

Board meeting minutes



15 September 2005, 11.30-16.10
Goldings House, 2 Hay's Lane, London

1. Attendance (Board):

Jane Campbell (Chair), Ziggi Alexander, Shokat Babul, Peter Beresford, Ratna Dutt, Jon Glasby, Janet Lewis, Diana McNeish, Terry Philpot, Roy Taylor and Gail Tucker

Staff:

Lisa Bostock (Staff Representative), 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: Diane Gwynne-Smith and Sue Jardine (Agenda item 7 – Theme 6: Knowledge Management) and Pearl Sebastian (Agenda items 8 and 9 – Audit Committee and Financial Report),

Apologies:

John Fenton and Geraldine Macdonald

Welcome and announcements:

SCIE staff were welcomed to the meeting.

Jane Campbell announced her resignation as Chair of the Board, with effect from the 30 March 2006.

2. Declaration of any other business:

As the board had not met on 7 July, the Chair had a number of matters on which to update the board:

John Fenton had been appointed to the Audit Committee.

The Remuneration Committee membership would remain unchanged as the committee is only required to meet once or twice a year and the agenda is limited.

The meeting of the Board and Partners' Council due to be held in September 2005 will be rescheduled to 2006.

The SCIE conference held on 1 July 2005 was, for the most part, a huge success. Feedback has been discussed and the lessons learnt will help plan the next conference in June 2007. It was noted that there should be more thought given to race in future SCIE conferences, in selection of speakers and content of presentations, as well as to the profile of plenary speakers.

The second board away day would be held on 26 October, preceded by an informal board discussion and dinner with the Executive Management Team on the 25 October.

The staff and board away day would be held in early 2006, probably in the week beginning 16 January. This will focus on the new Corporate Plan 2006-2009.

The following publications were presented: Welsh translations of "About us" – "Amdanom ni"; Summary of Knowledge Review 8 – "Addysgu, dysgu ac asesu'r gyfraith ym maes addysg gwaith cymdeithasol"; Summary of Knowledge Review 9 – "Dysgu ac addysgu ym maes addysg gwaith cymdeithasol: Gwerslyfrau a fframweithiau asesu"; Resource Guide 3: Introduction: "Teaching and learning communication skills in social work education: An introduction for those new to higher education"; and "scieunite" – the newsletter for SCIE's Partners Council.

The updated 'Forthcoming dates for the Board', media update and press cuttings were presented.

3. Minutes and matters arising:

Minutes of the board meeting held on 12 May 2005 were approved by the trustees for signature.

Matters Arising:

Minute 4.1: Chair's Report:

Staff buddies have been allocated to those board members who requested them.

Minute 4.2: Chief Executive's Report:

SCIE's consultation on the Adult Services Green Paper was submitted at the end of July.

Looking to the Future was published in July.

Minute 8: Review of achievements 2004/5:

SCIE was disseminating information packs containing key SCIE information and resources to nearly 7000 students on social work courses.

Action: Information packs would be sent to Roy Taylor and Peter Beresford.

Action: SCIE would investigate the possibility of sending similar packs to all new members of the British Association of Social Workers (BASW) and the Social Care Association (SCA).

SCIE and CSCI were discussing the possibility of the SCIE fostering practice guide and SCIE work on adult services (not yet specified) being used in social work departments as part of the inspection process.

Action: The trustees' handbook would be circulated to trustees once SCIE, its lawyers and the Department of Health had clarified the appointment process of the new SCIE Chair.

4.1. Chair's Report:

The Chair highlighted the following issues from her report:

- The Executive Management Group had held two away days to discuss SCIE's corporate plan 2006-9. Their work was intended to provide context and ideas for the Board's discussions at its away day on 26 October.
- SCIE had actively engaged in the Adult Services Green Paper consultation on many levels, and the Chair had chaired the final Department of Health conference on the Green Paper.
- The Chair had held an interesting meeting with Kathryn Hudson who would be centrally involved in writing the joint White Paper – "Your Health, Your Care, Your Say". The White Paper was due at the end of 2005/beginning of 2006.

