

Meeting Minutes

Board Meeting

When: 23 May 2013

Where: 2-4 Cockspur Street, London SW1Y 5BH

Present (Board)

- Michael Bichard, Chair
- Ann MacFarlane
- David Archibald
- Ian Sutherland
- Joanne Munyard
- Mike Lauerman
- Nadra Ahmed
- Stephanie Palmerone
- Sukhvinder Kaur Stubbs
- Tina Coldham

In attendance (Staff)

- Andrea Sutcliffe (Chief Executive)
- Amanda Edwards (Director NCCSC and Deputy CEO)
- Patricia Kearney (Director of Innovation and Development)
- Stephen Goulder (Director of Corporate Services and Company Secretary)
- Pete Fleischmann (Head of Co-Production) – items 6 & 7
- Majella Ahwieh (Executive Assistant - Minutes)

Apologies

- Mario Kreft
- Samantha Hudson

Apologies and welcome

1. The Chair welcomed the Trustees and listed apologies.

Declaration of Interest

2. There were no declarations of interest.

Notes of the previous meeting

3. The board agreed the minutes of the previous meeting held on 21 March 2013.

Chair's Report

4. The Chair presented his report. The board discussed the report and agreed:
 - To begin recruiting new board members as soon as possible. SCIE should seek to appoint Trustees with experience in the following sectors: health, knowledge transfer/digital services, government and commercial experience.
 - The importance of being a corporate board which will support SCIE's success in the future.
 - To engage the suggested facilitator to work with the board on board development and SCIE's strategy for 2014-16 at the away day on 18 July.
 - To develop a closer working relationship with staff by inviting a specific team to present their work to the board after each board meeting.
 - To continue with annual appraisal meetings with the Chair and to introduce 360 feedback for the Chair and Trustees.

Chief Executive's Report

5. The Chief Executive presented her report and highlighted the following points:

Care Bill

6. The Board discussed the recently published Care Bill and agreed.
 - The Chief Executive will present paper on the Care Bill to the board away day in July. This paper will identify key issues, gaps and opportunities for SCIE in the Bill.
 - To identify main issues for the Chair to take forward as amendment in the House of Lords.
 - To audit SCIE's existing knowledge and back catalogue to identify what products can be used to support the key points in the Bill e.g. Dignity, Integration.
 - Identify coalition partners to help SCIE support the recommendations in the Bill.

Integration

7. SCIE is national partner in the Integration Care and Support: Our Shared Commitment. The questions that integration pioneers are required to complete to secure funding are based on TLAP's work and SCIE could develop a tool for answering these questions.
8. SCIE has submitted a proposal to the NCAS conference for a session on quality which could focus on integration.

Organisation Restructure

9. The restructure is complete and staff have been assimilated into the new directorates.

Department of Health

10. The Chair and Chief Executive had a productive induction meeting with the Director General for Social Care.
11. DH has confirmed restricted funding to SCIE of £2m for 2013/14.

Redevelopment of Social Care Online

12. Following testing on the improvements to the service, the soft launch will allow time to identify any additional issues with the system.

Business Plan

13. The Chief Executive presented the final draft of the business plan. The Company Secretary confirmed the changes that had been made to the previous draft, which includes comments from staff, for the board's agreement and highlighted the following points:
 - The board and executive managers need to begin to develop stage 2 of the plan on sustainability and diversification of income.
 - SCIE has defined clear obligations to NICE and DH, Wales and NI as major sponsors this financial year.
 - Future arrangements for performance management have been agreed with DH, Wales and NI.
 - The reference to the Children's Improvement Board, in paragraph 23, will be deleted.
14. The board agreed the business plan.

Report on Co-Production

15. The Chair welcomed Pete Fleischmann to the meeting.
16. Pete Fleischmann presented the first annual report on Co-Production to the board. The board noted the report and thanked the Co-Production team and Tina Coldham for their work on the network and charter. The board noted the report and commented on the potential for income generation as SCIE is a leader the field of Co-Production. The board also felt it would be helpful to run seminars for staff on Co-Production to help embed the charter and principles within the organisation.

Single equality scheme (SES)

17. Pete Fleischmann presented the fourth annual SES report to the board and highlighted the following points:

- Social Care TV (SCTV) films have been revised to ensure the films reflects SCIE's values on equality and diversity. SCIE will be holding a seminar with the production companies to discuss Co-Production, equality and diversity.
- SCIE has signed up for the Mindful Employer mark. This has helped SCIE to employ more disabled staff as the mark indicates SCIE is a supportive organisation.
- The annual diversity monitoring forms have been circulated and completed by staff and board members.
- The implementation plan will be reviewed to take the new organisation structure into account.

18. The board noted the report and agreed SCIE should sign up to the Skills for Care common core strategic equality and diversity principles.

Performance Report

19. The Company Secretary presented the performance report and highlighted the following points:

- SCIE has followed DH guidance to spend down all the funds in this financial year. The Company Secretary has regular contact with DH regarding this.
- DH have agreed the transfer of funds from restricted to unrestricted funds for overheads which will be verified by auditors
- SCIE has paid down all deprecation on Cockspur St in the last financial year in preparation for the office move.
- The dilapidation costs for Goldings House have been written off.
- SCIE's liabilities currently stand at £5m. The Charity Commission expect charities to hold funds to cover charity's costs for approximately 1/3 of the year.

20. The board noted the report.

Annual Agenda

21. The annual agenda will be updated following the discussion at today's meeting regarding agenda items for the board awayday in July.

Any other business

22. Find Me Good Care(FMGC)

The board requested an updated on progress with FMGC. The Chair and Chief Executive had met with the Director General for Social Care and discussed FMGC and NHS Choices. A follow up meeting will be held next week with DH colleagues. The Chief Executive will update the board following this meeting.

Date of next meeting

23. Board Away Day, 18 July 2013

Approved: _____

Name: _____

Position: _____

Date: _____