

Board of Trustees meeting

24 February 2005, 11.00-16.30
Goldings House, 2 Hay's Lane, London SE1 2HB

1. Attendance (Board):

Jane Campbell (Chair), Shokat Babul, Peter Beresford, John Fenton, Janet Lewis, Diana McNeish, Terry Philpot, Roy Taylor, Jon Glasby and Geraldine Macdonald

Staff:

Lisa Bostock (Staff Representative), Don Brand (Consultant), Amanda Edwards (Head of Knowledge Services), Robert Howells (Staff Representative Elect), Bill Kilgallon (Chief Executive), Victoria McNeill (Head of Corporate Services & Company Secretary), Emma Brooks (minutes).

Also in attendance: Pearl Sebastian (Agenda item 9 - Financial Report), Nasa Begum (Agenda item 6 – Developing a Race Equality Strategy)

Apologies:

Ratna Dutt and Gail Tucker

Welcome and announcements:

John Fenton was welcomed to the board as the new representative for Northern Ireland. John had worked as a social worker for 20 years. He had worked mainly in Children's Services, particularly early years services and residential care, but was now focused on commissioning services.

SCIE staff were welcomed to the meeting.

2. Declaration of any other business:

The updated 'Forthcoming dates for the Board' were presented. These included dates of the National Social Services (NSS) conference in Birmingham from 19 to 21 October. Board members were asked to note the dates for future board meetings.

Action: Board members who would like to represent SCIE at the NSS conference were asked to let Emma Brooks know as soon as possible.

4 new SCIE publications – ‘sciedrive’ – Newsletter for the Parental Mental Health and Child Welfare Network, February 2005; ‘Leading practice – A development programme for first-line managers’ – Training pack; ‘SCIE’s resources and publications’ list; ‘The Road Ahead’ – flyer advertising web-based resource and copies of all the press releases since the last board meeting and updated Board of Trustees contact details were distributed.

3. Minutes and matters arising:

Minutes of the board meeting held on 25 November 2004 were approved by the trustees for signature.

Matters Arising:

Minute 6.2: Chief Executive’s Report:

Action: A briefing on SCIE’s work on independent living and personalisation would be circulated to Board members in March.

Minute 5: Guidance for trustees:

The guidance for trustees was being redrafted and would include recommendations from the board appraisal.

Action: The revised draft would be issued to Board members in April.

Minute 8: Work of the NIMHE/SCIE Fellows:

A paper on the impact of SCIE’s work would be presented to the May board meeting. This would include the proposal that SCIE should have a working group on monitoring and evaluating SCIE’s work.

4.1. Chair’s Report:

Terry Philpot was asked to leave the meeting.

Terry Philpot and Gail Tucker’s terms of office as trustees were due to expire. They had both expressed willingness to continue for a further 3-year term. The Board unanimously agreed that both trustees should be reappointed.

Terry Philpot was invited back to join the meeting.

Having failed to attract an African Caribbean board member through open advertisement, SCIE and the Commission for Race Equality (CRE) sent a joint letter to Race Equality Councils to identify an African-Caribbean board member.

No suitable candidates emerged from this process so the Board members agreed that direct approaches to suitable individuals could be made. SCIE has been in discussion with Ziggi Alexander (freelance consultant whose previous roles include acting as the final chair of CCETSW) who expressed a willingness to join the board and will be submitting an application form for consideration by the board.

Action: The Chair would email Board members a copy of Ziggi Alexander's application, asking if they were willing to approve her appointment to the Board.

The Chair had attended a meeting with the Prime Minister to discuss the White Paper on "Improving the Life Chances of Disabled People". There should be a synergy between the White Paper and the Department of Health (DH) Green Paper on Adult Social Care.

SCIE and the Disability Rights Commission (DRC) had discussed joint work to underpin the cross-departmental group that would implement the "Improving the Life Chances of Disabled People" Paper. SCIE and the DRC had proposed a jointly supported taskforce to focus on Independent Living.

The Chair was a member of a Common Purpose group looking at the quality of public body chairs. A possible future public body chair had been invited to shadow a SCIE board meeting.

The King's Fund had decided to undertake a review on social care funding for older people, chaired by Derek Wanless. SCIE had agreed to contribute its work on Looking to the Future and a paper prepared for the Scottish Executive review on social work. The Wanless Review would be a 1-year review, following which they hoped to gain funding to widen the review to other adult services.

Action: A report on the Wanless Review would be presented to the Board at a future meeting.

Board appraisal:

The Board welcomed the proposal for follow-up actions to the board appraisal with the following additions:

- All SCIE trustees should have the opportunity to have a member of staff to act as their buddy, not just new trustees.
- More use should be made of Board members in time-limited, task driven matters – for example, a task group consisting of staff, board members and other stakeholders, to develop the proposed race equality strategy.

- Board members should have both formal inductions and individual appraisals.
- The Board should collectively review the information that it receives and the method for setting and agreeing the agenda for board meetings.
- Board members would welcome advance discussion of agenda items for board meetings.

Action: The proposal would be redrafted and a timeline for actions would be added and the proposal would be resubmitted at the next board meeting.

4.2 Chief Executive's report:

The Chair invited Bill Kilgallon to present his paper.

SCIE had held discussions with other organisations and government departments about potential work:

- The Children and Family Court Advisory and Support Services (CAFCASS) have suggested a formal partnership with SCIE. SCIE had submitted a proposal to do some research for CAFCASS on conflict resolution.
- SCIE had been working with the Department of Work and Pensions (DWP) on the implementation of the "Improving the Life Chances of Disabled People" White Paper.
- The Department of Constitutional Affairs (DCA) had commissioned SCIE to do a piece of work on best practice for their Public Guardians office.
- The Big Lottery Fund has asked SCIE to provide them with advice on how to structure its research programme and also in the future to advise them on significant issues in social care to assist their funding decisions.

SCIE was applying for the Investors in People award.

SCIE had built up significant in-house knowledge in many areas of social care but would also tap external expertise to develop new projects.

5. Developing a race equality strategy:

The Chair invited Nasa Begum to introduce the report.

SCIE planned two major pieces of work on race equality issues – a project looking at the specialist mental health advocacy needs of African Caribbean men and a race equality seminar on 20 July 2005. SCIE already included race equality as part of each of its projects but it was important that this was surfaced and that race equality was given a higher profile within SCIE.

The Board welcomed the general thrust of the race equality paper but wished the race equality strategy to be seen as part of the equal opportunities and diversity strategy.

It was agreed that a task group would be created to develop the race equality strategy as part of the equal opportunities and diversity strategy.

Action: Nasa Begum would email the board detailing what being a member of the task group would entail and asking for nominees for the group.

It was agreed that race equality should be a priority for the 2006-7 work programme.

SCIE had an internal equality and diversity group that monitored SCIE's work in these areas.

Action: Progress reports on equality and diversity would be made regular items at future board meetings.

Action: Diversity training and other mandatory board training would be included in the future strategy for the board.

Action: Board members were asked to inform Nasa Begum if they wanted diversity training in their role as trustees.

6. Draft work programme 2005/6:

The Chair invited Amanda Edwards to present the report.

Appendix A, outlining continuing projects in each of SCIE's work themes and proposals for new work, had been presented to the board at the last meeting following discussions at the board work programme sub-group. The board had given priority to the adults' and children's services themes. SCIE had since undertaken informal consultation with stakeholders and SCIE's government sponsors to develop the proposals. SCIE was now formally consulting with the Partners' Council, Practice Partners Network and government sponsors. Appendix A highlighted the emerging priorities for the new work.

A piece of work had been done on hospital discharge had been undertaken and a guide for older people on hospital discharge would be developed from this research.

DH had welcomed SCIE's work on e-learning. SCIE had received 20% more responses than expected to the e-learning strategy consultation.

It was suggested that the Board should consider a section of the work programme at each board meeting and look at what work had been done, what was currently underway and what future plans for the work would be.

The Board welcomed the emerging priorities for the work programme with the following notes:

- The work of the NIMHE/SCIE Fellows and the seminars and events that supported the dissemination of SCIE's projects were not currently listed in the programme.
- Methods of dissemination and monitoring and evaluation of projects should be included in the work programme.
- **Action:** Shokat Babul would send Amanda Edwards details of priorities for the private sector to be considered for inclusion in the work programme.

7. Update on work in Wales and Northern Ireland:

Amanda Edwards acted as lead for SCIE's work with Wales and Bill Kilgallon would act as the lead on work with Northern Ireland.

SCIE currently required commissionees to build in policy differences between England and Wales in their project research. This would now be extended to differences with Northern Ireland too. All SCIE's past work was applicable to Wales, and SCIE would now check whether this work was applicable to Northern Ireland too.

The routes for dissemination of SCIE's work varied in different countries – in Wales SCIE had done some specifically targeted dissemination work.

Action: It was agreed that SCIE should consider taking on some more specific work relating to Wales and Northern Ireland.

8. Financial report including summary draft budget 2005/6 and report on review of SCIE's occupational pension scheme:

The Chair invited Pearl Sebastian to introduce the report.

Finance report:

It was forecast that at 31 March 2005, SCIE would post a surplus of £1,419,189 unrestricted funds. This surplus was allocated for specific projects in progress and the surplus was due only to spending on certain projects being behind schedule.

Action: It was agreed that a note should be made on the balance sheet stating that the money was allocated to projects.

At 31 December 2004 SCIE held a total of £2,777,862 for restricted fund projects. A significant amount of groundwork had been done on these projects earlier in the financial year and work was now underway on these projects.

Draft budget 2005/6:

SCIE had not received confirmation of funding from its sponsors. Confirmation of funding specifically relating to the Care Services Development Initiative would not be received before the end of May or early June. The budget had thus been devised based on the expected funding levels.

Report on review of SCIE's occupational pension scheme:

Victoria McNeill presented the report on pensions written by Gail Tucker, Chair of SCIE's Audit Committee.

The Board agreed the 2 recommendations:

- To pay off the deficit.
- To continue until the next triennial review with the final salary scheme, at which point the scheme would be reviewed again.

9. The next Board meeting would be held on 12 May 2005, in Belfast.

Approved

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Name:

Position:

Date:

ACTIONS FROM THE BOARD MEETING HELD ON 24 FEBRUARY 2005:

1. Item 2: Declaration of any other business

Action: Board members who would like to represent SCIE at the NSS conference were asked to let Emma Brooks know as soon as possible.

2. Item 3: Matters Arising: Minute 6.2: Chief Executive's Report:

Action: A briefing on SCIE's work on independent living and personalisation would be circulated to Board members in March.

3. Item 3: Matters Arising: Minute 5: Guidance for trustees:

Action: The revised draft of the guidance for trustees would be issued to Board members in April.

4. Item 4.1: Chair's Report:

Action: The Chair would email Board members a copy of Ziggi Alexander's application, asking if they were willing to approve her appointment to the Board.

5. Item 4.1: Chair's Report:

Action: A report on the Wanless Review would be presented to the Board at a future meeting.

6. Item 4.1: Chair's Report:

Action: The proposal for follow-up actions to the board appraisal would be redrafted and a timeline for actions would be added and the proposal would be resubmitted at the next board meeting.

7. Item 5: Developing a race equality strategy:

Action: Nasa Begum would email the board detailing what being a member of the task group would entail and asking for nominees for the group.

8. Item 5: Developing a race equality strategy:

Action: Progress reports on equality and diversity would be made regular items at future board meetings.

9. Item 5: Developing a race equality strategy:

Action: Diversity training and other mandatory board training would be included in the future strategy for the board.

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Action: Board members were asked to inform Nasa Begum if they wanted diversity training in their role as trustees.

11. Item 6: Draft work programme 2005/6:

Action: Shokat Babul would send Amanda Edwards details of priorities for the private sector to be considered for inclusion in the work programme.

12. Item 7: Update on work in Wales and Northern Ireland:

Action: It was agreed that SCIE should consider taking on some more specific work relating to Wales and Northern Ireland.

13. Item 8: Financial report including summary draft budget 2005/6 and report on review of SCIE's occupational pension scheme: Finance report:

Action: It was agreed that a note should be made on the balance sheet stating that the money was allocated to projects.