

Meeting Minutes

Board Meeting

When: 21 November 2013, 10:30-13:30

Where: 2nd Floor, 206 Marylebone Road, London NW1 6AQ

Present (Board)

- Michael Bichard, Executive Chair
- Alex Fox
- Ann MacFarlane
- Bev Searle
- David Archibald
- Ian Sutherland
- Mario Kreft
- Mary McKenna
- Mike Lauerman
- Peter Hay
- Sally Warren
- Stephanie Palmerone
- Sukhvinder Kaur Stubbs
- Tina Coldham

In attendance (Staff)

- Tony Hunter (Incoming Chief Executive)
- Amanda Edwards (Deputy Chief Executive)
- Patricia Kearney (Director of Innovation and Development)
- Stephen Goulder (Director of Corporate Services)
- Pamela Holmes (Staff Representative)
- Beth Anderson (Item 4. Transformation Steering Group)
- Dave Anderson (Item 4 Transformation Steering Group)
- Iris Steen (Item 4 Transformation Steering Group)
- Jane Francis (Personal Assistant - Minutes)

Apologies

- Nadra Ahmed
- Terry Moran

Apologies and welcome

1. The Executive Chair welcomed the Trustees and listed apologies.

Declaration of Interest

2. There were no declarations of interest.

Notes of the previous meeting

3. The board agreed the minutes of the previous meeting held on 17 September 2013 subject to amendment of the list of attendees to show that Ian Sutherland had sent apologies and had not attended the meeting.

Executive Chair's report

4. The Executive Chair presented his report and highlighted the following points:
 - SCIE's relocation to 206 Marylebone Road had gone very smoothly. The Executive Chair thanked Stephen Goulder and Nishal Rooplal for their hard work to ensure the office move went well.
 - The Executive Chair met with Nick Seddon, health policy adviser at Number 10, to discuss the dementia gateway and the implementation of the care reform programme ahead of the G8 Summit on Dementia.
 - The National Children and Adults Services (NCAS) conference was very well attended. Norman Lamb spoke at the SCIE fringe session on Integration. There was agreement that the voice of the user was under represented at the conference and that SCIE should consider presenting its work on co-production at NCAS 2014.
 - The Co-Production Network meeting and the Care Leavers Project launch, in partnership with Barnardos, had been very successful events.
 - The Executive Chair updated the group on SCIE's Learning Together and safeguarding work. Peter Hay emphasised the need to improve children's serious case reviews and to learn from their findings. The Executive Chair also informed members of a recent article that he had written for the Local Government Chronicle where he had referred to serious case reviews but the reference to his role as chair of SCIE had been removed from the final printed article. The LGA had accepted responsibility for this omission and would be publishing a correction.
 - SCIE held its quarterly Accountability Review meeting with the Department of Health in November. SCIE had a good discussion with DH regarding key subject areas and emerging priorities including safeguarding, integration and dementia.
 - The merger of the English Community Care Association (ECCA) and National Care Association (NCA) into a new body called Care England had been

announced. The new organisation could be an important future collaborator for SCIE.

Report of the Transformation Steering Group

5. Beth Anderson, Dave Anderson and Iris Steen had led the 'Task and Finish' Groups established by the Transformation Steering Group (TSG) and attended the meeting for this item.
6. The Executive Chair thanked the Steering and Task and Finish groups for their work.
7. The board discussed the report and the following points were highlighted:
 - The groups had developed clear values for the organisation and staff.
 - The Products and Services group were reviewing SCIE's offer to the sector.
 - SCIE was also reviewing its business development expertise in the organisation and Terry Moran had arranged pro bono advice from McKinseys on SCIE's business development function.
 - Andrew Jackson will continue to work with SCIE to develop SCIE's Training and Consultancy offer.
 - The SCIE/ADASS event being held on 17 January 2014 would be a good opportunity to hold a pre-launch of SCIE's new structure and offer.
 - More work needs to be done to progress the cultural change within the organisation which will take account of the Investors in People review reported under Item 6.
8. The task and Finish Groups would continue to meet and report to the board away day on 16 January 2014.

