

RESTRICTED: MANAGEMENT

MINUTES OF THE ILF TRUSTEES BOARD MEETING HELD WEDNESDAY 20 March 2013 AT SCOPE, MARKET ROAD, LONDON.

Present:

Trustees Board: Stephen Jack (Chair)
Peter Cooke (Vice-Chair)
Yogi Amin
Mike Boyall
Sally Sparrow
Marie Martin
Sue Winterburn

In Attendance: James Sanderson, Chief Executive
Steve Jarratt (Finance and Resources Director)
Pam Mellors, Minutes

Item 1: INTRODUCTION

1. The Chair welcomed everyone to the meeting.

Apologies

DWP.

Item 2: CONFLICTS OF INTEREST

2. Trustees confirmed that there were no conflicts of interest to declare.

Item 3: MINUTES OF THE MEETING HELD 20 February 2013 - 2006/pap679

3. The minutes of the 20 February 2013 meeting were agreed as an accurate reflection of the meeting.

Item 4: ACTION POINTS AND MATTERS ARISING 2006/pap680

4. The outstanding action points were noted.

5. [REDACTED]

Outcome: Trustees noted the outstanding actions.

Item 5: CHAIRMAN'S BUSINESS

6. The Chair reported that he had attended the PSC meeting on 1 March and that items discussed included the latest position and consideration of the key risks for the organisation during the transfer programme and closure.

7. [REDACTED]

8. [REDACTED]

Item 6: CHIEF EXECUTIVE'S REPORT – 2006/pap681

9. The Chief Executive provided an update on the Judicial Review that took place on 13 and 14 March.

[REDACTED]

10. [REDACTED]

11. The Chief Executive brought Trustees attention to the media interest created by the Judicial Review.

12. An update on the Transfer Review Programme (TRP) was provided, the biennial review programme had finished and the mail shot to users to launch the TRP was sent out on Tuesday 19 March.
13. The Chief Executive had met with [REDACTED] from ADASS, Richard Given and Gwenllian Williams, DWP on 18 March to discuss the draft Code of Practice. [REDACTED] was very supportive and will be presenting the draft to the ADASS Executive Committee on 17 April for endorsement.
14. He advised that discussions were still on going with the devolved administrations, Scotland, Wales and Northern Ireland to support them with their plans for the future and TRP guides had been produced for the three different regions.
15. The Chief Executive met with [REDACTED] on 18 March, the meeting went well, he gave an overview of the organisation and discussed the Transfer review programme, it is planned to meet with her on a monthly basis in the future.
16. The Chair commented that the organisation had performed exceptionally well under the circumstances and on behalf of Trustees would like to thank everyone for their commitment and hard work over the past year.

Item 7: SERVICE DELIVERY REPORT – 2006/pap682

17. The Finance and Resources Director reported that performance figures for February had been met and was particularly pleased with the Review Clearance performance which is on track to come under 9 weeks for the year, the target is currently 11 weeks.
18. The biennial review programme has now been completed in readiness for the Transfer Review

Programme to commence 2 April. Staff training will take place end of March and an allocation team co-ordinating the reviews will be in place by 18 March.

19. All Assessors work has been finalised and their training commences mid March.
20. An update was given on activity within the Payment Security team the team are working on a number of initiatives following the recent fraud health check undertaken by PwC.
21. Complaints received for the month of February remains low, however this may increase as the users move into the transfer review programme and this will be monitored carefully.
22. SMP cases continue to increase, these majority being increase requests. UPCC cases remained low.
23. An update was given on the activity within the Social Work team, this month the team have been heavily involved in preparing training for assessors for the Transfer Review programme.
24. The recent recruitment of two further assessors, bringing the total to 79, means now that the resource is at full strength to start the programme.

Outcome: Trustees noted the content of the report.

Item 8: FINANCE REPORT – 2006/pap683

25. The Finance and Resources Director gave an overview of the financial results for February.
26. GB forecast remains on target following the reduction to £302m agreed by Trustees at the last meeting.
27. He commented that Grant Recovery had produced positive results during the year, the UK forecast

stands at £10.1m, the total year to date is £9.5m leaving £0.8m to be recovered in March to achieve forecast.

28. Current administration forecast stands at £5.73m, this equates to 1.84% of the final allocations for the year.
29. Following the tender exercise for legal services in Scotland, Morton Fraser has been appointed. It has been agreed that any complex cases will remain with the previous provider MMS through to completion. The contract will run for 2 years commencing 1 April 2013.

Outcome: Trustees noted the content of the report.

Item 9: STRATEGY, POLICY AND COMMUNICATION REPORT – 2006/pap684

30. Trustees were provided with an overview of key external engagement activities undertaken during the month.
31. The engagement programme ended on 18 March with 18 events being facilitated by the ILF over four countries. The events were well received by Local Authorities, Users and Disabled Peoples Organisations and had demonstrated their commitment to support ILF users through the transfer review programme and on transfer to Local Authorities in 2015.
32. In total 164 Local Authorities attended the events which represented 91% of our users which had been a great achievement and would support the Minister's commitment for a period of intense engagement.
33. An update was given on the Right to Control, the ILF continue their commitment with the programme and

there had been a recent telekit with ODI to provide an ILF perspective, as a national participant, on the project.

