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Meeting Minutes

Board Meeting

When: 22 March 2012
Where: 2-4 Cockspur Street, London SW1Y 5BH

Attendees (Board)
- Allan Bowman, Chair
- Andy Nash
- Ann Macfarlane
- David Archibald
- Joanne Munyard
- Louise Brown
- Mario Kreft
- Samantha Hudson
- Sukhvinder Kaur Stubbs
- Tina Coldham

Attendees (Staff) – agenda items 5-8
- Julie Jones (Chief Executive)
- David Walden (Director of Adults Services)
- Stephen Goulder (Director of Corporate Services and Workforce Development)
- John Paul Nixon (Staff Representative)
- Tony Barron (Consultant), attended for the item on Find Me Good Care
- Majella Ahwieh (Minutes)

Apologies
- Amanda Edwards (Deputy Chief Executive)
- Jenny Owen
- Ian Sutherland
- Mike Lauerman
- Nadra Ahmed
- Stephanie Palmerone

Apologies and welcome

1. The Chair welcomed the Trustees and listed apologies. The Chair welcomed Tina Coldham, Trustee, and John Paul Nixon, Staff Representative to their first meeting of the SCIE board. The Chair asked Trustees to sign the conflict of interest form.

Minutes of the previous meeting

2. The board agreed the minutes of the previous meeting held on 10 November 2011.

Chair's Report

3. The Chair reported on meetings he had attended since the last Board meeting and highlighted the following points:

4. The Chair attended a DH Health Research Authority event on improving research regulation. At this event the Chair met with the Chief Executive of Association of British Healthcare Industries (ABHI). The Chief Executive of ABHI expressed an interest in meeting with Andrea Sutcliffe to discuss advances in telecare.

Chief Executive's Report

5. The Chief Executive presented her report and highlighted the 6 key issues which SCIE has continued to work on since the last board meeting in November:

- Developing the relationship with the National Institute of Health and Clinical Excellence (NICE) to sustain SCIE's future viability.
- Working with Department of Health (DH) and other sector stakeholders on developing SCIE's contribution to the Social Care White Paper, with an emphasis on quality.
- Searching for potential strategic partnerships and collaborators to spread SCIE's impact and reach.
- Maintaining the focus and momentum of SCIE's new business initiatives.
- Implementing stage 1 of SCIE's organisational review.
- Preparing for a smooth handover to the incoming SCIE Chief Executive.

Terms of Reference of the Remuneration Committee

6. Stephen Goulder presented the revised terms of reference for the Remuneration Committee. The board agreed the terms of reference with the following amendment:

- Bullet point 13 should read existing policy and procedures

Change of Signatories for SCIE bank account

7. The board agreed that that Andrea Sutcliffe become a signatory to the SCIE Bank account from 10 April 2012.

Audit Committee Report

8. Sukhvinder Kaur Stubbs, Chair of the Audit Committee, presented the report and highlighted the following points:

    - Rachel O Donough presented Buzzacott's recommendations for the pension scheme to the audit committee. The committee will consider the options and additional information from Stephen Goulder and Pearl Sebastian at the next committee meeting in July.

    - DH has reduced SCIE's core grant from £3.4m to £2.5m. DH have agreed that SCIE can repurpose some the restricted funds that it holds to cover the unexpected reduction in SCIE's core grant.

    - The Risk Register will be reviewed and update when the new Chief Executive takes up post. The updated Risk Registered will be presented at the next board meeting.

    - Following a security breach with SCIE's online banking account, Barclays Bank had written to SCIE to explain the circumstances of the security breach. The Audit Committee had noted the contents of the letter from Barclays and had requested a full incident report be submitted by Barclays to SCIE within a month.

Final Draft Business Plan 2012-13

9. Stephen Goulder presented the final draft business plan and highlighted the following points:

    - SCIE was successful in obtaining £73k from Action for Children following a bid by SCIE to provide research on children's services.

    - SCIE is discussing the funding of restricted and unrestricted funded projects with DH including overall funding, the work with NICE on the social care quality standards, 'Find me Good Care' and the e-learning programme of work and funding.

10. The board agreed the business plan for 2012-13.

Consumer Information Portal – "Find Me Good Care"

11. Tony Barron joined the board meeting for this item. Tony Barron circulated a presentation on progress on the Find Me Good Care portal. Following discussion, the board agreed to commit £130k to the software provider, £45k for the development and execution of the consumer marketing strategy and £170k on other expenditures. The budget and income and expenditure for the portal will be

monitored regularly at the Business Development Committee. The contract with the software developer will be through a fixed price contract.

Performance Report

12. Stephen Goulder presented the performance report. The board noted the report.

Annual agenda

13. The board noted the annual agenda plan.

Any other business

Dignity Commission

14. David Walden presented SCIE's draft response to the Dignity Commission's consultation on securing dignity in care for older people in hospitals and care homes. The board agreed to review SCIE's draft response and submit any comments to David Walden.

Date of next meeting

15. 24 May 2012, 10:30-13:30

Approved:

Name:

Position:

Date: