

## Board Meeting

Date: 15 September 2011

Where: Fifth Floor, 2-5 Cockspur Street, London SW1Y 5BH

### Attendees (Board)

- Allan Bowman, Chair
- Andy Nash
- Ann Macfarlane
- Ian Sutherland
- Jenny Owen
- Joanne Munyard
- Mike Lauerman
- Samantha Hudson
- Stephanie Palmerone
- Sukhvinder Kaur Stubbs

### Attendees (Staff)

- Amanda Edwards (Deputy Chief Executive)
- David Walden (Director of Adults Services)
- Stephen Goulder (Director of Corporate Services and Workforce Development)
- Laura Boyd (Staff representative)
- Pete Fleischmann (Head of Participation)
- Majella Ahwieh (notes)

### Attendees (others)

- Amanda Francis (Buzzacott)

### Apologies

- Louise Brown
- Mario Kreft
- Nadra Ahmed
- Julie Jones (Chief Executive)

## **Apologies and welcome**

1. The Chair welcomed the Trustees and listed apologies. The Chair asked Trustees to sign the conflict of interest form.

## **Minutes of the previous meeting**

2. The board agreed the minutes of the previous meeting held on 26 May 2011.

## **Chair's report**

3. The Chair reported on meetings he had attended since the last board meeting. The board noted the report.

## **Chief Executives Report**

4. The Deputy Chief Executive presented the report in the Chief Executive's absence and highlighted the following point:
  - SCIE has a strong reputation of continued delivery in critical areas for the sector.
  - The Think Local Act Personal (TLAP) support team are now located at SCIE.
  - The Healthcare Quality Improvement Partnership (HQIP) is working with SCIE on practice reviews in social care
  - SCIE had recently published a guide on short notice closure of care homes.
  - SCIE and The Centre for Excellence and Outcomes in Children and Young People's Services (C4EO) have been successful in getting onto the framework contract for the Children's Improvement Boards. The next part of the process will be a number of tenders issued by the Department for Education (DfE) for framework members to bid for. Mike Lauerman declared a conflict of interest relating to this work as he is a member of another organisation that has also been successful in getting onto the CIB framework.
  - The new SCIE website had been launched in the summer. The board recorded their thanks to the Web Development and Communications team for their work on the new website.
  - The recent office move to Cockspur Street had gone very smoothly. The board recorded their thanks to Nishal and the facilities and IT team for their work.

## **Audit Committee Report**

5. Sukhvinder Kaur Stubbs, Chair of the Audit Committee, presented this report and highlighted the following points:
  - SCIE's unrestricted funding will be reduced in the future which will result in tighter budgeting processes throughout the whole of SCIE. The Audit Committee will review SCIE's cash flow at each Committee meeting.
  - SCIE's reserves policy is linked to the pension scheme. The board had discussed the pension scheme at the private board session and agreed the reserves policy for SCIE to maintain a reserve of £2.5m.
  - The auditors have made a reference to the risk register which needs to include SCIE's office move and the changing relationship with government sponsors and NICE. The generic risks are discussed at the executive management group (EMG) level and this will continue. The board agreed to review generic risk register occasionally.
6. The board recorded their thanks to Pearl Sebastian, Stephen Goulder and the finance team for a successful audit.

## **Annual report and accounts**

7. Amanda Francis, Buzzacott, presented the annual report and accounts and management letter to the board. Amanda Francis thanked the Head of Finance and her team for their support throughout the audit process.
8. The board approved the accounts for signature subject to the following clarifications and amendments:
  - The note on SCIE's risk register would be amended to confirm that generic risks are monitored by EMG and the strategic risks are monitored by the board. The board received clarification in the report on what constitutes a generic risk and what constitutes a strategic risks.
  - Amanda Francis confirmed that the amount of accruals is immaterial. And confirmed action taken to strengthen the internal controls.
  - The acronym for the Department of Health, Social Services and Public Safety in Northern Ireland should be DHSSPSNI not DH NI.
9. The board thanked Buzzacott for a successful audit and comprehensive report.

## **Relationship between NICE and SCIE**

10. The Deputy Chief Executive presented the report. The board noted the reported and commented on widespread sector support for SCIE to lead on this work.

## **Business Development Committee**

11. The Director of Corporate Services presented the draft terms of reference for the Business Development Committee. The board suggested the following amendments:

- The Committee needs to report to the full board more than once a year.
- There needs to be confirmation of the relationship between the committee and the full board.

12. The board agreed to submit any additional comments or amends to the Director of Corporate Services.

## **SCIE Participation Function**

13. Pete Fleischmann joined the meeting for this item. The Director of Adult Services presented the report on recommendations from the recent evaluation of the Partners Council and SCIE's participation function.

14. The board noted the report and endorsed the following recommendations:

- A Trustee will be recruited to join SCIE Board. This Trustee will chair the Co-Production Council. Recruitment will begin shortly. The board will support the new chair in recruiting the core group for the Co-Production Council.
- In addition to the core group there needs to be a partners' network. This could be a virtual group which comments on key issues.
- The DH definition of coproduction should be removed from the document and SCIE should develop its own definition.
- SCIE needs to clarify who the end users are as it is not just service users
- All existing members of the Partners Council will be asked to stand down ahead of the establishment of the new group.

## **Performance Report**

15. The board noted the performance report.

## **Annual Agenda**

16. The board noted the annual agenda.

## **Any other business**

8. There were no items of any other business.

## **Date of next meeting**

9. 10 November 2011, 11:00-14:00

**Approved:**

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**Name:**

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**Position:**

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**Date:**

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