



Minutes of the meeting on 5 July 2007

SCIE, Goldings House, 2 Hay's Lane, London, SE1 2HB

Attendance (Board)

- Allan Bowman (Chair)
- Ziggi Alexander
- Peter Beresford
- John Fenton
- Ann Macfarlane
- Jo Munyard
- Andy Nash
- Jenny Owen
- Terry Philpot
- Gail Tucker

Staff

- Don Brand
- Walt Brown
- Amanda Edwards
- Stephen Goulder
- Diane Gwynne Smith (for agenda item 6)
- Robert Howells
- Julie Jones
- Patricia Kearney (for agenda items 5 & 6)
- Iris Steen (for agenda item 4)
- Hayley Tucker (notes)

Apologies for absence

- Nadra Ahmed
- Shokat Babul
- Jon Glasby
- Owen Stott

Welcome and announcements

1. The Chair welcomed Andy Nash and Joanne Munyard to their first meetings as new Trustees.
2. The Chair listed apologies from Shokat Babul, Jon Glasby and two new Trustees, Owen Stott and Nadra Ahmed.

Minutes

3. The minutes of the board meeting held on 3 May 2007 were approved for signature.

Matters arising

4. Members noted the matters arising from the meeting on 3 May.

Chair's report

5. The Chair reported on meetings he had attended over the last two months.
6. The Chair referred to the SCIE conference held on 14 June and the Partners Council meeting on 2 & 3 July. Good feedback had been received for both events and he congratulated the SCIE staff involved in both events.
7. The Board all agreed that the conference had been a very successful event and they passed their thanks and congratulations to SCIE staff.

Chief Executive's report

8. Amanda Edwards, Acting Chief Executive, updated members on the key issues.
9. Amanda Edwards reported that she had met with the new Social Care Strategy Unit and identified a number of areas where SCIE's work and methods may be able to support their work.
10. Members felt that SCIE could be pivotal in pulling together evidence for this unit.

Review of the Status of Social Care

11. Amanda Edwards introduced this item and explained that the board report refers to a letter from David Behan to Allan Bowman which asks SCIE to produce proposals in respect of a strategy for dissemination and a Social Care Journal by 1 September 2007.
12. The Chair asked for comments from members about all aspects of the report.
13. The Board strongly felt that the report on the *Status of Social Care* presented a very significant opportunity for SCIE and the social care sector to improve the service provided to users of social care and influence national policy. As a national body SCIE is well placed to lead the development of a strategy for dissemination and achieve a consensus on what will embed best practice.

14. Given the extent of the outcomes that the Department of Health expects from SCIE there will be issues of capacity, resource allocation and workload that will need discussion.
15. SCIE has already undertaken an impact assessment and communications audit and is prepared for the lead role in developing a strategy for dissemination, as set out by David Behan in his letter. It will be important to carry forward this work with a wide range of partners and stakeholders, involving Board members and senior staff in each organisation.
16. There was concern that the development of a Social Care Journal of high quality and reputation would be challenging in the timescales that have been proposed. It was agreed that a wide ranging, inclusive feasibility study be undertaken using internal and external expertise. SCIE will need to consider the European and international market for a Journal
17. It was emphasised that the DH is looking for proposals only on how to take work forward by 1 September. The DH is not looking for the detailed analysis at this stage. The key date is 1 April 2008 as the new work will be built into the 2008-09 business plan.
18. The Chair stated that the next Board meeting is on 13 September so he would like to be able to call on Trustees between now and 1 September to ask for their advice and expertise in certain areas.
19. The strategic direction set by the Board provides the framework for discussion with staff about the detail and implementation of SCIE's response.
20. **Action:** It was agreed that SCIE should look at ways of working with partners including ADASS and ADCS to encourage a collective voice and develop a strategic framework.
21. **Action:** Members agreed the broad set of recommendations set out in the report:
 - SCIE develops a national strategy for dissemination which focuses on, development and improvement, to meet the DH timetable.
 - SCIE agrees the terms of reference and funding to commission external advisers with industry expertise to conduct an initial feasibility study on creation of a new social care journal.
 - SCIE offers to co-ordinate, within a UK wide framework, a strategy for research priorities and increased research capacity.
 - SCIE establishes a strategic partnership with Skills for Care and continues to be fully involved in the work to create a skills academy for social care.
 - SCIE should respond, with other partners, with a tender for the provision of a Centre for Excellence for Children's and Family services.

