



Minutes of the meeting on 3 May 2007

SCIE, Goldings House, 2 Hay's Lane, London, SE1 2HB

Attendance (Board)

- Allan Bowman (Chair)
- Ziggi Alexander
- Shokat Babul
- Peter Beresford
- Ratna Dutt
- John Fenton
- Jon Glasby
- Ann Macfarlane
- Jenny Owen
- Terry Philpot
- Gail Tucker

Staff

- Don Brand
- Walt Brown
- Amanda Edwards
- Pete Fleischmann (for agenda item 6)
- Stephen Goulder
- Robert Howells
- Julie Jones
- Iris Steen (for agenda items 7 & 8)
- Hayley Tucker (notes)

Apologies for absence

- None

Welcome and announcements

1. The Chair welcomed Amanda Edwards to her first meeting as Acting Chief Executive and Julie Jones as Chief Executive designate. He also welcomed Hayley Tucker who is acting as the interim Executive Assistant to the Chair and Head of Corporate Services.
2. It was noted that this was Ratna Dutt's last meeting as her term of appointment had come to an end. The Chair thanked Ratna for her contribution to SCIE over the last few years.

Minutes

3. The minutes of the board meeting held on 15 February 2007 were approved for signature.

Matters arising

4. Members referred to paragraph 36 of the minutes on work programmes where it stated that:
'It was suggested that consideration be given to grouping the programme under the six outcomes listed in appendix 1 to the report rather than in the current themes and that priorities could be determined by considering the desired outcomes from the work, as well as the topic.'
5. Members asked that it be noted that this had not been carried forward as an action and the work programmes were still listed in the old format.
6. **Action:** It was agreed that this would be taken forward and actioned for the July meeting.

Chair's report

7. The Chair referred to his written report and explained that it had been a busy period especially with the recruitment of the new Chief Executive, Julie Jones, and the departure of Bill Kilgallon.

Chief Executive's report

Investors in People

8. Amanda Edwards, Acting Chief Executive, announced confirmation of SCIE's successful recognition as an Investor in People.
9. The Chair congratulated the organisation on such a good result.

Accountability Review

10. Amanda Edwards updated members on the Accountability Review meeting that took place with the Department of Health (DH) on 2 May. Key points raised were:
 - David Behan, Director General of Social Care, was pleased with the achievements already made by SCIE and the progress the organisation had made to date;

- He was encouraged to see that SCIE was already taking on board some of the recommendations made in the report by Dame Denise Platt on the *Status of Social Care* through the Communications strategy and Strategy to support implementation;
- He wanted to create a framework for SCIE in which the organisation could thrive and this would involve support from DH to enable this;
- It was agreed that there would be three Accountability meetings a year;
- The budget for 2007-08 would remain at the 2006-07 level.

SCIE Conference

11. Amanda Edwards reported that the SCIE conference would take place on 14 June at the ICC in Birmingham. The planning for the conference is well underway and this year SCIE is taking a different approach and targeting the audience more closely.

12. **Action:** The following action points were discussed and agreed:

- Use the conference as a case study to ensure inclusion of black and ethnic minorities for future events;
- Actively review the Contacts Management Database to reassure the Board that it is as inclusive as it could be;
- Re-evaluate the agenda of the conference to consider implications from the report by Dame Denise Platt;
- Review the invite list to the dinner on 13 June to include Directors of Adult & Children's Services.

Developing research capacity

13. Amanda Edwards stated that a consultation report had been published on SCIE's website and SCIE is currently developing plans with sponsors for a strategic coordination group which would act to coordinate UK wide research priorities and initiatives. She explained that SCIE is not yet at the point of determining how service users would engage.

Report from the Audit Committee

14. Ziggi Alexander agreed to join the Audit Committee as a new member.

15. Gail Tucker, Chair of the Audit Committee, updated members on the key points of the report around the appointment of the auditors and the review of financial procedures and delegations.

16. Gail Tucker thanked Stephen Goulder and the Finance team for enabling a systematic revision of the financial procedures.

17. Gail Tucker informed members that the funding for 2007-08 had been confirmed by the Department and SCIE would receive the same rate as 2006-07.
18. **Action:** Members approved the report and agreed to the appointment of Buzzacott as the SCIE auditors for 2008.

Signatories for the SCIE bank Account

19. **Action:** The Board agreed that Julie Jones and Stephen Goulder become signatories to the SCIE Bank account.

Equality & Diversity progress report

20. Pete Fleischmann, Principal Advisor, Participation, attended the meeting to update members on SCIE's progress to ensure that equality and diversity are addressed and integrated throughout the organisation's work. The report covers the period from May 2005 to April 2007.
21. The Equality and Diversity Development Forum is the main vehicle that ensures that equality and diversity issues are embedded in SCIE's policies and operations.
22. SCIE's Practice guide 6: Involving children and young people in developing social care recommends that organisations use the jigsaw model as a way of assessing how participation has been embedded into an organisation. The model identifies the following as four pieces of a jigsaw: practice, culture, structure and review.
23. **Action:** The following actions were agreed:
 - The Partners' Council has been evaluated by independent consultants. SCIE is working on implementing the action plan from the evaluation. Members asked for a copy of the evaluation to be sent to them.
 - Pete Fleischmann said he would be interested in speaking to Shaping our Lives to develop ways of sharing information about SCIE's work on the participation of seldom heard groups.
 - Members stated that age, sexuality and gender equality were dimensions of Equality & Diversity that were often excluded. They asked Pete Fleischmann to also consider the Human Rights aspect.
24. Members approved the recommendations and the development of a single equalities scheme using the current race equality scheme as a framework for incorporating other equality dimensions.

