



Minutes of the meeting on 8 May 2008

SCIE offices, 2 Hay's Lane, London, SE1 2HB

Attendance (Board)

- Allan Bowman (Chair)
- Ziggi Alexander
- Peter Beresford
- Jon Glasby
- Edwina Grant
- Mike Lauerman
- Ann Macfarlane
- Jo Munyard
- Andy Nash
- Jenny Owen
- Terry Philpot
- Ian Sutherland

Staff

- Julie Jones (Chief Executive)
- Amanda Edwards
- Stephen Goulder
- Don Brand
- Walt Brown
- Hayley Tucker (notes)

Apologies for absence

- Nadra Ahmed
- Shokat Babul

Welcome and announcements

1. The Chair welcomed two new Board members, Mike Lauerman and Ian Sutherland, to their first meeting. He also welcomed Walt Brown to the meetings who has now replaced Rob Howells as the staff representative.
2. The Board made introductions and the Chair listed apologies.

Minutes

3. The minutes of the Board meeting held on 27 March 2008 were approved for signature.

Matters arising

4. Members noted the matters arising from the meeting on 27 March.

Chair's report

5. The Chair reported on meetings he has attended since the last Board meeting.
6. He informed the Board that he presented at the Quality Care Campaign launch which was well attended and sent out a good message to the private sector around committing to a better quality of care.
7. Terry Philpot attended the launch and felt that it was a shame that more voluntary sector providers were not present at the launch.
8. The Chair reported that he presented at the annual Trustee and Vice Patron event for CARE (Cottage and Rural Enterprises Ltd) who work with people with learning disabilities. It was a very interesting session and they are in the process of rapid transition and may well need some support from SCIE.
9. The Chair informed the Board that he attended the GSCC conference which was a good event and very well attended.
10. The Chair reported that on 13 May he will be attending the Reform of the Care and Support System: National Stakeholder Event hosted by Ivan Lewis.

11. **Action:** The Board asked for regular comments from SCIE on issues such as the Green Paper on the reform of the care and support system.

Chief Executive's report

12. The Chief Executive reported that she had chaired a very good DH stakeholder session on 6 May specifically around the proposed Green Paper. There will be six months consultation and then the Green Paper will be drafted in Autumn.
13. **Action:** The Chief Executive informed the Board that she is also on the Ministerial Advisory Group for the reform of the care and support system. The Chief Executive agreed to find out and circulate the full attendance for this group.
14. Jenny Owen explained that John Bolton from the DH is chairing the Transforming Adult Social Care Programme Board which is another important strand of work. The Head of Corporate Services attended this meeting on behalf of SCIE.
15. Trustees expressed some concern that there are lots of important areas of work within the sector around personalisation and individual budgets and it is important to link the workstreams rather than treat them as individual work programmes.
16. **Action:** The Chief Executive agreed to circulate a slide which was presented by David Behan at the ADASS Spring Seminar showing how all the different strands of DH led work link up as part of the public sector reform.
17. Don Brand referred to the publication of 'Roles and Tasks of Social Workers' and reported that a series of workstreams are now being taken forward. Don Brand will also work with Ian Sutherland to take this forward in Northern Ireland.

18. The Chief Executive informed the Board that the next Partners' Council meeting on 18 June will focus on co-production, and that ministerial attendance has been requested.

19. Ann Macfarlane asked that SCIE try to consider disabled children as well as people with terminal illnesses as this links in with co-production.

SCIE business plan 2008-09

20. The Head of Corporate Services presented the SCIE business plan which integrates the budget and work programme for 2008-09.

21. He reported that the paper was prepared on the assumption that the DH had confirmed the SCIE grant. However the confirmation has not yet been received so the decision to agree the budget will have to be delegated to the Audit Committee at its meeting in July.

22. **Action:** This issue will be raised with DH officials at the Accountability Review meeting on 12 May.

23. The Head of Corporate Services then presented the new format of the Business Plan which has organised the work programme around teams, themes, staff accountable for the delivery of each product and deadline for the delivery of each product.

24. Due to the current reorganisation in SCIE the budget currently shows project costs without staff costs or overheads. For the next Board meeting, the staff costs will have been factored in.

25. The Head of Corporate Services reported that the new format will also form the basis of performance reporting to the EMG and Board.

26. **Action:** Jo Munyard referred to the HR section of the business plan under 'reward exemplary behaviours and attitudes'. Trustees asked to see the criteria on which those decisions will be based. The Head of Corporate Services will circulate these to Trustees for information.

