

# Board meeting minutes



17 November 2005, 11.00-16.00  
Goldings House, 2 Hay's Lane, London

## 1. Attendance (Board):

Jane Campbell (Chair), Ziggi Alexander, Shokat Babul, Peter Beresford, Ratna Dutt, John Fenton (from item 4), Jon Glasby, Janet Lewis, Terry Philpot, Roy Taylor (from item 11) and Gail Tucker

### Staff:

Lisa Bostock (Staff representative), Amanda Edwards (Head of Knowledge Services), Bill Kilgallon (Chief Executive), Emma Brooks (minutes).

Also in attendance: Rachel Arrundale, Care Services Directorate, Department of Health (Agenda item 4 – Care Services Development Initiative (CSDI) report), Patricia Kearney (Agenda item 8 – Work in the children and families theme) and Pearl Sebastian (Agenda item 11 – Finance report).

### Apologies:

Diana McNeish and Geraldine Macdonald

## Welcome and announcements:

SCIE trustees and staff were welcomed to the meeting.

It was Lisa Bostock's last meeting as staff representative. Lisa was thanked for her valued input to board meetings.

Robert Howells will succeed Lisa as staff representative and the appointment of a staff representative elect is in progress.

## 2. Declaration of any other business:

Peter Beresford noted that a joint letter from social care organisations had been sent to the Secretary of State for Health regarding the difficulties experienced by those service users and carers in receipt of benefits in securing payment for their contributions in planning, developing and reviewing services.

**Action:** Peter Beresford would write to Jane Campbell outlining his suggestions for further work that SCIE could undertake on this issue. This would then be brought as an agenda item to the February board meeting.

**Action:** A copy of the letter and briefing paper sent to the Secretary of State would be circulated to trustees.

Shokat Babul circulated suggestions for the work programme from Care Forum Wales. These would be considered by the work programme sub-group.

**Action:** Trustees were invited to submit further ideas for the work programme.

Trustees were presented with notes of the board away day on 26 October.

**Action:** Trustees were asked to send any comments or amendments to Jane Campbell.

The following publications were presented: SCIE Annual Review 2004-05; The Road Ahead flyer; Practice guide: Implementing the Carers (Equal Opportunities) Act 2004 flyer; Practice guide: Adult placements and person-centred approaches flyer; Continuing your professional development flyer and People Management website flyer.

The updated 'Forthcoming dates for the Board', media update and press cuttings were presented.

### 3. Minutes and matters arising:

Minutes of the private meeting of the board and the board meeting held on 15 September 2005 were approved by the trustees for signature with the following amendments:

Private meeting minutes:

Attendance list: Ziggi Alexander had attended the meeting.

Board meeting minutes:

Attendance list: Ziggi Alexander had attended the meeting.

Page 4: The following sentence would be amended: 'Gail Tucker and Shokat Babul registered an interest in the work on the guidance on the Protection of Vulnerable Adults (POVA) list.'

To read '**Action:** Gail Tucker and Shokat Babul asked to be involved in the work on the guidance on the Protection of Vulnerable Adults (POVA) list.'

Page 5: Bullet point 3 would be amended to read 'To present interim findings to the board once available'.

### **Matters arising:**

There were no comments on the matters arising.

**Action:** An action schedule was being prepared and would be sent to trustees once complete. This would then be updated for each future board meeting.

## 4.1. Chair's report:

*(John Fenton joined the meeting)*

The Chair highlighted the following issues from her report:

- The Chair had represented SCIE at three policy taskforce 'deliberative democracy' meetings on the Department of Health's 'Your Health, Your Care, Your Say' white paper, as a member of the 'My Life, My Choices' taskforce. This was heavily weighted towards health.
- The Chair met with Liam Byrne MP, Minister for Care Services, and discussed ideas for whole systems change for social care.
- The Chair had been appointed to the Third Sector Commissioning Taskforce which had been established to support the sector to become more involved as providers. There had been no service user providers in the original taskforce membership so the Chair had been appointed in her role as a board member of Kingston Centre for Independent Living.

**Action:** The Chair would circulate a report on her involvement in the Taskforce.

## 4.2 Chief Executive's report:

The Chair invited the Chief Executive to present his paper. The Chief Executive highlighted the following:

- SCIE had had a very well attended stand at the National Social Services Conference. Unfortunately the conference had largely excluded service users, carers and service user led organisations. A parallel conference had been held by the disabled people's movement.

It was agreed that SCIE should draw the government's attention to the contribution of service user led organisations.

**Action:** A workshop/discussion on the evidence base for user led organisations would be organised.

- The first meeting of the joint Department of Health and Department of Education and Skills Options for Excellence Review Board had been held. The board had been tasked with reviewing the social care workforce, in preparation for the spending review.

The Welsh experience of the social care workforce, particularly with regard to the independent sector, could provide synergies with Options for Excellence.

## 5. Northern Ireland strategy:

The Chair invited John Fenton and the Chief Executive to introduce the report.

