

Care Services Development Initiative (CSDI)

Date: 29 November 2005

Where: Goldings House, 2 Hay's Lane, London SE1 2HB

1. Welcome and apologies

Attendees

- Rachel Arrundale Chair (Head of Strategy - CSD)
- Andy Nash (Head of Partnerships – CSD)
- Lawrence Moulin (Head of Programmes and Performance - CSD)
- Oby Odunsi (CSDI Project Support Officer)
- Pearl Sebastian (Director of Finance – SCIE)
- Shane Hayward-Giles (Head of Service Improvement – CSD)
- Trish Kearney (Director of Practice Development – SCIE)
- Victoria McNeill (Head of Corporate Services – SCIE)
- Majella Ahwiah (notes)

Apologies for absence

- Amanda Edwards, Chair (Head of Knowledge Services – SCIE)

2. Minutes of previous meeting

The notes of the last meeting were agreed.

3. Matters arising

Work on families

Shane Hayward Giles reported on the meeting with Terry Lewis. This meeting had been expanded to include a meeting with Trish Kearney and Marie Diggins to share knowledge on work in this area. The meeting had a good attendance and Trish Kearney had made new contacts at the meeting and is looking on how to build on this.

The main outputs from Shane Hayward Giles and Terry Lewis's work are:

- Clear messages from families
- How can CSD pick up and develop this

It was agreed to have an update from Shane Hayward Giles at the next meeting on 14 February.

Action:

SHG to present update on work on families at next meeting.

Evaluation of CSDI

Rachel Arrundale and Amanda Edwards have looked at how CSDI can be evaluated. The group agreed that an evaluation should be undertaken.

The group made following comments to be taken into account as part of this evaluation:

- Effects of work – what are the concrete outcomes of projects
- Effects of wider relationships
- Measure work against original objectives
- Evaluation process
- Individuals should look at what worked and didn't work during the establishment process
- Setting up process – as this was the first time the procedural issues took a lot of time so need to look at hurdles around this
- Was what we set out to achieve realistic?
- Did the group change focus?

Andy Nash asked re costings for the evaluation. Rachel Arrundale suggested a maximum budget of £20k. The group agreed this figure.

Action:

The group were asked to feed in any suggestions on who could take this evaluation forward to Oby Odunsi by March.

4. SCIE board meeting update

Rachel Arrundale reported on the CSDI presentation to the SCIE board. The board had made the comments on:

- service user organisations and using those organisations as a model of delivery
- how to keep service users at the heart of CSDI's work
- how is CSDI considering race/equality issues

The same presentation will be given to CSD board in January.

Action

OO to circulate SCIE board minutes to CSDI when available.

5. Budget

Pearl Sebastian reported that spending was slower than the expected spend of £849k but spending could rise quickly if large items of expenditure come in soon. Pearl Sebastian to do a forecast.

Action:

OO to follow up CSDI project managers re project expenditure and forecast.

6. Projects update

Care services strategy

Rachel Arrundale is leading this process for Antony Sheehan, Chair of the Steering Group, and is in the process of writing a brief for the strategy for care services.

The review within CSD has two main drivers:

- Information and comments from staff surveys
- Looking at future direction

The review is looking at:

- Value base of CSD
- Internal relations
- External impact of value base
- Strategy – what are CSD trying to achieve
- How do CSDI organize themselves to achieve their outcomes
- Behaviour – how do CSD work together

The outcomes should include:

- How to make sure that CSD is an effective organization
- Make CSD a good place to work (staff welfare)

7. Any other business

There were no items of any other business.

9. Date of next meeting

14 February 2006, 12.30-14.00 at SCIE

DRAFT