



Meeting Minutes

Board Meeting

When: 10:30-12:45 15 September 2016

Where: Meeting Room 1, 1st floor, Kinnaird House, London, SW1Y 5BP

Present (Board)

- Michael Bichard, Chair
- Alex Fox
- Sally Warren
- Terry Moran
- Mary McKenna
- Tina Coldham
- Ossie Stuart

In attendance (Staff)

- Amanda Edwards (Director of Knowledge & Evidence)
- Ewan King (Director of Business Development & Delivery)
- Stephen Goulder (Company Secretary)
- Michaela Gray (Executive Assistant - Minutes)
- Amanda Francis (Buzzacott) – for Item 5 only
- Hugh Constant (Practice Development Manager) – for Item 6 only
- Sheila Fish (Head of Learning Together) – for Item 6 only

Apologies

- Annie Hudson
- Bev Searle
- David Archibald
- Fionnuala McAndrew
- John Evans
- Mario Kreft
- Peter Hay
- Tony Hunter

Apologies and welcome

1. The chair welcomed the trustees, and listed apologies.

Minutes of the previous meeting and matters arising

2. The board agreed the minutes of the previous meeting held on 9 June 2016.

Chief Executive's report

8. The chair presented the Chief Executive's report and asked for questions or comments.
9. MM referenced paragraph 3 and asked if this meant we are no longer expecting to achieve our financial targets for the year. EK responded that after a very good first four months, times are getting tougher as the volume of work tendered declined after referendum vote and associated changes in Government. The larger contracts we have already bid for are now subject to more protracted decision making processes. The chair added that we are no less confident about the work, it is possibly matter of timing due to delays in governmental decision making due to economic uncertainty and re-structuring.
10. It was agreed that a detailed income and expenditure year end projection be considered by the audit and risk committee, and then the board at their meetings in November.
11. AE noted that in spite of disappointment over the end of their contract, staff in the Collaborating Centre are working very well and continue to receive excellent feedback from NICE.
12. AE confirmed that the feeling from partners is that nothing on the 'What Works Centre' is likely to progress until the New Year.
13. The chair thanked TC for her help on coproduction and noted the importance of TLAP.

Audit and Risk Committee Report

14. TM presented the report of the audit and risk committee.
15. The board agreed the appointment of SW as a new member of the audit and risk Committee following Rachael Wallach's resignation as a trustee. This was agreed.
16. TM asked for any questions or comments. There were none.

Annual Report and Accounts 2015-16

17. TM noted it is the board's formal duty to receive and approve the annual report and accounts. TM reported that Buzzacott, SCIE's external auditors, had given a clean audit report to the annual report and accounts for 2015-16.
18. AFR was then welcomed by the board and invited to present Buzzacott's audit report. Her key points were:
 - In their annual report, trustees are now expected to identify the key risks SCIE faces, and their mitigations.
 - DH funding has reduced, but the impact has been offset by the increase in commercial income.
 - It is not unusual to have a pension's liability deficit, and this has decreased over time although AFR noted that the value reported over time can vary. It is less important than the triennial actuarial valuation which will be reported late in 2016. However, the important duty for trustees is to ensure that SCIE makes the required annual contributions.
19. OS queried the pension's deficit further and TM confirmed that the SCIE pension scheme will be reviewed by the audit and risk committee at its next meeting and the outcome will be reported to the board ahead of the outcome of the triennial review.
20. AF queried how we describe our charitable activities and asked to what extent the Charity Commission would consider, for example, hosting to fall under charitable activities. There was a brief discussion following which it was agreed that this issue would be considered by the audit and risk committee ahead of the audit of the annual report and accounts for 2016-17.
21. The board confirmed their agreement of the annual report and accounts for 2015-16 and the letter of representation to be sent to Buzzacott.

Safeguarding – lessons from SCIE's work for the Church of England

22. HC and SF joined the Board and gave a presentation on SCIE's work for the Church of England and then invited questions.
23. The chair asked if our work is taken seriously by the C of E. HC responded that it was and overall audits are accepted very positively. AE added that the C of E national safeguarding team knows which diocese are performing less well. She added that we have not yet reached a point where we have failed to reach agreement on a report, nor would we ever compromise a report.
24. The chair queried whether we are getting feedback from victim support groups since we are publishing the reports publicly. SF responded that we were given a pre-set audit approach with a tight timeframe, and so agreed not to include feedback from victims but have agreed funding to look at this separately but not at a diocesan

level. HC added that each diocese are expected to produce a report and an action plan based on our findings and recommendations.

25. SW asked if we are happy that our style of audit is robust enough that we can put our name to it. SF responded that we are quite confident that in the limitations of the time given we have got the best balance of discussions and research. SF added that with regards to confidentiality, only convicted abusers are mentioned by name.
26. OS queried who keeps the report. SF responded that the individual diocese report with action plan goes on their website, and the national safeguarding team also hold a copy.
27. The board thanked HC and SF for their presentation.

Research study into workforce readiness, recruitment and progression into the social care sector: Building a social care workforce for the future

28. EK gave an overview of the presentation and noted that the final report will be the first in a series of policy papers. EK added that JPM is ready to start discussing our next steps and asked for any ideas on programmes we could deliver. The chair asked that the board take this away for consideration.
29. The chair thanked OS for his valuable contribution so far. It was agreed that OS will continue to work closely with EK on this.

Performance report

30. SG presented the report. He gave an overview of the Risk Register and noted that the board had not yet considered its risk tolerance. The risk register now contained a proposed tolerance for each risk. One new risk had been included arising from the restructuring of DH and DCLG.
31. SW noted that the reduced civil service structure is an issue rather than a risk since it has already occurred and we are unable to influence it. It was agreed that SG would amend the wording to make the risks clearer.
32. TM suggested that the tolerance rating be changed from a RAG rating to low, medium or high. This was agreed.

Board annual agenda plan

33. The annual agenda was agreed. The chair asked that MG be notified of annual leave.

Any other business

34. There was no other business to discuss.

Date of next meeting

35. The next meeting of the Board will be held on 24 November 2016.

Approved: _____

Name: _____

Position: _____

Date: _____