



## **Minutes of the meeting on 28 November 2007**

Copthorne Tara Hotel, Kensington, London,

### **Attendance (Board)**

- Allan Bowman (Chair)
- Peter Beresford
- John Fenton
- Jon Glasby
- Edwina Grant
- Ann Macfarlane
- Jo Munyard
- Andy Nash
- Jenny Owen
- Terry Philpot

### **Staff**

- Julie Jones
- Amanda Edwards
- Stephen Goulder
- Don Brand
- Robert Howells
- Hayley Tucker (notes)

### **Apologies for absence**

- Nadra Ahmed
- Ziggi Alexander
- Shokat Babul
- Owen Stott
- Gail Tucker
- Walt Brown

### **Welcome and announcements**

1. The Chair welcomed the Board and listed apologies.
2. He welcomed Edwina Grant, Director of Children's Services at Nottingham City Council and Honorary Secretary of Association of Directors of Children's Services (ADCS), to the SCIE Board. He also thanked her for her contribution to the Partners' Council meeting earlier that afternoon.

3. The Chair congratulated Jenny Owen for her appointment as ADASS Vice President for 2008.
4. He also informed members that this would be Rob Howells last meeting as SCIE staff representative and he thanked Rob for his contribution. Walt Brown will be the new staff representative.

## **Minutes**

5. The minutes of the board meeting held on 13 September 2007 were approved for signature.

## **Matters arising**

6. Members noted the matters arising from the meeting on 13 September.

## **Chair's report**

7. The Chair reported on meetings he has attended since the last Board meeting.
8. The Chair informed members that he and the Chief Executive have attended all three party political conferences. He explained that SCIE would consider attendance for 2008 and possible joint working with partner organisations.
9. The Chair reported that he and the Chief Executive have visited Wales and Northern Ireland in November to meet with key people in the sector. Both visits had been successful.
10. He reported that he and the Chief Executive are having a working lunch with the English Community Care Association (ECCA) on Monday 3 December.
11. The Chair expressed his thanks to staff for the hard work at the National Adults' and Children's conference in Bournemouth in October.

12. He stated that the staff at SCIE are the organisation's most effective ambassadors and he is often receiving feedback from people about how helpful and friendly SCIE staff are.

13. The Board wholeheartedly agreed with the Chair's comments.

## Chief Executive's report

14. The Chief Executive updated members on the key issues.

15. The Chief Executive updated members on work with consortium partners to develop proposals in readiness for invitation to tender for Children's Centre for Excellence. This would be discussed later in the meeting under agenda item six.

16. The Chief Executive reported that the final draft of the Social Work Roles and Tasks was ready to be submitted to the DH (Department of Health) and DCSF (Department for Children, Families and Schools) for consideration.

17. She informed members that the DH have confirmed funding for the e-learning programme and progress is being made on the work programme to develop 2008-09 priorities for consideration at the January Board meeting.

18. An external consultant has reviewed all HR policies and procedures and the recommendations will now be reviewed and communicated to staff.

19. The Chief Executive reported that SCIE has been commissioned to produce another joint guidance with NICE on children in care and public health.

20. **Action:** One Board member asked if SCIE had carried out any work specifically on disabled children's care. The Chief Executive reported that she would check what work SCIE has done in the past on this area and report back.

21. The Board referred to the *Home from Home* report published the on 27 November by the Alzheimer's Society calling for mandatory dementia training for all care staff.
22. The Chief Executive felt that this provided an ideal opportunity for SCIE to work jointly with the Alzheimer's Society and NICE on disseminating the dementia care guidelines.
23. The Board recommended that SCIE use the regional commissioning framework to disseminate information on dementia.
24. The Chief Executive reported that she was attending the ADASS Executive meeting on 4 December and commissioning would be discussed at this meeting.