Outcome: Trustees noted the report.

Item 10: PEOPLE AND ENVIRONMENT REPORT –2006/pap685

34. The Finance and Resources Director reported that sickness absence levels had reduced in February, losing 74.5 days to sickness compared to 125.4 days in January. 57% of the sickness was due to long term absences. Trustees noted that the internal target would not be achieved for the year.

35. Trustees noted that the new Civil Service Competency framework would be incorporated into the ILF Performance Management system with effect from 1 April 2013. The main benefit would be assisting individuals with finding employment should they wish to transfer to another government department on closure of the ILF.

36. Following the staff briefing in March, people were issued with a questionnaire to give an indication of their preferred option for leaving the ILF. This would help the HR team plan what support is required over the next two years.

37. GSi was now fully operational and performing as expected. The clear benefit was transferring data to other government departments securely.

Outcome: Trustees noted the report.

Item 11: GOVERNANCE REPORT – 2006/pap686

38. An update on the ILF's information and governance activities for February was provided.

39. The external auditors are preparing for the year end audit which begins on 8 April 2013, a final audit meeting has been arranged for 9 May 2013.
40. The Records Manager has identified 6000 offsite files for destruction to ensure the ILF remains compliant, work is now ongoing checking a sample of listed files to ensure the automatic Ici destruction system is accurate.

Outcome: Trustees noted the report.

Item 12: RISK MANAGEMENT REPORT – 2006/pap687

41. Trustees noted and approved the risk register.
42. The Chief Executive advised that from April a new format for the risk register would be introduced, it would underpin the new Business Plan for the next two years and focus on the main key risks for the organisation.

Outcome: Trustees noted the report.

Item 13: BUSINESS PLAN 2013 - 15 – 2006/pap688

43. The Chief Executive presented the Business Plan for Trustees approval.
44. The Business Plan sets out four strategic aims, each with a set of five objectives, the aims focus on delivering:-
- Service to users
 - An effective transfer programme
 - Supporting our people
 - Sound governance
45. He advised that the department would need to approve the business plan prior to launch on 2 April.

46. Trustees commented that it was a clear and well presented document and approved the business plan for 2013-15.

Outcome: Trustees agreed the Business Plan 2013-15.

Item 14: POLICY AMENDMENTS FOR THE TRANSFER REVIEW PROGRAMME – 2006/pap689

47. The Chief Executive advised in light of the Transfer Review Programme the full suite of user policies have been reviewed and a number had been identified requiring refinements to help ease the process of transfer and enable the ILF to align more effectively with Local Authorities where it was possible to do so.

48. Trustees noted that there had been 13 policy documents, 5 of which presented significant areas of change that needed formal ratification by the board, the remaining 8 with only minor changes had been approved by SMB.

49. The Chief Executive gave an overview of the proposed changes to:-

Use of Funding (previously How my money can be used)

Outcome: With discussion Trustees approved the proposed policy changes in principle [REDACTED]

Day Centres

Outcome: With discussion Trustees ratified the policy.

Local Authority Input

Outcome: With discussion Trustees approved the proposed policy changes in principle [REDACTED]

Relatives (living with user) as paid carer

Outcome: With discussion Trustees ratified the policy.

Open suspensions, suspensions over 9 months, closure and re opening of cases

Outcome: With discussion Trustees ratified the policy.

50. The Chief Executive noted Trustees comments made on the relevant policies and would ensure these were relayed to the policy team for clarification.

Outcome: Trustees noted the report.
Action: To relay Trustees comments on the relevant policies to the policy team for further clarification.

Item 15: UPDATE FROM THE ADVISORY GROUP

51. The Chief Executive gave an update from the Advisory Group meeting in February, it was a positive meeting with good discussion on what had been achieved so far.

52. The next meeting is scheduled for the end of April, and it is proposed that the group could look at the QA of the Transfer Review Programme.

Outcome: Trustees noted the update.

Advisory Group Minutes Sept 2012 and Jan 2013 – 2006/pap690

53. Trustees noted the minutes.

Item 16: UPDATE FROM THE AUDIT COMMITTEE

54. The Finance and Resources Director reported that he had forwarded the 'Lights Out' plan to NAO who have provided a check list and an informal report on the

plan which will be discussed with the Audit Committee at their next meeting in May.

Outcome: Trustees noted the update.

Audit Committee Minutes January 2013 – 2006/pap691

55. Trustees noted the minutes.

Item 17: UPCC MINUTES 20 FEBRUARY 2013 – 2006/pap692

56. Trustees noted the UPCC minutes.

Outcome: Trustees noted the minutes.

Item 16: ANY OTHER BUSINESS

57. The date of the next meeting will be Wednesday 17 April 2013, to be held in Nottingham.

58. There being no further business the meeting ended at 12:45 hrs.