4.2 Chief Executive's report:

The Chair invited the Chief Executive to present his paper. The Chief Executive highlighted the following:

- SCIE had been given the opportunity to host a Welsh-speaking secondee from Denbighshire Social Services. This secondment could be of tremendous benefit to SCIE.
- A meeting had been arranged with the Parliamentary Under Secretary of State responsible for health and social care services in Northern Ireland. SCIE would be represented by John Fenton and the Chief Executive.
- It appeared that Scotland would develop the remit of the Scottish Institute for Excellence in Social Work Education to become a "Scottish SCIE". The Chief

Executive had made it clear that SCIE would be happy to work in partnership with the new organisation.

- The Department of Health had established a number of new structures and meetings which included social care. No service users had been included in these groups and the Chief Executive would continue to call for service users to be included in the membership of the groups.
- SCIE's first set of Practice Partners had nearly finished the end of their two-year terms and SCIE had recruited a new group of Partners, including representatives of the independent sector. It had been difficult to recruit Partners in Wales.
- A number of requests had been made to include additional work in SCIE's work programme. These included: direct payments and individualised budgets, improvements to the guidance on the Protection of Vulnerable Adults (POVA) list, civil contingency planning, and a survey of current practice in social care for refugees and asylum seekers.

The initial findings from the work on direct payments and individualised budgets would be available in January and would inform the Department of Health's pilot projects.

Action: Gail Tucker and Shokat Babul asked to be involved in the work on the guidance on the Protection of Vulnerable Adults (POVA) list.

Liam Byrne had originally suggested that SCIE should undertake some work on social care funding in preparation for the spending review. The review had now been postponed and there had been no follow up to this request. It was suggested that SCIE might consider carrying out a review anyway.

5. SCIE's corporate plan 2006-2009:

The Chair invited the Chief Executive to introduce the report.

The timetable for the development of SCIE's new corporate plan was given. The final draft plan would be presented to trustees at the February 2006 board meeting, following discussions with trustees, staff and key stakeholders. The trustees' first opportunity for impact would be the Board Away Day on 26 October.

It is critical for SCIE that its corporate plan demonstrates its ability to translate knowledge into guidance which is relevant and applied in practice so that social care services are improved.

Action: The Chair would be discussing ideas for the Board Away Day with the facilitator on 19 September. Trustees were asked to email ideas for discussion to the Chair before this.

6. Evaluating the impact of SCIE:

An Impact task group, of board and staff members, had been established to develop proposals for the evaluation of SCIE's impact. Di McNeish was appointed chair of the group.

The Chair invited Di McNeish to present the report written by the task group.

Trustees asked the task group:

- To note that the questions proposed for the evaluation fell into two categories, evaluation for impact and evaluation for learning
- To expedite the evaluation as far as possible
- To permit interim findings to the board once available

Action: The interim findings from the full evaluation commission would be presented to the board. Where possible the timelines for the commission would be shortened. The commission should be advertised earlier than currently proposed.

Action: It was suggested that the following should be added to the final sentence of paragraph 9 of the report: "...and what service users tell us about their expectations."

Action: It was agreed that the task group should continue to meet periodically.

Action: Amanda Edwards and Mike Fisher would discuss the suggestions made and would email the other members of the task group to confirm the additions and changes to the evaluation of SCIE's impact. This would then be acted upon.

Action: An update on the progress made in evaluating SCIE's impact would be given at the February 2006 board meeting.

7. Theme 6: Knowledge Management: an update:

The Chair invited Diane Gwynne-Smith and Sue Jardine to give a presentation on Social Care Online.

They explained the background to its redevelopment and gave a tour of the site.

Action: The Knowledge Management team would continue to work to enhance SCIE's search engine profile.

Action: SCIE would begin to produce briefings which could be used by practitioners to learn the key findings from SCIE's research.

8. Audit Committee and Changes to SCIE's Commissioning Practice:

The Chair invited Gail Tucker, Chair of the Audit Committee, to give a verbal update.

At the last Audit Committee meeting SCIE's accounts had been received and reviewed, and SCIE's commissioning process and pension scheme had been discussed. It had been concluded that a proper settlement had been made at the closure of NISW and there were no outstanding monies owed by NISW. Over the next year the Audit Committee would consider, in particular, a review of SCIE's professional advisers, its reserves policy and business recovery plan and would continue to review the work programme.

