



## **Minutes of the meeting on 27 March 2008**

SCIE offices, 2 Hay's Lane, London, SE1 2HB

### **Attendance (Board)**

- Allan Bowman (Chair)
- Peter Beresford
- Ziggi Alexander
- Shokat Babul
- Edwina Grant
- Ann Macfarlane
- Jo Munyard
- Andy Nash
- Terry Philpot
- Gail Tucker

### **Staff**

- Julie Jones (Chief Executive)
- Amanda Edwards
- Stephen Goulder
- Don Brand
- Hayley Tucker (notes)

### **Apologies for absence**

- Nadra Ahmed
- Jon Glasby
- Jenny Owen
- Walt Brown

### **Welcome and announcements**

1. The Chair welcomed the Board and listed apologies.
2. He informed the Board that Gail Tucker's second term of office as a Trustee had come to an end and this would be her last meeting. The Chair thanked Gail for being an invaluable member of the team and for being such a good source of advice and help.

## Minutes

3. The minutes of the Board meeting held on 28 November 2007 were approved for signature.

## Matters arising

4. Members noted the matters arising from the meeting on 28 November.

## Chair's report

5. The Chair reported on meetings he has attended since the last Board meeting.
6. He informed the Board that he had been invited to join the new Social Care Advisory Board chaired by Ivan Lewis. The first meeting was in December and the second one was on 11 March which had been very positive for SCIE. Ivan Lewis had stated at the meeting that he was pleased to see SCIE demonstrating the key priorities outlined in the Status of Social Care.
7. **Action:** The Chair added that at the meeting SCIE was asked to identify good practice along with CSCI.
8. The Chair informed Trustees that he is chairing a task group of Welsh Assembly and stakeholder interests which has met a couple of times to scope the guidance to strengthen the professional leadership role of the Director, their accountability and the maintenance of the coherence of services. This follows from the implementation plan for *Fulfilled Lives, Supportive Communities* - a ten year Strategy for social services.
9. Don Brand working in his SCIE consultant capacity has now been engaged to work with Hugh Gardner from the Welsh Assembly Government to assist with the drafting of the guidance.
10. The Chair reported that he met with the Directors of the Aged Care Channel in Australia. The Channel is a commercial organisation dedicated to the research, development and production of live and interactive training programs for the staff of residential care homes in Australia.

11. They have met with the majority of key stakeholders in the UK to confirm their plans to replicate and support the formation of a dedicated Aged Care Channel in the UK. They have now written to Ivan Lewis to suggest a meeting to seek to determine that their plans for the launch of a UK Channel are in line with the Minister's Workforce Development Strategy.
12. The Chair reported that he will be speaking at the Quality Care Campaign launch on 29 April which will ensure that all those very vulnerable people who live in a care home receive the highest quality of care and services.

### **Chief Executive's report**

13. The Chief Executive reported that it had been a busy and constructive quarter. On 11 March, the Executive Management team spent a day at the DH for the Accountability Review meeting, a meeting with Ivan Lewis and the Chief Executive, a meeting on the Social Care Journal and a final meeting on Social Care TV. It was a very good day which confirmed SCIE's strong reputation.
14. The Chief Executive reported that the Accountability Review meeting had been chaired by Glen Mason and it had gone very well. The only note of warning was that the DCSF made it clear that funding would have to be reviewed once the announcement had been made on the Centre for Excellence and Outcomes in early April.
15. The meeting on the Social Care Journal had gone well and SCIE presented a very realistic set of options for the DH to consider.
16. At the staff away day, work on the strategic plan and delivery models confirmed that a redesign of the organisation is required. This will be consulted upon in the spring and implemented in the summer
17. Board members stated that the Trustee briefing sent around last month was very useful. The Chief Executive informed the Board that this will be sent to Trustees each month between Board meetings. She added that it would be useful to hear from Trustees as to what they have been doing on behalf of SCIE.

18. **Action:** One Board member stated that it would be useful to see any presentations that Julie or Allan make and also suggested sharing basic PowerPoint templates on the Status of Social Care should Trustees wish to make any presentations on behalf of SCIE.
19. Amanda Edwards, Head of Knowledge Services, informed the Board that the consortium had reached the end of the competitive dialogue bid for the Centre for Excellence and Outcomes. The final tender panel met on 25 March for a presentation from the consortium and questions. It was felt that the meeting went well and the consortium had done all that it could. The successful bid should be announced on or around 4 April. Trustees will be informed promptly.
20. The timescale for the bid has been very testing and challenging and some lessons had been learnt about how to work in partnership to tight deadlines.
21. The Chief Executive reported that Amanda Edwards had worked very hard on this bid and she was fully supported by Rebecca Goldman who had done some excellent work.
22. Don Brand updated Trustees on the report on social work roles and tasks. It has been confirmed with the DH and DCSF that the GSCC will issue the Roles and Tasks statement to stakeholders on 28 March. ADASS and ADCS are fully supportive of the report.
23. Board members expressed disappointment that this report has been launched with no ministerial endorsement.

## **SCIE strategy 2008-11**

24. The Chief Executive presented the revised three year Strategy which provides a new direction for SCIE's work and a set of clear objectives, for which SCIE will be accountable to its stakeholders and sponsors.
25. The Chair reported that he was pleased with this revised version and was pleased to hear that it was supported by Ivan Lewis when he referred to it at the National Social Care Board.
26. The Chief Executive explained that this would not be published until the result of the Centre for Excellence and Outcomes is known. The content of the Strategy may have to change depending on the outcome.