- The revised format for the work programme be endorsed and the work programme committee undertake a structured review of the work programme.
- The board selects four campaigns, against agreed criteria, to be developed and delivered over the next 18–24 months.
- Work is undertaken to ensure that implementation of the recommendations that the board agrees is resourced and risk managed.

Campaign topics

22. Iris Steen outlined the proposed marketing campaigns and asked members to discuss the proposals and select four campaigns, against agreed criteria, to be developed and delivered over the next 18–24 months.

23. The Board asked what the criteria were for deciding on the campaign topics. Iris outlined the criteria and agreed to email it to members after the meeting for any additional comments.

24. **Action:** Following discussion, members identified the following campaigns as a priority:

- Personalisation of service - independence and choice
- Transition from children's and families' services to adults' services
- Older people
- Parenting

25. To ensure all Trustees are given the opportunity to respond it was agreed that an email exchange would capture views of all members.

26. Members asked that the 'lecturer and first year student' campaign be considered if there were enough resources. They also felt that the 'Using knowledge in social care' would underpin the four major campaigns.

27. Members emphasised the importance of using the regional workforce networks as well as local government.

Remuneration Committee

28. Jenny Owen, Chair of the Remuneration Committee, reported that the Committee had met earlier in the day and she provided a brief update on the meeting.

Work in Wales

29. Patricia Kearney, Director of Practice Development, attended the meeting to update members on the activities SCIE has undertaken in Wales during 2006-07 covering development work, Wales-specific projects and events attended and forthcoming.

30. Key stakeholders in Wales are agreed on the benefit of the one year secondment in raising SCIE's profile in Wales, in establishing contract with key stakeholders and in strengthening the Welsh perspective in SCIE's work and the desirability, therefore, of continuing with a Wales specific post.
31. SCIE is currently in negotiation about funding for such a post.
32. The Chair expressed appreciation that work is going well in Wales. Shokat Babul, SCIE trustee, has been very helpful in making sure that SCIE engages at the right level and with the right networks.

Review of the Knowledge Management theme

33. Diane Gwynne Smith, Director of Knowledge Management, attended the meeting at this stage and updated members on the structure and current activities under the Knowledge Management theme.
34. The work within the knowledge management theme is divided in to five streams and all have the common purposes of mobilising knowledge by making it freely and easily accessible and useable by anyone with an interest in social care, and to encourage, facilitate, and identify and map knowledge management activities across the sector.
35. Members thanked Diane for her presentation and expressed appreciation that all the work carried out by SCIE is dependent on the systems and processes established by the Knowledge Management team.

Review of the Children's and Families theme

36. Patricia Kearney, Director of Practice Development, updated the Board on the current work under the Children's and Families theme.
37. This work programme theme is based on the principle that the design and delivery of services should fit families, not that families should fit services. Projects aim to support both participative practice with children and an awareness of adult services users as parents.
38. Members were pleased to see the 'Managing risk and minimising mistakes in services to children and families' as a key project.
39. The Board thanked Trish and her team for their work in this theme.

Board annual agenda

40. Stephen Goulder presented an annual agenda plan for Board meetings and reported that it would be a rolling agenda into 2008.

Performance reports

41. Stephen Goulder reported that the content of the performance reports and the reporting cycle has been reviewed so that appropriate information is presented to the board, at its regular meetings.
42. Members liked the new format and requested that the information be linked to the Work Programme and be given a RAG status (Red, Amber, Green).
43. **Action:** Members agreed the new format incorporating the above comments.

Any other business

44. The Chair thanked Amanda Edwards for all her support and effort over the last three months while covering the Interim Chief Executive role.
45. The new Chief Executive, Julie Jones starts at SCIE on Monday 9 July.
46. The next Board meeting will be held on 13 September 2007 at the SCIE offices.

Approved

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Name:

Position:

Date:

Actions from the Board meeting held on 5 July 2007:

Paragraph 20 & 21: *Status of Social Care*

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Paragraph 24: Marketing campaigns

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- Parenting

Paragraph 43: Performance reports

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