Amanda Edwards presented the report on suggested changes to SCIE's commissioning practice. The changes were aimed at building the capacity of commissionees – particularly those from service user organisations, reducing the inefficiencies of the commissioning process, and getting different organisations to work together on commissions.

The proposal was to invite bids through an open advert to become registered with SCIE to work on a particular SCIE theme. Once the organisations were registered SCIE could build partnerships between the commissionees and increase their capacity. This should create a more efficient process.

There were some concerns that small organisations could be put off applying for such a wide remit and that SCIE would build capacity in organisations that might only be required to work on one project in 2 years.

Action: It was agreed that the proposals should be piloted and then adapted thereafter as necessary.

Action: It was agreed that there should be regular recruitment onto SCIE's list of registered commissionees.

9. Financial Report:

SCIE's core funding had been approved by the Department of Health. The restricted funds had not yet been approved.

It was not yet known whether SCIE would continue to receive funding from the Scottish Executive following the suggestion that the Scottish Institute for Excellence in Social Work should become a 'Scottish SCIE'.

The inefficiency of the current commissioning process was leading to the continued underspend.

Money dedicated for expenditure on procuring additional office space had not yet been spent.

Rapid response funds had been spent on the race equality meeting, green paper consultation and the organisation of the human rights conference which would be held in March 2006.

10. The next Board meeting would be held on 17 November 2005. The venue was yet to be confirmed.

Approved

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Name:

Position:

Date:

ACTIONS FROM THE BOARD MEETING HELD ON 15 SEPTEMBER 2005:

1. Item 3: Minutes and matters arising

Action: Information packs containing key SCIE information and resources would be sent to Roy Taylor and Peter Beresford.

2. Item 3: Minutes and matters arising

Action: SCIE would investigate the possibility of sending similar information packs to all new members of the British Association of Social Workers (BASW) and the Social Care Association (SCA).

3. Item 3: Minutes and matters arising

Action: The trustees' handbook would be circulated to trustees once SCIE and the Department of Health had clarified the appointment process of the new SCIE Chair.

4. Item 4.2: Chief Executive's report

Action: Gail Tucker and Shokat Babul asked to be involved in the work on the guidance on the Protection of Vulnerable Adults (POVA) list.

5. Item 5: SCIE's Corporate Plan 2006-2009:

Action: The Chair would be discussing ideas for the Board Away Day with the facilitator on 19 September. Trustees were asked to email ideas for discussion to the Chair before this.

6. Item 6: Evaluating the impact of SCIE:

Action: The interim findings from the full evaluation commission would be presented to the board. Where possible the timelines for the commission would be shortened. The commission should be advertised earlier than currently proposed.

7. Item 6: Evaluating the impact of SCIE:

Action: It was suggested that the following should be added to the final sentence of paragraph 9 of the report: "...and what service users tell us about their experiences".

8. Item 6: Evaluating the impact of SCIE:

Action: It was agreed that the task group should continue to meet periodically.

9. Item 6: Evaluating the impact of SCIE:

Action: Amanda Edwards and Mike Fisher would discuss the suggestions made and would email the other members of the task group to confirm the additions and changes to the evaluation of SCIE's impact. This would then be acted upon.

10. Item 6: Evaluating the impact of SCIE:

Action: An update on the progress made in evaluating SCIE's impact would be given at the February 2006 board meeting.

11. Item 7: Theme 6: Knowledge Management: an update:

Action: The Knowledge Management team would continue to work to enhance SCIE's search engine profile.

12. Item 7: Theme 6: Knowledge Management: an update:

Action: SCIE would begin to produce briefings which could be used by practitioners to learn the key findings from SCIE's research.

13. Item 8: Audit Committee and Changes to SCIE's Commissioning Practice:

Action: It was agreed that the proposals should be piloted and then adapted thereafter as necessary.

14. Item 8: Audit Committee and Changes to SCIE's Commissioning Practice:

Action: It was agreed that there should be regular recruitment onto SCIE's list of registered commissionees.