SCIE has a service level agreement with the Department of Health, Social Services and Public Safety, Northern Ireland (DHSSPSNI), funding SCIE's work in Northern Ireland and giving the DHSSPSNI a place at the table agreeing SCIE's annual work programme.

It was proposed to establish a SCIE Northern Ireland reference group drawn from key stakeholders across the country which would meet three or four times a year, and would advise SCIE on its Northern Ireland Strategy, review and comment on its work programme, identify areas of work specific to Northern Ireland for inclusion in the work programme and advise on people to serve on reference and advisory groups for SCIE's work.

**Action:** The board agreed that a SCIE Northern Ireland reference group should be established.

**Action:** The board agreed that SCIE should aim to reach agreement with the DHSSPSNI as soon as possible to appoint a SCIE member of staff based in Northern Ireland.

Some suggestions were made with regard to the appointment, including:

- Locating the member of staff within an agency with whom SCIE had a good relationship
- Possibly seeking the appointment of 2 part-time members of staff who would then be able to support each other
- Considering whether there was an opportunity for cross-border work with the Republic of Ireland.
- As it appeared that Northern Ireland were considering dividing social care into children's and adult's services, it would be worth ensuring that the appointment had expertise in both areas.

**Action:** SCIE would hold a second 'launch' event in Northern Ireland following the appointment of the SCIE member of staff for Northern Ireland.

## 6. Care Services Development Initiative (CSDI) report:

The Chair invited Amanda Edwards and Rachel Arrundale to present the report.

The objectives of the Care Services Development Initiative had been to find new ways of working with partner organisations and to improve the social care experience of service users. The following themes had been focused on: service improvement, service users at the centre, making a difference on the ground and improving the public perception of social care.

The initiative had given SCIE closer engagement with the policy making process and the possibility to explore service improvement. The Department of Health had benefited from being able to link evidence with policy making and had made links across the social care agenda in the Department of Health (for example with those working on the social care workforce and older people).

An evaluation of CSDI's work would be undertaken and outcomes for service users would form the framework for evaluation.

The projects which had been initially undertaken were existing projects which fitted well with CSDI's remit, however new projects had since been added to CSDI's work programme.

**Action:** It was requested that service users were added to the CSDI's key stakeholders and that future reports should describe how race equality is being addressed.

## 7. Code of governance:

The Chief Executive presented 'Good Governance – A Code for the Voluntary and Community Sector'.

**Action:** The board agreed to adopt the code of governance as described in 'Good Governance – A Code for the Voluntary and Community Sector'.

**Action:** The following policies and procedures would be established:

1. A whistle-blowing policy and procedure (ref C14)
2. A complaints procedure (ref H3)
3. A timetable for reviewing standing orders, financial regulations, and delegations (ref F14, F4)
4. A timetable and process for reviewing the performance of Board committees and task groups (Ref E1)
5. A statement of trustee responsibilities (ref D1)
6. Guidelines for receipt of gifts or hospitality by trustees (ref G10-12)

## 8. Work in the children and families theme:

The Chair invited Patricia Kearney to present the report.

The children and families theme deals with children and their parents, and hence cuts across the adult services' theme. Patricia highlighted the following:

- SCIE has made responses this year to several government consultations relating to the children's services theme and these have demonstrated some of the key messages of the children and families theme, including:
  - > The importance of developing the social care workforce and social work training frameworks *across* adults and children's services.
  - > Promoting the explicit and unique contribution of social work expertise to children's services, not least to proposed safeguarding arrangements.
  - > Demonstrating the fundamental importance of service user participation to policy and service development and models for effective participation.
  - > The characteristics of effective multi-agency and multi-professional training.
- SCIE has actively disseminated the Practice guide on fostering through a series of road shows in England, Wales and Northern Ireland. This has given SCIE a good idea about the kind of dissemination which works well.
- The work on Managing risk and minimising mistakes in child care services has led to original research which had been well publicised.
- The Practice guide on fostering has been tested with practitioners via an approach based upon the health service improvement model - 'Collaboratives'. The approach helps to provide concrete and useful recommendations for Practice guide review and development, and has helped to surface the 'practice point of view'. It has also led to service and delivery changes.

SCIE had worked with a number of fostering agencies in the preparation of the Practice guide and these agencies had changed practice following the use of the guide.

The Board discussed whether 'active dissemination' described in the paper was more than just 'dissemination'.

SCIE's future plans for the dissemination of the Practice guide on fostering included CSCI inspecting against whether organisations used the guide. Those currently tendering to write a fostering strategy for the DHSSPSNI had been required to demonstrate that they would use the Practice guide.

## 9. Your Health, Your Care, Your Say white paper:

The Chair invited the Chief Executive to present the paper.

The Green Paper ‘ Independence well being and choice – our vision for the future of social care for adults in England’ has been followed by consultation on a joint White Paper covering health and social care in the community – ‘Your Health, Your Care, Your Say’.