## **The Status of Social Care**

25. The Chief Executive informed the Board of the work that has taken place over the last two months to develop detailed plans that implement the priorities that are set out by David Behan in his letter of the 12 September and agreed at the Accountability Review held by the DH on 11 October 2007.
26. The Chief Executive reported on the internal governance structure and confirmed that Don Brand and Richard Humphries would provide support to the Programme Board and EMG (Executive Management Group).
27. The Chief Executive explained that SCIE has been working closely with partner organisations and developing relations with the independent and private sectors. A meeting of senior managers of the national bodies is being arranged for January 2008.
28. The Chief Executive reported that SCIE's Strategic Plan 2008-11 will be presented to the board at its away day on the 31 January.
29. The Chair informed the Board that he has been invited to join the first meeting of a new social care advisory board hosted by the Minister, Ivan Lewis.

## **Social Care Journal**

30. Stephen Goulder, Head of Corporate Services, reported that SCIE has engaged consultancy support from the Central Office of Information (COI) to gather evidence, conduct analysis, and present options for a new journal for social care.
31. COI will be presenting their findings to the EMG on 14 January and will be presented to the Board at its away day on 31 January.

## **Children's Centre for Excellence**

32. Amanda Edwards, Head of Knowledge Services, introduced this item and explained that DCSF have invited organisations to bid either separately or as a consortia for a "negotiated grant" to run the Centre for Excellence and Outcomes for Children and Young People's services.
33. She reported that the Office of Public Management (OPM) has been commissioned to consider the governance and hosting arrangements of the consortium and the outcome of that piece of work should be known in the next week.
34. Members discussed the implications for SCIE should they be chosen to host the consortium.
35. The Board felt that it would be useful to have a private sector partner in the consortium.
36. The Head of Knowledge Services reported that the successful group or organisation would be chosen in February 2008.
37. **Action:** The Head of Knowledge Services agreed to circulate the timeline to the Board.

## Report from the Audit Committee

38. The Head of Corporate Services informed the Board of two main issues considered by the Audit Committee at its meeting held on 19 November.
39. Firstly, he reported that SCIE had received the report of the triennial review of the SCIE pension scheme. At the previous triennial review SCIE had contributed funds to meet the deficit in full and this had reduced the potential for future liabilities.
40. However, whilst overall economic conditions had been favourable over the past three years life expectancy had increased. This had resulted in the current deficit being reported. SCIE has built up a reserve that could be used to pay the deficit. There would be advantages in making a payment by the 31 March 2008.
41. It was agreed that a briefing would be submitted to the EMG meeting on 12 December to list issues and changes to the pension scheme with a staff consultation in January and a final report submitted to the Board.
42. **Action:** It was agreed that this issue would be presented to the Board in full at its meeting on 27 March.
43. The Head of Corporate Services then tabled revised Terms of Reference and explained that as part of the review of financial procedures the Audit Committee agreed to revise its terms of reference to ensure that they were consistent with the Financial Manual. Section 3 was amended and the revised terms of reference are attached for agreement by the Board.
44. **Action:** The Board agreed to the revised Terms of Reference.

## Board annual agenda

45. The Head of Corporate Services presented the annual agenda plan for Board meetings which was agreed by the Board.

## Performance reports

46. The Head of Corporate Services presented the performance reports and explained that the information had been given a RAG status (Red, Amber, and Green). He added that the risk management framework was attached to the matters arising paper for information as requested at the last Board meeting.

## **Any other business**

47. There was no other business.

48. The next Board meeting will be held on Thursday 31 January 2007 and will be the Board away day.

## **Approved**

.....

**Name:**

**Position:**

**Date:**

Actions from the Board meeting held on 28 November 2007:

**Paragraph 20: Chief Executive's Report**

**Action:** One Board member asked if SCIE had carried out any work specifically on disabled children's care. The Chief Executive reported that she would check what work SCIE has done in the past on this area and report back.

**Paragraph 37: Children's Centre for Excellence**

**Action:** The Head of Knowledge Services agreed to circulate the timeline to the Board.

**Paragraph 41: Pension review**

**Action:** It was agreed that this issue would be presented to the Board in full at its meeting on 27 March.

**Paragraph 43: Audit Committee terms of reference**

**Action:** The Board agreed to the revised Terms of Reference.