27. The Chief Executive reported that an executive summary is also being produced and an experienced writer is working on this. A one year business plan will then be developed. She emphasised that 2008 is a transition year to make the necessary changes within the organisation.
28. Board members felt that the document was much improved and they congratulated all staff concerned for their effort.
29. Trustees asked for further clarification around the terms 'independent sector' and the 'third sector' as it is unclear what the difference is between the two.
30. Trustees also welcomed the emphasis on regional delivery.
31. The Chief Executive reported that she had discussed this with David Behan and Glen Mason and she would be taking a steer from the DH on regional delivery. The task is for SCIE to increase its regional focus in order to more effectively deliver its business plan. To do this it will need to work with a range of players. The deputy regional directors will be key to this as will the JIPs. SCIE is also looking to create a post in SCIE which will focus on regional delivery.
32. **Action:** The Board endorsed the SCIE Strategy 2008-11 subject to the changes requested and the outcome of the Centre for Excellence. They agreed to delegate authority to the Chair to agree final amendments to the strategy with the Chief Executive.

## **Report from the Audit Committee**

33. Stephen Goulder, Head of Corporate Services, introduced this item and explained that two members were unable to attend the Audit Committee meeting so it was not quorate and the meeting proceeded informally.
34. Shokat Babul explained that a review of the registered provider policy was presented to the Audit Committee and a list of recommendations was made in the paper for the Board to agree.

35. **Action:** The Board endorsed the actions agreed by the informal meeting of the audit committee

### **SCIE Budget 2008-09**

36. The Head of Corporate Services presented the draft budgets for the SCIE restricted and unrestricted funds for the year to 31 March 2009. The proposed budgets were considered by the Audit Committee at their meeting on the 3 March 2008.
37. The Head of Corporate Services reported that the letter confirming the core grant from the Department of Health, the Welsh Assembly Government and the Department for Health, Social Services and Public Safety in Northern Ireland has yet to be received but it is due soon.
38. The Board agreed the proposed budget as a provisional budget for 2008-09 pending confirmation from sponsors of the core grant for 2008-9.
39. **Action:** A revised budget will be presented to the Board at its May meeting that reflects any further issues arising from the Strategy 2008-11, the decision on the award of grant to provide the Centre of Outcomes and Excellence, and final confirmation of SCIE's core grant.

### **National Research Ethics Committee for Social Care**

40. The Head of Corporate Services reported that SCIE has been invited by the DH to form a National Social Care Research Ethics Committee (NSCREC) that will undertake ethical review of research within the field of social care. This would be resourced by the National Research Ethics Service (NRES).
41. The Head of Corporate Services asked the Board to agree that SCIE becomes the Appointing Authority for the NSCREC and convenes an Advisory Group that would represent the Social Care Research Community
42. Board members felt that this was an excellent opportunity for SCIE but expressed concern over the scale and breadth of this work.
43. The Head of Corporate Services explained that this would be entirely funded by NRES.
44. The Head of Knowledge Services explained that the origin of this committee was for 'orphan' research. Universities already run research ethics committees so the NSCREC is specifically for social care research that has no ethical home.
45. The Head of Corporate Services explained that the NSCREC would initially focus on adults' research only.

46. One of the main risks for SCIE would be that as the Appointing Authority, SCIE would be liable for decisions taken by the NSCREC and would need to increase its public liability insurance cover as appropriate.

47. **Action:** The Board approved the recommendations made in the paper.

## **Board annual agenda**

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

## **Performance reports**

49. The Head of Corporate Services presented the performance reports and explained that the information presented had been submitted to the DH for the Accountability Review meeting.

50. The Board noted the report.

## **Any other business**

### **Personalisation event on 8 May**

51. **Action:** The Chair informed Trustees that SCIE would be holding an event on personalisation on 8 May following the Board meeting and that Board members would be welcome to stay. He asked the Board to let Hayley Tucker know if they intended to stay on for this event.

52. There was no other business.

53. The next Board meeting will be held on Thursday 8 May 2008.

**Approved**

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**Name:**

**Position:**

**Date:**

Actions from the Board meeting held on 27 March 2008:

**Paragraph 7: Chief Executive's Report**

**Action:** The Chair added that at the meeting SCIE was asked to identify good practice along with CSCI.

**Paragraph 18: Chief Executive's Report**

**Action:** One Board member stated that it would be useful to see any presentations that Julie or Allan make and also suggested sharing basic PowerPoint templates on the Status of Social Care should Trustees which to make any presentations on behalf of SCIE.

**Paragraph 32: Strategy 2008-11**

**Action:** The Board endorsed the SCIE Strategy 2008-11 subject to the changes requested and the outcome of the Centre for Excellence. They agreed to delegate authority to the Chair to agree final amendments to the strategy with the Chief Executive.

**Paragraph 35: Report from the Audit Committee**

**Action:** The Board endorsed the actions agreed by the informal meeting of the Audit Committee

**Paragraph 39: SCIE Budget**

**Action:** A revised budget will be presented to the Board at its May meeting that reflects any further issues arising from the Strategy 2008-11, the decision on the award of grant to provide the Centre of Outcomes and Excellence, and final confirmation of SCIE's core grant.

**Paragraph 43: National Social Care Research Ethics Committee**

**Action:** The Board approved the recommendations made in the paper.

**Paragraph 51: Personalisation**

**Action:** The Chair informed Trustees that SCIE would be holding an event on personalisation on 8 May following the Board meeting and that Board members would be welcome to stay. He asked the Board to let Hayley Tucker know if they intended to stay on for this event.