Communications Strategy and Strategy to Support Implementation

25. It was decided at this stage of the meeting to discuss the agenda items on the Communications Strategy and the Strategy to Support Implementation together in light of the implications from the review written by Dame Denise Platt on the *Status of Social Care*.

Communications Strategy

26. Iris Steen, Director of Communications, attended the meeting at this stage and outlined proposed outcomes and direction of the strategy, and the criteria for identification of priority marketing campaign themes for 2007-08 and 2008-09.

27. She added that the initial three marketing campaign themes would be presented to the Board at its July meeting with an implementation plan for the communications strategy being presented to the Board at its September meeting.

28. Members felt that this was a very encouraging report. They highlighted a number of points:

- Try to align key priorities with the four broad themes from David Behan's programme of reform of Social Care especially around personalisation and self-directed support;
- Workforce development and contracting are two areas where SCIE can impact and use as points of influence;
- It is important to involve service users in all areas of strategy and communication.

The *Status of Social Care* Review

29. This led on to a full discussion around the review written by Dame Denise Platt on the *Status of Social Care*.

30. The Board welcomed the report and noted the following:

- Members felt that SCIE had to move quickly on the recommendations made in the *Status of Social Care* review;
- It was felt that the SCIE Work Programme was too complex and difficult to understand - it needed to be based on an outcomes based approach;
- It was suggested that SCIE consult with key stakeholders and find out the three key actions that they would want to see from SCIE;
- There was broad agreement that SCIE needed to widen its source of income streams;
- It was very important to deliver on the quick wins although a considered response would be submitted in July;

31. Julie Jones stated that the report gave a solid platform for SCIE to review its image, reputation and style.

32. **Action:** The Board agreed the following recommendations:

- Identify the quick wins and act on them;
- Use the conference on 14 June to discuss and address the issues raised in the report by Dame Denise Platt;
- Review the format for the current work programme, new topics and the process by which the SCIE develops the work programme. To be presented at the 5 July Board meeting;
- Match the current budget to the key priorities.

SCIE's budget 2007-08

33. Stephen Goulder, Head of Corporate Services, informed members that a flat rate of the core grant had been confirmed by the Department of Health.

34. **Action:** Members accepted the SCIE budget for 2007-08.

Board annual agenda

35. Stephen Goulder presented an annual agenda plan for Board meetings that is integrated into the corporate planning and business cycles.

36. **Action:** Members agreed the agenda plan which will be presented to each Board meeting for information.

Issues from the quarterly reports

37. No issues were raised.

38. The next Board meeting will be held at 11.30am on 5 July 2007, at the SCIE offices. The Board away day and dinner is on 13 June 2007.

Approved

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Name:

Position:

Date:

Actions from the Board meeting held on 3 May 2007:

Paragraph 6: SCIE Work Programme:

Action: It was suggested grouping the programme under the six outcomes rather than in the current themes and that priorities could be determined by considering the desired outcomes from the work, as well as the topic. It was agreed that this would be taken forward and actioned for the July meeting.

Paragraph 12: SCIE conference

Action: The following action points were discussed and agreed:

- Use the conference as a case study to ensure inclusion of black and ethnic minorities for future events;
- Actively review the Contacts Management Database to reassure the Board that it is as inclusive as it could be;
- Re-evaluate the agenda of the conference to consider implications from the report by Dame Denise Platt;
- Review the invite list to the dinner on 13 June to include Directors of Adult & Children's Services.

Paragraph 18: Audit Committee report

Action: Members approved the report and agreed to the appointment of Buzzacott as the SCIE auditors for 2008.

Paragraph 19: SCIE signatories

Action: The Board agreed that Julie Jones and Stephen Goulder become signatories to the SCIE Bank account.

Paragraph 23: Equality & Diversity

Action: The following actions were agreed:

- The Partners' Council has been evaluated by independent consultants. SCIE is working on implementing the action plan from the evaluation. Members asked for a copy of the evaluation to be sent to them.
- Pete Fleischmann said he would be interested in speaking to Shaping our Lives to develop ways of sharing information about SCIE's work on the participation of seldom heard groups.
- Members stated that age, sexuality and gender equality were dimensions of Equality & Diversity that were often excluded. They asked Pete Fleischmann to also consider the Human Rights aspect.

Paragraph 32: *Status of Social Care* – report by Dame Denise Platt

Action: The Board agreed the following recommendations:

- Identify the quick wins and act on them;

- Use the conference on 14 June to discuss and address the issues raised in the report by Dame Denise Platt;
- Review the format for the current work programme, new topics and the process by which the SCIE develops the work programme. To be presented at the 5 July Board meeting;
- Match the current budget to the key priorities.

Paragraph 35: SCIE's budget

Action: Members accepted the SCIE budget for 2007-08.

Paragraph 38: Board agenda plan

Action: Members agreed the agenda plan which will be presented to each Board meeting for information.