The Department of Health ran a ‘deliberative’ consultation, with no document to be consulted on. Instead three deliberative events were held, an online survey was created and five policy task forces were established. The Minister for Care Services, Liam Byrne MP, also held breakfast discussions with invited social care leaders and the Social Care Forum were invited to submit their comments directly to the White Paper team. The results of the consultation on the Green Paper were also fed into the consultation process.

The consultation process had been heavily weighted towards health and the consultation had been badged with the NHS logo rather than the Department of Health logo.

**Action:** SCIE’s submission to the white paper consultation would be circulated to trustees.

**Action:** SCIE would investigate the possibility of a joint project between CSIP, the In Control pilot and NCIL to consider individual budgets.

## 10. Audit Committee report:

The Chair invited Gail Tucker to present the report.

A list of the Audit Committee’s achievements to date was presented. Future issues of concern for SCIE included the need to broaden SCIE’s income base, the need to reduce the unpredictability of SCIE’s income, and the likely unpredictability of SCIE’s pensions liability in the future.

**Action:** It was agreed that a discussion on value for money (not impact) would be held at the next Audit Committee, the results of which would be circulated to trustees.

**Action:** A paper on value for money would be presented at the February board meeting.

It was suggested that any report on value for money should have external help to add credibility and should be shared with the sector, as an example of good practice.

11. Finance report:

*(Roy Taylor joined the meeting)*

The Chair invited Pearl Sebastian to present the report.

The Board noted the report.

12. The next Board meeting would be held on 16 February 2006 at Goldings House.

**Approved**

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**Name:**

**Position:**

**Date:**



## **ACTIONS FROM THE BOARD MEETING HELD ON 17 NOVEMBER 2005:**

### **1. Item 2: Declaration of any other business**

**Action:** Peter Beresford would write to Jane Campbell outlining his suggestions for further work that SCIE could undertake on this issue. This would then be brought as an agenda item to the February board meeting.

### **2. Item 2: Declaration of any other business**

**Action:** A copy of the letter and briefing paper sent to the Secretary of State would be circulated to trustees.

### **3. Item 2: Declaration of any other business**

**Action:** Trustees were invited to submit further ideas for the work programme.

### **4. Item 2: Declaration of any other business**

**Action:** Trustees were asked to send any comments or amendments to Jane Campbell.

### **5. Item 3: Minutes and Matters Arising: Minutes: Board meeting minutes:**

**Action:** Gail Tucker and Shokat Babul asked to be involved in the work on the guidance on the Protection of Vulnerable Adults (POVA) list.

### **6. Item 3: Minutes and Matters Arising: Matters Arising:**

**Action:** An action schedule was being prepared and would be sent to trustees once complete. This would then be updated for each future board meeting.

### **7. Item 4.1: Chair's report:**

**Action:** The Chair would circulate a report on her involvement in the Taskforce.

### **8. Item 4.2: Chief Executive's report:**

**Action:** A workshop/discussion on the evidence base for user led organisations would be organised.

### **9. Item 5: Northern Ireland Strategy:**

**Action:** The board agreed that a SCIE Northern Ireland reference group should be established.

### **10. Item 5: Northern Ireland Strategy:**

**Action:** The board agreed that SCIE should aim to reach agreement with the DHSSPSNI as soon as possible to appoint a SCIE member of staff based in Northern Ireland.

### **11. Item 5: Northern Ireland Strategy:**

**Action:** SCIE would hold a second 'launch' event in Northern Ireland following the appointment of the SCIE member of staff for Northern Ireland.

### **12. Item 6: CSDI report:**

**Action:** It was requested that service users were added to the CSDI's key stakeholders and that future reports should describe how race equality is being addressed.

**13. Item 7: Code of governance:**

**Action:** The board agreed to adopt the code of governance as described in 'Good Governance – A Code for the Voluntary and Community Sector'.

**14. Item 7: Code of governance:**

**Action:** The following policies and procedures would be established:

7. A whistle-blowing policy and procedure (ref C14)
8. A complaints procedure (ref H3)
9. A timetable for reviewing standing orders, financial regulations, and delegations (ref F14, F4)
10. A timetable and process for reviewing the performance of Board committees and task groups (Ref E1)
11. A statement of trustee responsibilities (ref D1)
12. Guidelines for receipt of gifts or hospitality by trustees (ref G10-12)

**15. Item 8: 'Your Health, Your Care, Your Say' White Paper**

**Action:** SCIE's submission to the white paper consultation would be circulated to trustees.

**16. Item 8: 'Your Health, Your Care, Your Say' White Paper**

**Action:** SCIE would investigate the possibility of a joint project between CSIP, the In Control pilot and NCIL to consider individual budgets.

**17. Item 9: Audit committee**

**Action:** It was agreed that a discussion on value for money (not impact) would be held at the next Audit Committee, the results of which would be circulated to trustees.

**18. Item 9: Audit committee**

**Action:** A paper on value for money would be presented at the February board meeting.