

# Meeting Minutes

## Board Meeting

**When:** 17 September 2015 10:00-13:30

**Where:** Meeting Room 1, 1<sup>st</sup> floor, Kinnaird House, London, SW1Y 5BP

### **Present (Board)**

- Michael Bichard, chair
- Mario Kreft
- Alex Fox
- David Archibald
- Anne Macfarlane
- Tina Coldham
- Mary McKenna
- Fionnuala McAndrew
- Sally Warren

### **In attendance (Staff)**

- Tony Hunter (Chief Executive)
- Amanda Edwards (Director of Knowledge & Evidence)
- Ewan King (Director of Business Development & Delivery)
- Stephen Goulder (Company Secretary)
- Michaela Gray (Executive Assistant - Minutes)
- Patrick Hall (Staff Representative)
- Pearl Sebastian (for Item 5 only)
- Sheila Fish (for Item 8 only)
- Hannah Roscoe (for Item 8 only)

### **Visitors**

- Amanda Francis, Buzzacott (for Item 5 only)

### **Apologies**

- Peter Hay
- Sukhvinder Kaur-Stubbs
- Bev Searle
- Terry Moran

## **Apologies and welcome**

1. The Chair welcomed the trustees and listed apologies.

## **Minutes of the previous meeting and matters arising**

2. The board agreed the minutes of the previous meeting held on 21 May 2015, subject to paragraph 30 being amended to ensure no sensitive information is shared.

## **Chief Executive's report**

6. The Chief Executive gave an overview of his report. He referred to the decision taken by AE to reduce to 3 days per week from January 2016, and retire in December 2016 Her workload would be absorbed by senior managers, subject to business needs. TH thanked AE for her service.
7. The chair noted that we had won one piece of work tendered by DH following the closure of The College of Social Work, but he was disappointed that the proposed partnership with Skills for Care/RiP to tender for a second package of legacy responsibilities could not be formed.

## **Audit Committee report**

8. SG and MM presented the report of the audit and risk committee. MM noted that SCIE as an organisation, is much more commercially aware and making good progress in the current financial year. MM also noted the clean audit report.
9. The Board agreed the report.

## **Annual Report and accounts**

10. PS and AFR joined the meeting for this item.
11. AFR gave some context to the annual report and then explained the financial statements and the FRS 17 pension's deficit.
12. AFR asked if there were any questions on the annual report. AF queried the amount held in reserves and asked how many months running costs were in SCIE's unrestricted funds reserve. SG stated that our reserves policy is to hold £3.75m in reserves which are necessary to fulfil our liabilities.
13. AFR have an overview of the annual audit with a focus on appendix B, showing the observations of the audit:
  - Clear communication is needed in relation to cut offs on purchase orders to avoid double counting – however this should no longer be an issue due to the system upgrade.

- We must have appropriate systems in place to record when training has taken place, to track when we have received payment and to trigger chasing up outstanding debts.
  - We must ensure that invoices are correctly authorised.
  - We must ensure that delegated authority limits are in place on all corporate credit cards, which must be reviewed and signed off.
  - We must ensure transparency with regular declarations of interests.
14. MK asked if AFR felt that SCIE had robust business processes. AFR responded that robust controls are in place but SCIE should constantly review and develop its systems and processes, especially with regard to chasing outstanding payments. SG added that we are linking Salesforce to GP Dynamics, our accounting system to support invoicing.

## **SCIE Business Plan 2016-17**

14. TH gave an overview of the report.
15. DA asked what SCIE's positioning with Health might look like. TH replied that we are trying to use our integration offer and Care Act training to penetrate the NHS market.
16. The chair stated that we need a deep analysis of the Five Year Forward View. This was agreed.

## **Performance Report**

17. SG introduced the report and EK gave an overview of the commercial opportunities pipeline. It was noted that we have £970k secure commercial income. EK drew the board's attention to the piece of work recently won with the Health Foundation on Co-production. Overall SCIE is in a good position with more opportunities arising.
18. SG gave an overview of the budget position at month 4 and noted that because of the phasing of the budgets we are reporting a deficit though the pipeline demonstrates that we are on course to achieve our financial targets.
19. EK gave a brief overview of the unsuccessful BCF bid and lessons learned and noted the need to consider the procurement process when submitting bids.
20. DA queried whether there were any Co-production obstacles. TC replied that she had undertaken a review with Pete Fleischmann to look at what has been achieved so far. DA also noted the possibility of marketing Co-production to local authorities, possibly working alongside associates. MK noted that Wales is very receptive to the idea of Co-production and they should be contacted. This was agreed.

## **Learning into Practice Projects (LiPP) – working with the sector and working with the Department for Education**

21. HR and SF gave a presentation on LiPP.
22. DA commented that the most important thing about SCR's is that their purpose is to improve outcomes. SCIE's role should identify good practice and systems on how best to protect children.
23. The chair strongly felt that messages from SCRs should be communicated in a way which makes an impact and presented in a way which people will act on. A centre of excellence or hub which people can go to may be a good idea.
24. The chair suggested that a small group from the Board meet with HR/SF to think through the options and scenarios in 3-4 weeks. This was agreed.
25. SW asked if it would be possible to create a product which could work in both Children's and Adults services. The chair stated that this would be discussed during his meeting with Alistair Burt.
26. The chair thanked SF and HR for their presentation.

### **Board annual agenda plan**

27. The agenda plan was agreed.

### **Any other business**

28. There was no other business.

### **Date of next meeting**

29. The next meeting of the board would be held on 26 November 2015.

**Approved:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_