



Meeting Minutes

Board Meeting

When: 15 November 2012

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

Present (Board)

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

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)
- Dave Anderson (Head of Digital Development) – attended for the item on digital/publishing strategy
- Pamela Holmes (Staff Representative)
- Majella Ahwieh (Minutes)

Apologies

- Andy Nash
- Jenny Owen
- Joanne Munyard
- Stephanie Palmerone

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 20 September 2012.

Chair's Report

4. The Chair reported on meetings he had attended since the last Board meeting and highlighted the following points:
 - The Chair attended the first meeting of SCIE's Co-Production network. Board members will be invited to attend the next meeting of the network which is being held on 7 February 2013.
 - Find Me Good Care was launched on 23 October and the site has generated a lot of media interest.
 - The Chair met with Baroness Jane Campbell. Baroness Campbell will be taking a lead on social care issues as a cross bench peer and is keen to help SCIE raise key issues.
 - The Chair met with Paul Bennett, Aged Care Channel TV (ACCTV). ACCTV will be launching a home care channel in June 2013.

Chief Executive's Report

5. The Chief Executive presented her report and highlighted the following points:
 - The Chief Executive is continuing to meet with key stakeholders to discuss SCIE's contribution to the sector including the new NHS bodies.
 - SCIE continues to host and support the Think Local Act Personal (TLAP) team. TLAP has appointed Sam Bennett as the new director of the partnership.
 - SCIE is continuing the work on local authority decision making in relating to early intervention for Action for Children (AfC). This work has presented SCIE with some interesting and innovative ways of working with the sector.
 - The data from the Customer Audit will influence SCIE's discussions with DH on future work.
 - The Chief Executive thanked staff for their continued hard work in helping to deliver SCIE's work programme.

Find Me Good Care

6. The Director of Corporate Services reported to the board on the launch of Find Me Good Care.
 - The site was launched on 23 October and is working well. There are some minor enhancements to its performance that have been identified and will be resolved as soon as possible
 - The site has received 10,000 visitors (8,000 unique visitors) which is consistent with the target of 20,000 visits per month. When FMGC is part of a media article, for example on The Guardian social care network, this boosts traffic to the site.
 - SCIE will use some of the budget for search engine optimisation as more enhanced search listings will make FMGC more prominent to users.
 - SCIE will now begin the second cycle of promotion to large providers.
 - A proposal on the next stage of Find Me Good Care's development taking into account potential links with NHS Choices will be presented to Business Development Committee in December for agreement.
 - SCIE has received a supportive letter from Norman Lamb MP regarding the presentation of Find Me Good Care at the ADASS IMG meeting held on the 11 October.

Bid to host the National Collaborating Centre for Social Care (NCCSC)

7. The Deputy Chief Executive reported on SCIE's bid for the NCCSC.
8. The invitation to tender specification was very detailed and SCIE has provided answers to the 43 questions contained in the specification. SCIE has developed a financial plan which clearly links the NCCSC budget to the activities set out in SCIE's bid. The assessment of the bid will be weighted: 35% on guidance development; 20% on adoption and dissemination; 20% on management; and 25% on pricing.
9. The Deputy Chief Executive thanked the staff for their work on the bid in particular Beth Anderson.
10. SCIE will begin preparatory work in advance to ensure business readiness if SCIE is awarded the bid.
11. The tender interviews will be held on 13 December.
12. The Chair thanked SCIE's staff for their work on the bid.

Audit Committee Report

13. Sukhvinder Kaur Stubbs reported on the recent audit committee meeting and highlighted the following points:

- The bid for the NCCSC includes a financial assessment of SCIE's previous three years annual report and accounts. Committee members recommended that the accompanying narrative should be endorsed by SCIE's external auditors.
- The new model for SCIE's income and expenditure account is based on the new business structure.
- The Department of Health internal audit team is auditing the way in which DH allocates grant funding and visited SCIE to look in detail at the process of awarding the project funding for Social Care TV and SCIE's section 64 Core Grant.

Draft business plan

14. The Director of Corporate Services presented the draft business plan for 2013-14 and the modelling of SCIE's income and expenditure and highlighted the following points:

- Future business plans will be income driven.
- The draft plan sets out the offer made to the DH as much of SCIE's current work is funded by the core fund and will be lost going forward if no further commission is forthcoming.
- If the bid to host the NCCSC is successful the net income figure would be £1.8m.
- SCIE needs to discuss and agree with Wales and Northern Ireland funding and work plans for 2013-14.
- As 2013/14 will be the first year with the new income structure the initial forecast budget is showing a deficit of £362,000. This will be covered by reserves and SCIE will have a balanced budget for 2014/15.
- The risk ratings for the income and expenditure account will be aligned with the operational and strategic risk register.

Digital/publishing strategy

15. Dave Anderson joined the meeting for this item and presented an update to the board on SCIE's digital and publishing strategy. A copy of his presentation is

attached. The Board thanked Dave for his helpful presentation and indicated their approval of the proposed plans.

Performance Report

16. The Director of Corporate Services presented the performance report. The board noted the report.

Annual Agenda Plan

17. The board noted the annual agenda plan.

Any other business

18. There were no items of any other business.

Dates of future meetings

- 16th January, 2-5pm – Board meeting to catch up on key business issues
- 16th January, evening – Dinner
- 17th January, all day – Board meeting to discuss board development

Approved: _____

Name: _____

Position: _____

Date: _____