



Meeting Minutes

Board Meeting

When: 17 September 2013, 10:00-10:30

Where: 2-4 Cockspur Street, London SW1Y 5BH

Present (Board)

- Michael Bichard, Chair
- Ann MacFarlane
- Bev Searle
- David Archibald
- Joanne Munyard
- Mario Kreft
- Mary McKenna
- Mike Lauerman
- Nadra Ahmed
- Sally Warren
- Stephanie Palmerone
- Sukhvinder Kaur Stubbs
- Terry Moran
- Tina Coldham

In attendance (Staff)

- Andrea Sutcliffe (Chief Executive)
- Amanda Edwards (Director NCCSC and Deputy CEO)
- Patricia Kearney (Director of Innovation and Development)
- Stephen Goulder (Director of Corporate Services and Company Secretary)
- Pamela Holmes (Staff Representative)
- Shachi Patel (Buzzacott – in attendance for item 7)
- Majella Ahwieh (Executive Assistant - Minutes)

Apologies

- Alex Fox
- Ian Sutherland
- Mario Kreft

Apologies and welcome

1. The 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 23 May 2013.

Chair's report

4. The Chair presented his report and highlighted the following points:
 - Final interviews for the Chief Executive post will be held today and the successful candidate will be announced on 18 September.
 - The Chair had visited care homes, met with the CEOs and Chairs of partner organisations and providers.
 - The Chair had been appointed as a Commissioner on the Kings Fund Commission on the Future of Health and Social Care.
 - A draft report on child safety, SCIE's Learning Together model and how this could be implemented for Serious Case Reviews has been shared with the College of Social Work (TCSW) and National Society for the Prevention of Cruelty to Children (NSPCC).
 - The Care Quality Commission (CQC) is a key partner for SCIE. SCIE and CQC are in discussions about SCIE providing training and consultancy to the CQC for their work on adult social care. SCIE will work with Andrea Sutcliffe in her new role as Chief Inspector of Adult Social Care to develop an operational plan for this work.
 - SCIE will develop a business plan for its training and consultancy offer and, as part of this report, will do a complete competitors' analysis of the market.
 - The UK is to host the first G8 dementia summit in November. The Chair will arrange a meeting with Nick Sneddon to present SCIE's Dementia Gateway and offer SCIE's support and involvement in the summit.

Chief Executive's report

5. Andrea Sutcliffe presented her last report as Chief Executive of SCIE and highlighted the key issues which SCIE has continued to work on since the last board meeting:
 - The arrangements during the transitional period have been confirmed with the Chair acting as Executive Chair until the new Chief Executive is in post.

- SCIE will move from Cockspur Street to 206 Marylebone Road at the end of October. An outline floor plan has been agreed by the executive managers and staff will be consulted on individual desk allocation. Communications and relocation plans have been established to ensure a smooth transition to the new office.
 - Following discussions with the Department of Health (DH), SCIE has decided to move away from provider subscription funding for Find Me Good Care (FMGC). SCIE will review the future format and funding options for this product.
 - The Chief Executive had met with a number of key stakeholders including the Chief Social Workers and the new Chief Executive of the College of Social Work (TCSW).
 - The Chief Executive thanked the Chair, Board Members, Executive Directors and staff for their support and hard work during her term as Chief Executive of SCIE.
6. The Chair offered his thanks, on behalf of the Board, in recognition of her contribution as Chief Executive of SCIE.

Audit Committee Report

7. The Chair of the Audit Committee presented report and highlighted the following points:
- The SCIE team had managed the uncertainty around the budgets for this year well. The DH commission of £2m has been confirmed.
 - The annual audit went well. There were two issues raised following the audit: internal controls need to be strengthened as SCIE has moved from a manual to an electronic purchase order system and annual declarations of interests from Trustees need to be reported promptly.
 - The Pension Scheme continues to be a risk however it is managed by SCIE making annual payments to the scheme. The triennial review is due to report in November and this will confirm the quantity of the risk.
 - The Chair of the Audit Committee asked the board to endorse the Committee's recommendation to keep the reserve level at £4.3m over the medium term. The Board agreed to keep the reserves level at £4.3m.
 - Due to some board appointments coming to an end the Audit Committee will need to appoint two new members.

Annual Accounts

8. Shachi Patel, Buzzacott, presented the annual report and accounts and management letter to the board.

9. Following a discussion on the annual report and accounts for 2012/13 and future financial plans the board approved the accounts for signature.
10. The board thanked Buzzacott for a successful audit and comprehensive report.

Strategy Development

11. The Chief Executive presented an update to the board on SCIE's strategy development.
 - The transformation steering group and four task and finish groups: products and services, digital presence, funding model and ways of working and culture, have been established and good cross sections of staff are involved in these groups.
 - The groups will develop an implementation plan ahead of the staff awayday on 7 November to help develop the strategy further.
 - The board discussed the draft vision contained in the report and agreed the vision should be more succinct to be easily communicated to board, staff and external stakeholders.
12. The Chair invited board members to make further suggestions and recommendations on the strategy development to the Executive Managers.

Update on the NICE Collaborating Centre for Social Care (NCCSC)

13. The Director of NCCSC presented an updated on the work of the Collaborating Centre to the board members:
 - The Collaborating Centre had been established following a change in legislation in relation to NICE developing quality standards relating to the provision of social care in England.
 - SCIE is the lead partner working with other partners to deliver the NCCSC
 - SCIE is working with NICE to adapt NICE's processes for the social care sector
 - The first set of guidance is due to be published in June 2015
14. The Chief Executive confirmed feedback from NICE on the Collaborating Centre for Social Care has been very positive and she thanked the Director and team for their hard work establishing and running the Centre.

Performance Report

15. The Director of Corporate Services presented the performance report

- As this is the first report under the new organisation structure, the format will be reviewed for the next board meeting.
 - The board were asked to review the risk register and send any comments to the Director of Corporate Services.
 - Due to the changes in SCIE's funding stream, SCIE's had total income of £5.8m and expenditure of £6.7m for this financial year. This had resulted in a deficit of £895k and SCIE is working towards a balanced budget next year.
 - The income targets set for Learning Together and Training and Consultancy are on course as anticipated.
 - SCIE is in the process of finalising a work plan and agreement with The Department of Health, Social Services and Public Safe NI (DHSSPSNI). SCIE is also awaiting income from the Heritage Lottery Fund for the Care Leavers' Stories project.
16. The board noted the performance report and agreed that at the next meeting the performance report should focus on the outcomes of its work programme.

Annual Agenda Plan

17. The board noted the annual agenda plan.

Any other business

18. There were no items of any other business.

Date of next meeting

19. Thursday 21 November 2013, 10:00-13:30, at SCIE

Approved: _____

Name: _____

Position: _____

Date: _____