27. Jenny Owen suggested that a good way of engaging staff in the process is to ask them to agree the values and criteria.
28. The final version of the Business Plan will be presented to the Audit Committee at its July meeting.
29. The Head of Corporate Services informed the Board that due to the pensions discussion at the last Board meeting on 27 March, the SCIE reserves will reduce when it pays the pension deficit. To ensure that SCIE maintains an appropriate reserve for its business need and meets the requirements of the Charity Commission the SCIE policy on building reserves will be considered in more detail at the next meeting of the Audit Committee.
30. **Action:** The Board endorsed the format of the Business Plan and delegated the final endorsement of the budget to the Audit Committee on 4 July.

Centre for Excellence and Outcomes in Children and Young People's Services

31. The Board congratulated SCIE on securing, with the consortium, the 'preferred bidder' status for the Centre for Excellence and Outcomes. In particular to Amanda Edward, Head of Knowledge Services, who dedicated so much time and effort to this success.
32. The Head of Knowledge Services also thanked Rebecca Goldman for all her efforts on this bid and to other staff who acted well and within a very tight deadline.
33. The Head of Knowledge Services set out the issues that she wanted the Board to consider around governance and reputational issues.
34. For this project SCIE will be contracted to the named Accountable Body, NCB, through its Chief Executive Paul Ennals. The Centre Director, Christine Davies, will be directly accountable to Paul Ennals and to DCSF for the delivery of the outcomes for the C4EO Centre.
35. The Head of Knowledge Services outlined SCIE's role in the consortium and its areas of responsibility for the delivery of the aspects of the Centre for Excellence's programme.
36. Being part of the winning consortium provides SCIE with a good platform to develop an already established reputation in children's social care. SCIE has had good feedback from the sector's leadership (e.g. NCH, Mencap and from ADASS) about the success of the bid confirming considerable support for SCIE's continuing role in children's services.

37. The Head of Knowledge Services confirmed that resources for the bid, which are clearly specified in the budget, are identified as additional funding, and the previously identified risk to SCIE (of losing a presumed children's services allocation in its core grant) is considerably diminished although some risk remains for 2009-10 and beyond. This will be raised at the Accountability Review meeting on 12 May.
38. SCIE's core work programme is and would continue to be complementary to that of the Centre as SCIE's focus is on practice whilst the Centre's is on system change.
39. The Board asked how it is possible to manage expectations around difficult topics such as vulnerable children.
40. The Head of Knowledge Services explained as the grant is for three years only SCIE proposed three priority areas where it could have the most impact over that period.
41. The Board endorsed the report.

Equality and Diversity

42. Peter Fleischmann, Principle Advisor for Participation, attended the meeting for this item and updated members on progress made between May 2007 to April 2008 to ensure that equality and diversity is addressed and integrated throughout SCIE's work. He thanked Yvonne Benjamin from his team who helped him compile the data.
43. The Chair thanked Pete Fleischmann for a very comprehensive report. The Board agreed that SCIE has made some good improvements on equality and diversity in the last year.
44. Jenny Owen referred to Equality Impact Assessment and suggested that benchmarking would be very useful.
45. Ian Sutherland asked Pete Fleischmann to consider the Northern Ireland equality standards in this work.
46. Pete Fleischmann reminded Board members that the next Partners' Council meeting is on 18 June in London and Trustees area welcome. The theme of the meeting is on co-production and Ed Miliband, MP, Cabinet Office Minister, has been invited to speak.

Board annual agenda

47. The Head of Corporate Services presented the annual agenda plan for Board meetings which was agreed by the Board.
48. The Chair reminded Trustees that it was agreed in the Private Board meeting that the meeting on 10 July has been cancelled due to the ADCS conference and the announcement of the Centre for Excellence and Outcomes, and the fact that the next away day for the Board is scheduled for 12 June.

Performance reports

49. The Head of Corporate Services presented the performance reports and explained that the information presented had been based on information submitted to the DH for the Accountability Review meeting on 12 May.
50. **Action:** The Head of Corporate Services explained that due to the business continuity problems experienced with the flooding, the year-end information has been delayed and he will confirm the year-end position next week. He anticipates final outturn being very close to budget.
51. The Head of Corporate Services reported that EMG reviewed the risk status of the strategic risks on 30 April. The full risk register will be submitted to the Audit Committee in July. It will be reviewed again by the Board at its meeting in September.
52. **Action:** Trustees had concerns around the wording of Strategic risk ten - *the 2011 triennial review of the SCIE pension scheme reports a large deficit*. The Head of Corporate Services agreed to review the wording.
53. **Action:** Trustees asked that the performance report be listed on the agenda under items for discussion rather than information. They also requested to see the performance report linked to the business plan.
54. The Board noted the report.

Any other business

55. Terry Philpot informed the Board that Bill Kilgallon is the new Chair of the Safeguarding Board established by the Roman Catholic Church.

56. Jo Munyard offered to act as a mentor when a young Trustee is appointed to the Board.

57. There was no other business.

58. The next formal Board meeting will be held on Thursday 11 September 2008.
The Board away day is on 12 June 2008 in London.

Approved

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Name:

Position:

Date: