



Meeting Minutes

Board Meeting

When: 10:00-12:45 15 June 2017

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

Present (Board)

- Michael Bichard, Chair
- Sally Warren
- Tina Coldham
- Mary McKenna
- Bev Searle
- Annie Hudson
- Ossie Stuart
- Peter Hay

In attendance (Staff)

- Tony Hunter (Chief Executive)
- Stephen Goulder (Company Secretary)
- Ewan King (Director, Business Development and Delivery)
- Michaela Gray (Executive Assistant - Minutes)
- Carmen Colomina (Staff Representative)
- Iris Steen (Head of Communications) – for items 4 and 5 only
- Pete Fleischmann (Head of Coproduction) – for items 6 and 7 only

Apologies

- Alex Fox
- David Archibald
- John Evans
- Fionnuala McAndrew

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 23 March 2017.

Chief Executive's report

3. TH presented his report.
4. TH noted that we are working with Richard Humphries who has produced a draft paper for SCIE on Intermediate Care-what this means and what works.
5. The Collaborating Centre contract is coming to an end. TH noted that we have a duty of care to staff. SG stated that how TUPE is applied depends on how the contract works – two guidelines are still being produced after the end of our contract, and NICE have asked if it is possible to complete them earlier. Further meetings will take place before a paper is taken to NICE's senior management team on 4 July.
6. TH noted that the Northern Ireland and Wales commissions have remained roughly the same. MM asked if we have had any similar opportunities in Scotland. EK noted that we are doing work on Learning Together, although a similar organisation to us is already working in Scotland. MM noted that she has identified a potential opportunity for us. MM/EK to discuss in more detail outside of this meeting.
7. TH was asked to join a meeting at DH last week with CQC and LGA, which he felt was positive. SG added that he and EK are meeting with Peter Howitt this afternoon.

SCIE Business Plan 2017-18

8. TH gave an overview of the plan and priorities.
9. SG noted that we have agreed the commission with Northern Ireland and Wales, but not with DH as there has been no minister available for formal sign off. We have however had verbal assurances that the commission will be to the level we expect, with final confirmation on the 26 June.
10. The chair asked the board to agree the Business Plan. It was agreed.

SCIE's marketing strategy

11. EK and IS gave a presentation on marketing and our communications plan. EK noted we are at a positive starting point in terms of website users. IS stated that the marketing approach is retention and extension or cross/upsell of existing clients, and acquisition of new clients. We need to think about how these clients are prioritised. IS gave a brief summary of current key clients (excluding government departments).

12. MM asked if we have a way of avoiding investing a lot of time in winning work of smaller value. EK responded that we are working on our approach to selling and asked MM for her input. MM agreed.
13. EK noted that we are doing quick papers on key topics and asked the board to help with papers which will draw people in to look at our other offers.
14. The chair noted concern around whether we have the capabilities and skills to deliver the work as outlined or do we need to invest. The chair also asked whether we are creative enough to identify issues which could give us the profile we want, for example Brexit. The chair also suggested looking at strengthening our links to high profile social care correspondents for instance at the BBC.
15. OS felt it would be helpful to have something coherent to use to tell people about SCIE as there are still a lot of organisations who are not aware of what we do or how we have changed. CC agreed and noted that we should maximise our current connections.
16. EK agreed and noted that there are also cultural issues at play. We must be more confident and aggressive with sales.
17. SG would bring proposals for financial investment to the Audit and Risk Committee.

Co-production annual report

18. PF gave an overview of the report. PF felt that Coproduction has performed well, having contributed more commercially and with the success of Coproduction Week and the Coproduction Festival. PF asked the board to consider how best to move forward with Coproduction in light of the NICE contract ending and added that about half of all coproduction activity is around NICE work.
19. The chair asked if the Coproduction Network uses its connections to market SCIE. PF stated that this is how the opportunity with Oxfordshire arose. The chair asked if the Network is given enough support in marketing us. OS noted the need for it to be clear when talking to connections that coproduction is big, embedded work requiring financial investment and is not to be done by individual members of the Network for free.
20. The chair asked if we are properly involving BME communities. PF noted that the Big Lottery work is based in Lambeth which is a very diverse area, but felt that we could do more. OS stated that he felt that too often BME communities are an afterthought. PH agreed and noted that we need to get away from “coproduction” and move towards user led care. PH asked if we could do more on this. The chair agreed and noted the importance of language and ensuring we are inclusive.
21. The chair noted the need to articulate Coproduction’s next steps over the next two years. The chair asked for this to be brought for discussion at the away day.

Equality and diversity annual report

22. PF gave an overview of the report and emphasised that SCIE was not complacent – we are doing well but could do better, for instance with the deaf community and BME communities. PF stated that we are making links with deaf organisations and are seeking representation on the Steering Group although we are not doing specific work around deafness at the moment.
23. PF also noted that we have not had any applicants with disabilities and this might be something to look at. OS asked what was meant by disabilities. PF responded that it was in a broad sense, looking at people who have declared a disability since we have a guaranteed interview scheme.
24. OS asked how much is done around ethnic monitoring and whether we can see data on who we are working with and who we are training. PF responded that this is an area for improvement. CC added that we do have an equality and diversity form when running training, but we need agreement from the client whether we can use our form or if they wish to use theirs.

Performance report

25. SG gave an overview and highlighted two points – the year outturn is better than expected, but is yet to be formally confirmed by external audit; there is also a lot of potential around the commercial pipeline. EK noted delays in tenders from DfE due to Brexit and the recent snap election, although we will have an update in about two months' time. EK added that the What Works Centre pitch takes place next Tuesday.
26. SW asked whether we are building in too much optimism bias and added that we need to challenge how realistic we are regarding government contracts.
27. SW also queried the risk register and stated that financial sustainability impact should be a three. SW added that we need to think about the risk description which may need to be amended to show 2018-19.
28. The report was agreed subject to SW's comments.

Board away day and annual agenda plan

29. The board away day will take place on 27 July. OS gave his apologies.
30. TH stated that we will email the board once a chair has been successfully appointed to arrange conversations beforehand.
31. AH gave her apologies for the September board.

Any other business

32. There was no other business.

Date of next meeting: 27 July 2017

Approved: _____

Name: _____

Position: _____

Date: _____