



Meeting Minutes

Board Meeting

When: 24 May 2012

Where: 2-4 Cockspur Street, London SW1Y 5BH

Attendees (Board)

- Allan Bowman, Chair
- Andy Nash
- Ann Macfarlane
- David Archibald
- Ian Sutherland
- Jenny Owen
- Joanne Munyard
- Mario Kreft
- Mike Lauerman
- Nadra Ahmed
- Samantha Hudson
- Sukhvinder Kaur Stubbs
- Tina Coldham

Attendees (Staff)

- Andrea Sutcliffe (Chief Executive)
- Amanda Edwards (Deputy Chief Executive)
- David Walden (Director of Adults Services)
- Stephen Goulder (Director of Corporate Services and Workforce Development)
- Pete Fleischmann (Head of Participation) – in attendance for agenda items on Single Equality Scheme and Co-Production
- Michael Turner (Participation Project Support Manager) – in attendance for agenda items on Single Equality Scheme and Co-Production
- Majella Ahwieh (Minutes)

Apologies

- Stephanie Palmerone
- Pamela Holmes (Staff Representative)

Apologies and welcome

1. The Chair welcomed the Trustees and listed apologies.
2. The Chair asked Trustees to sign the conflict of interest form.

Minutes of the previous meeting and matters arising:

3. The board agreed the minutes of the previous meeting held on 22 March 2012.

Chair's Report

4. The Chair reported on meetings he had attended since the last Board meeting and highlighted the following points:
5. The Chair and Chief Executive met with Paul Burstow MP and Tim Loughton MP as part of the Chief Executive's induction programme.
6. The Chair and Chief Executive hosted a dinner for key stakeholders in Northern Ireland. A similar event will be held in Wales next month.
7. The Chair met with Martin Green, English Community Care Association (ECCA) to discuss the care quality campaign.
8. The Chair met with Aged Care Channel (ACC). ACC are developing a new initiative to make films on home care.

Chief Executive's Report

3. Andrea Sutcliffe, Chief Executive, presented her first report to the board.
4. The Chief Executive thanked the board and SCIE staff for their support during her first two months in office.
9. SCIE has received confirmation from DH that the Treasury have approved SCIE's core grant of £2.5m for 2012/13.
10. As part of her induction programme the Chief Executive is holding meetings with Trustees, staff and other stakeholders on how SCIE is working at present and how SCIE can adapt to meet future needs of the sector.
11. At the Board Awayday on 19 July the Chief Executive will report to the board on her first 100 days in office. The Chief Executive will discuss with the board plans for the future, sustainability and business plans ahead of the Chair and Chief Executive's follow up meeting with Paul Burstow in September.
12. The Chief Executive updated the board on organisational issues and confirmed SCIE will hold an all staff event in July to help involve staff in the development of these plans.

Tendering for the social care quality standards bid

13. Amanda Edwards, Deputy Chief Executive, updated the board on the following issues following the announcement of the NICE board's decision to go to competitive tender for the external contribution to the social care quality standards:
 - Practical issues on changing relationship with NICE
 - Identifying risks and what SCIE has done to mitigate them
 - SCIE's work programme for this year
 - SCIE's response to tender process
 - Internal and external communications throughout the tender process.
14. NICE has asked if TUPE will apply if SCIE is not successful in winning the tender. This is a legitimate question which SCIE will respond to when the tender specification is published. The Chief Executive will inform staff of this issue. The board agreed this approach and will monitor progress over the coming months.

Find Me Good Care (FMGC)

15. David Walden, Director of Adult Services, updated the board on progress on the Find Me Good Care website since the last board meeting in March.
 - A revised business plan will be presented to the Business Development Committee meeting on 19 June.
 - Approximately 1500 users have registered to receive updates.
 - SCIE will produce a regular FMGC e-bulletin from next month.
 - The DH has been supportive of the development of the site.
 - SCIE has appointed a PR agency to help with marketing the site and launch event.
 - There will be a beta launch in July followed by a full launch in September.
16. The Chair confirmed that Paul Burstow MP has agreed to meet with SCIE to view the FMGC website.

Care and Support White Paper

17. The Chief Executive updated the board on the Care and Support White Paper.
18. The DH has confirmed that the Care and Support White Paper will be published shortly, possibly in mid June. It is likely that a draft Bill will be published shortly after the White Paper.
19. There will be a significant reference to quality in the White Paper and it is hoped that SCIE will be mentioned in this section of the White Paper. SCIE will be prepared to respond appropriately.

20. The board noted progress on the Care and Support White Paper.

21. David Archibald left the meeting.

Risk Register

22. Sukhvinder Kaur Stubbs, Chair of the Audit Committee, presented the revised risk register.

23. The risk register had previously been presented as part of the performance report. For future board meetings the risk register will be presented as a substantive agenda item.

24. The board agreed to look at key risks and how they link up with SCIE's work programme to help identify critical points at the board awayday on 19 July.

25. The board noted the revised risk register.

Principles of coproduction

26. Pete Fleischmann and Michael Turner joined the meeting and presented SCIE's draft statement of principles on participation/co-production

27. The board endorsed the draft statement for discussion at the first meeting of SCIE's Co-Production Network on 28 June.

28. Sukhvinder Kaur-Stubbs and Jenny Owen left the meeting.

Single Equality Scheme

29. Pete Fleischmann and Michael Turner updated the board on SCIE's Single Equality Scheme. The current scheme had been running for 3 years. SCIE had modified the scheme due to the progress SCIE had made and to comply with the Equality Act 2010.

30. The board agreed the revised single equality scheme.

31. Pete Fleischmann and Michael Turner left the meeting.

Performance Report

- 32. Stephen Goulder, Director of Corporate Services and Workforce Development, presented the performance report to the board.
- 33. The board noted the report.

Annual agenda plan

- 34. The board noted the annual agenda plan.

Any other business

- 35. There were no items of any other business.

Date of next meeting

- 36. A board awayday will be held on 19 July 2012 and will be preceded by dinner on the evening of 18 July.

Approved: _____

Name: _____

Position: _____

Date: _____