

Meeting Minutes

Board Meeting

When: 21st March 2013

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

Present (Board)

- Allan Bowman, Chair
- David Archibald
- Mario Kreft
- Nadra Ahmed
- Samantha Hudson
- Sukhvinder Kaur Stubbs
- Tina Coldham
- Andy Nash

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)
- Jane Francis (Minutes)

Apologies

- Ian Sutherland
- Mike Laueran
- Ann Macfarlane
- 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 15th November 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 and The Chief Executive attended a meeting with Norman Lamb mp. This was a good and constructive meeting.
 - The Chair attended the Public Chairs Forum which is a very informative meeting concerning information around government policy.
 - The Skills for Care Awards were attended by all members of EMG. The Chief Executive presented an aware. This was an enjoyable and successful event
 - The Chair formally welcomed Lord Michael Bichard to SCIE and informed the Board that he would be joining the Board for lunch at 12.45pm, after the formal meeting had taken place.

Chief Executive's Report

5. The Chief Executive presented her report and highlighted the following points:
 - The Chief Executive provided the Board with informal feedback from the meeting that she attended with The Chair and Norman Lamb. They provided Norman Lamb with a good positive account of SCIE. The Chief Executive also stated that the timing of the meeting worked out very well as SCIE were in the process of submitting proposals for 2013-2014.
 - The Chief Executive informed the Board that a New Director General has been appointed at the Department of Health, Mr John Rouse, previously Chief Executive of Croydon Council.
 - The Chief Executive and the Executive Management Group wished to formally record their thanks to Shaun Gallagher, Interim Director General at the Department of Health, who has been extremely helpful to SCIE during his time in the role.
 - The Chief Executive wished to draw the attention of the Board to the amount of work that is continuing to be delivered in a constructive manner despite the uncertainty that staff find themselves working within.
 - The Chief Executive formally recorded her gratitude to the Executive Management Group, the Senior Management team and all of the staff for the continued level of good work at the beginning of this calendar year.
 - The Chair noted how full the current work programme is and continues to be over the coming year.

Report of the Audit Committee

6. Sukvinder Kaur Stubbs reported to the Board that the Audit Committee met on the 7 March.
 - The income and expenditure model was discussed. The board agreed that reserves will be used in 2013-14 to support a deficit budget but it was important that SCIE move to a balanced budget in 2014-15 to ensure reserves remain at a sustainable level. The budget model had been discussed and changes agreed on ways to make budget management more responsive.
 - The delays in agreeing the commission from the DH for 2013-14 were of significant concern and to run at risk represented a potential call on reserves if the commission is not agreed of £150,000.00 per calendar month. She had discussed this with the chair and agreed that SCIE should run at risk but that the board should receive a further report at its May meeting
 - The Chief Executive thanked Sukvinder Kaur Stubbs for her report on behalf of the Audit Committee to the Board. The Chief Executive stated that this is a period of transition for SCIE and that one of the main changes will be the way in which SCIE manages itself financially.

Business Plan

7. The Chief Executive presented the draft business plan for 2013-14. She thanked the Director of Corporate Services his support in developing the draft business plan. Key comments from the board were that
 - Strategic vision would be further tested with staff. trustees would provide feedback to the Chief Executive.
 - SCIE values should include a customer focus..
 - Objective 1 should incorporate work that supports the chair and chief executive in the speaking engagements and relationship development work that they will do to position SCIE during 2013-14.
 - Further should take place to revise SCIE's future liabilities and reserves policy.
 - The proposed strategic risks would be developed into a risk register and thresholds set for action. The performance management reports would also be revised.
8. The board agreed:
 - SCIE should proceed with the implementation of the income and expenditure budgets pending formal confirmation from the Department of Health of its commissioned work for 2013-14.
 - The board should receive a full report at its meeting in May including a revised business plan and income and expenditure budgets to incorporate, and respond to any decisions made by the DH.

NCCSC

9. The Director of the NCCSC presented her report and highlighted the following items:

- The contract with NICE was signed off on 27th February 2013. A lot of hard work has taken place over the last two/three months to resolve a number of issues that have arisen in the contract discussions.
- The Senior team are now in place, with contracts in the process of being agreed with partners and a training and induction session being organised for staff involved.
- This is a new area for NICE however, it is important to remember that SCIE is still involved in other areas not just that of the NCCSC and the sector need to aware that this is the case.

10. The board agreed the report

Performance Report

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

Annual Agenda Plan

12. The board noted the annual agenda plan.

Any other business

13. There were no items of any other business.

Dates of next meeting

23 May 2013, 10:00-14:00, at SCIE

Approved: _____

Name: _____

Position: _____

Date: _____