Care Bill – Reform of Social Care and Opportunities for SCIE

9. The Director of Innovation and Development presented her paper on the Care Bill.
10. The Care Bill 2013 builds on the Draft Care and Support Bill published in 2012 and takes account of responses received to the consultation on the Draft Bill and the 2012 White Paper 'Caring for Our Future: Reforming Care and Support'.
11. During its consideration by the House of Lords, the Executive Chair proposed an amendment that will give greater emphasis to the importance of personal dignity as a component of wellbeing in care and support. Lord Bichard had support in the House of Lords, from, among others, Baroness Claire Tyler. Norman Lamb, Minister of State agreed to table this amendment.

12. The DH are currently considering arrangements for implementation which present a number of opportunities for SCIE to consider, which the board discussed. These include:

- Adult safeguarding- promoting SCIE as a centre for knowledge and improvement in adult serious case reviews.
- Disseminating good practise to build the confidence of the sector and potentially the public in the reform of social care- work on the integration tool will be able to show and help with this.
- Providing guidance and resources to support the implementation.
- Transitions between children's and adult social care.
- Supporting the development of capacity in co-production and support in the co-production of new services.
- Work with Public Health England and the LGA to incorporate SCIE best practice studies and evidence into their work to develop an effective health and social care system.
- Development of community capacity and personalised services. SCIE could play a crucial role alongside TLAP to help build this. Ambition is complete transformation.

Outcome of the review of SCIE's IIP accreditation

13. The Director of Corporate Services updated the board on the outcome of the review of SCIE's IIP recognition. SCIE was recognised as an 'Investor in People' (IIP) in 2007. We retained IIP recognition following a review in 2010. A second review took place on the 18 and 19 June 2013.

14. The report of the second review was presented. The report confirms that SCIE met 29 of the 39 core standards and 4 of the 6 wider standards necessary for IIP recognition. Our performance was sufficient for SCIE to retain IIP recognition for a 12 month period whilst we addressed areas of concern in accordance with an action plan agreed by Investors in People on 17 September. The action plan had informed the work of the Transformation Steering Group.

15. Trustees stated their view that it was essential for SCIE to retain its IIP recognition and the Chief Executive designate confirmed that this would be one of his key objectives for 2014-15.

Performance Reports

16. The Director of Corporate Services presented the performance report for the period September- November 2013.

17. Reports from the NICE Collaborating Centre for Social Care, the Innovation and Development Directorate, and Corporate Services Directorate were presented and key issues highlighted for consideration by the board.

18. The corporate financial report showed that:

- Unrestricted budgets are in surplus and are projected to achieve the budget targets set by the board at the end of the financial year.
- Restricted funds are also on target to be expended by the end of the financial year as required by our commissioners.
- SCIE unrestricted fund reserves are projects to be of £5.4m at 31 March 2014.

19. The strategic risk register had been revised and updated by the EMG. No new strategic risks have been identified since the previous board meeting. The CEO recruitment and office move have been removed as risks from the risk register.

20. The board noted the performance report. The report presented in March will show the overall performance of SCIE against the targets agreed in the business plan 2013-14.

Signatories to SCIE's bank account

21. Following Andrea Sutcliffe resignation as Chief Executive with effect from 4 October 2013 and Tony Hunter's appointment as Chief Executive from the 6 January 2014, the board agreed that Tony Hunter becomes a signatory to the SCIE Bank account.

Board Annual agenda Plan

22. The board noted the annual agenda plan.

Any other business

23. There were no items of any other business.

Date of next meeting

24. The board will hold an away day on the Thursday 16 January 2013, 10:00-16:00

Approved: _____

Name: _____

Position: _____

Date: _____