academy had been agreed and the website had been launched. The link to the new website is:
<http://www.skillsacademyforsocialcare.org.uk/>
39. Trustees congratulated Jennifer Bernard and all concerned on the considerable work achieved to date. The commitment of all stakeholders was clear and it was good to hear such positive news in the social care sector.

Putting People First

40. The Director of Corporate Services & Workforce Development introduced the paper and particularly thanked Sarah Carr and Richard Humphries for all their work on personalisation and *Putting People First* (PPF) achievements.
41. The Director of Corporate Services & Workforce Development updated the Board on the offer made by SCIE to the DH Transforming Adult Social Care (TASC) Board on the work that SCIE would undertake to support the transformation of social care.
42. SCIE was asked to engage with the independent sector and SCIE had been successful in bringing the independent sector together. A meeting took place last

week with the independent sector and a broad proposal was agreed which would be submitted to the TASC Board in early 2009.

43. The SCIE Executive Management Group also recently met with Martin Routledge and his team from the DH who will remain after the demise of CSIP on 20 November 2008 to share and map the developing roles for SCIE and the DH PPF delivery work. It was agreed they would meet again in the New Year to discuss business planning for 2009 onwards.
44. Trustees shared concern that the personalisation and individual budgets agenda could lose momentum especially in the context of safeguarding.
45. This led to a discussion around how to engage frontline staff with the personalisation agenda and ensure the workforce was supported and empowered to understand and deliver it.
46. It was agreed that the work of the National Skills Academy for Social Care should be able to help empower the workforce and ensure they had the leadership skills required to make the changes.
47. Trustees agreed that engaging the wider public was essential and SCIE's role was to look at how it could inform practice. It was acknowledged that this could not be done alone and partnership working was essential.

Business planning process

48. The Director of Corporate Services & Workforce Development outlined the draft business plan process for 2009-10.
49. The context of the business plan would be the outcome of the review of social care bodies and preliminary findings from the review would be known in December. The draft business plan would be discussed in full at the Board away day in January.
50. It was suggested that a fifth strategic priority be added to the paper around increasing partnership working with the Children's Workforce Development Council (CWDC) and other commissioners of children's work.
51. **Action:** Trustees referred to paragraph 26 of the report and asked if the wording of the first bullet point could be changed to 'Constantly seek new ways of *using and involving* the voices of people who use services and their carers to influence good practice and co-produce relevant material'.
52. Trustees referred to paragraph 16 and asked for clarification around the social care journal.

53. The Director of Corporate Services & Workforce Development reported that he was working on a draft paper where social care TV, Social Care Online and a new journal for social care would form a coherent and integrated digital presence for SCIE and the wider social care community. The aim was to have an integrated platform for social care with a single presence allowing access to a whole range of learning opportunities.

54. **Action:** The aim was to discuss this further with COI next week and it would then be discussed at the SCIE Accountability Review meeting with the DH on 8 December. This would then form part of the discussion at the Board away day in January.

Performance reports

55. The Director of Corporate Services & Workforce Development presented the performance reports.

56. Trustees considered the report and stated that the colour coding was a very useful way of scanning the information and highlighting potential problems.

Board annual agenda plan

57. The Board reviewed the annual agenda plan.

Any other business

58. There was no other business.

59. The Board away day will be held on 22 January 2009 at the Grange City hotel in London.

Approved

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Name:

Position:

Date: