



# Meeting Minutes

## Board Meeting

**When:** 20 September 2012

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

### **Present (Board)**

- Allan Bowman, Chair
- Andy Nash
- Ann Macfarlane
- Mario Kreft
- Mike Lauerman
- Nadra Ahmed
- Samantha Hudson
- Stephanie Palmerone
- Sukhvinder Kaur Stubbs

### **In attendance (Staff)**

- Andrea Sutcliffe (Chief Executive)
- Amanda Edwards (Deputy Chief Executive)
- Patricia Kearney (Interim Director of Adults Services)
- Stephen Goulder (Director of Corporate Services and Workforce Development and Company Secretary)
- Pamela Holmes (Staff Representative)
- Majella Ahwiah (Minutes)

### **In attendance (others)**

- Amanda Francis (Buzzacott) - item on annual report and accounts

### **Apologies**

- David Archibald
- Ian Sutherland
- Jenny Owen
- Joanne Munyard
- Tina Coldham

### **Apologies and welcome**

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

3. The Chair congratulated Ann Macfarlane, Stephanie Palmerone and Sukhvinder Kaur-Stubbs on their reappointments to the board and welcomed Pamela Holmes to her first meeting as the Staff Representative.

### **Minutes of the previous meeting and matters arising:**

4. The board agreed the minutes of the previous meeting held on 24 May 2012.

### **Chair's Report**

5. The Chair reported on meetings he had attended since the last Board meeting and highlighted the following points:
  - The Chair has met individually with board members.
  - The Chair attended the National Quality Board meetings. This board provides key contact with the NHS Commissioning Board.
  - In June, the Chair and Chief Executive hosted a dinner for key stakeholders in Wales.
  - The Chair attended the reception to celebrate the work of the General Social Care Council (GSCC) ahead of transfer of functions to the Health and Care Professions Council on 1<sup>st</sup> August 2012.
  - SCIE's Co-production network had held its first meeting.
  - The Chairs and Chief Executives of Social Care Organisations (CCESCO) met in September with SCIE, Skills for Care, the National Skills Academy and the Care Quality Commission in attendance.

### **Chief Executive's Report**

6. The Chief Executive presented her report and highlighted the following points:
  - The Chief Executive is meeting with a variety of stakeholders to help raise SCIE's profile with existing and new audiences
  - SCIE is preparing to launch a number of products at the National Children and Adult Services Conference (NCAS) conference in October.
  - The Think Local Act Personal (TLAP) programme manager is stepping down and the process is underway to recruit a director.

- SCIE has been running training courses on the “Learning Together” model for safeguarding children.
- SCIE and Action for Children (AfC) ran a series of events on the study SCIE had undertaken for AfC on local authority decision-making.
- SCIE launched 3 Social Care TV (SCTV) films this week on health and social care integration.
- Amanda Edwards is discussing with key stakeholders in Wales SCIE’s future offer to Wales.
- Shirley Ewart Boyle is continuing her good work with the Department of Health, Social Services and Public Safety and other stakeholders in Northern Ireland.
- The Joint Consultative and Negotiating Committee has been reconstituted as the Partnership Forum. The Executive Management Group (EMG) and Unite representatives had agreed a new partnership agreement and terms of reference for the Forum.
- SCIE held a staff away day in July to help plan for future challenges.
- The Chief Executive thanked staff for their continued hard work.

## **Audit Committee Report**

7. Sukhvinder Kaur Stubbs, Chair of the Audit Committee, presented this report and highlighted the following points:
  - As the last meeting was not quorate committee members were asked to reconfirm the dates of future meetings in their diaries.
  - Due to the removal of the core grant by DH, SCIE’s future work will need to align with income and expenditure.
  - The lease on Cockspur Street is being reviewed with a view to reducing accommodation costs.
  - The dilapidations on SCIE’s previous office will not cost as much as originally anticipated.
  - The audit committee and board will keep the risks relating to the pension scheme under review.

- A representative from Barclays Bank attended the last audit committee meeting to explain the breach in security relating to SCIE's online accounts. The security settings on SCIE's accounts have now been reset to avoid any further security breaches in the future.

## **Annual report and accounts**

8. Amanda Francis, Buzzacott, presented the annual report and accounts and management letter to the board.
9. Following a discussion on the annual report and accounts for 2011/12 and future financial plans the board approved the accounts for signature.
10. The board thanked Buzzacott for a successful audit and comprehensive report and thanked Amanda Francis for her clear explanations of the accounts and audit.

## **Business Development Committee Report**

11. The Business Development Committee met on 6<sup>th</sup> September and discussed Find Me Good Care (FMGC), Training and Consultancy, Bids and the Dementia Gateway.
12. The Committee agreed SCIE should continue the development of FMGC and launch the product as planned on 22 October, within the existing agreed budget. The DH and members of the Care Providers Alliance (CPA) have endorsed the product.
13. The Board noted the report on business development and endorsed the Committee's decision to proceed with the development of FMGC.

## **Performance Report**

14. Stephen Goulder, Director of Corporate Services and Workforce Development, presented the performance report to the board. The finance report was presented in a new format to set out the annual budget with variances to date for restricted and unrestricted funds.
15. There had been a reduction in the funding from the Welsh Government as this funding is calculated using the Barnett formula based on the funding provided by DH to SCIE.
16. The income projected from FMGC is calculated at £235,000.
17. SCIE has received confirmation of the transfer of restricted funds for 2012/13 from DH.

18. The board noted the report.

**Annual agenda plan**

19. The board noted the annual agenda plan.

**Any other business**

20. There were no items of any other business.

**Dates of future meetings**

18 October 2012, Board Away Day

15 November 2012, Board Meeting

**Approved:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

