



Bradford District Assembly
the voluntary and
community sector together

Bradford District Assembly | Special Assembly Steering Group Meeting Minutes | Tuesday 6 September 2018

12 noon to 2.30 at CNet

Present: Sam Keighley (Chair) (SK), Helen Speight (HWB Forum) (HS), Nasim Qureshi (Community Economic Forum) (NQ), Helen Davey (HWB Forum), Soo Nevison (CABAD) (SN), Janet Ford (CNet) (JF), Javed Khan (CNet) (JK),

In attendance: Saima Ashfaq (minutes), Nazrul Miah (Bradford Council); M.Salam

Apologies: Tony Dylak, Peter Horner, Yasmin Khan, Dave Forrest

Item		Action
1	Introductions, apologies and declarations of interest HS gave a declaration of interest with BVCSA SN gave a declaration of interest with BAME HS welcomed Helen Davey new HWB Co-chair	
2.	Minutes of the last meeting and matters arising <ul style="list-style-type: none">• Anti-poverty and Universal Credit event by Equalities Forum – well attended event. Helen Johnstone led on the Anti-poverty consultation which made up the second half of the event. She has circulated the 'Bradford Districts Strategic Approach to 'Tackling Poverty' document and has asked for feedback and input from key individuals. JF to circulate to all ASG members for their comments. Suggestion to take this to RMG.• JK mentioned he attends the Anti-poverty Co-ordination Group where there was a discussion about the feasibility of setting up a Poverty Truth Commission (PTC) in Bradford. For this purpose a meeting was held with Martin Johnstone of Poverty Truth Commission (UK Development) to discuss this further. The Poverty Truth Commission started in Scotland and has taken place in 10 different locations around the country. The nearest to Bradford is Leeds.	JF to circulate Helen Johnstone's email

	<ul style="list-style-type: none"> • PTC's aim is to bring together civic leaders, businesses and people with lived experience of poverty to see how they can come together to help bring about change. • Big Think document – SK to provide update 	SK to send Big Think report to ASG
3.	<p>Assembly Chair / Vice Chair SK explained she will be leaving her current role. From the 28th of September there will be no Assembly Chair or Vice Chair as HS had informed all of her decision to stand down as Vice Chair at the last ASG meeting in May. Vice Chair role expressions of interest have been circulated as agreed at the previous ASG meeting. There has been one expression of interest.</p> <p>SK proposed that a decision be made at this meeting to recruit a new Assembly Chair. JF suggested an amendment to the current terms of ref to allow expressions of interest only from those who have a proven track record of Assembly participation i.e. attend at least one forum meeting, are an elected representative on a strategic board, or a Chair / Co-chair.</p> <p>SN raised the issue of possibility recruiting for a Vice Chair after the Chair election. Following a short discussion it was agreed that recruitment of Chair should proceed with JF's suggested amendment.</p> <p>Agreed to ask the person interested in Vice chair position to consider a change to the advertised 3 year role to a 12 month interim role ensuring all bear in mind the implications of this on future appointments i.e. 12 month probationary basis.</p> <p>SK invited NQ who had expressed an interest in the ASG Vice Chair position to say why he would like to be Vice Chair. NQ did an off the cuff presentation to members outlining his commitment to the role.</p> <p>NQ agreed to be interim vice chair for 12 months.</p> <p>All members present agreed to appoint NQ.</p>	<p>JF proceed with election of Vice Chair</p> <p>SK to support NQ and mentor him for the next month</p>
4.	<p>Agenda items for RMG Nazrul joined the meeting</p> <ol style="list-style-type: none"> Budget Consultation – what are the challenges in the Council Budget and timeframes / timescales Peoples Powerhouse event on 20 November 2018. Anti Poverty Strategy 	<p>Naz to forward info on Peoples Powerhouse to JF</p>

	<p>iv) VCS Assembly Conference / effective collaborative working</p> <p>Naz suggested adding volunteering issues brought forward by Dave Forrest to the RMG, however all agreed this was not an issue to take to the RMG – SN as contract holder to contact Mohammed Mahmood from Bradford Council who is the Assembly contract lead in the Council to discuss the alignment of their volunteering programme with VCS volunteering.</p> <p>SK suggested putting together agenda items with David Walmsley in future who is the new Assistant Director in the Office of the Chief Executive.</p> <p>SK talked about bringing together SPG and RMG. Ali Jan Haider – Director of Strategy Bradford Districts CCG is supports this idea.</p>	<p>JF let Naz know NQ is Vice Chair of ASG</p> <p>SN to contact Mohammed Mahmood from Bradford Council re: alignment of volunteering programmes</p> <p>SK to contact David Walmsley re: future agenda items. NQ to attend meeting with SK</p>
<p>5.</p>	<p>ASG/Bradford BVCSA joint meeting</p> <p>SK: A joint BVCSA and ASG meeting has been arranged for 24 September at Thornbury Centre from 12:30pm - 5pm to discuss the relationship between the Assembly and BVCSA. SK and HS will deliver a presentation on what the District needs from the voluntary sector and the leadership needed to fulfil the VCS role. A workshop will be held around skills, experience and infrastructure support needed for VCS leaders.</p> <p>NQ to talk to Power to Change who are looking for pilots in different cities.</p>	<p>NQ to circulate information on Power to Change pilot scheme</p>
<p>6.</p>	<p>Member Feedback</p> <p>Salam joined the meeting</p> <p>i) BAME event “Your City Your Voice”</p> <p>The event took place on 10 July. It was well attended and well delivered. Salam questioned whether right audience attended or the right contribution was made in terms of looking at the gap of south east Asian communities engagement in forums. The action plan produced by Elaine needs some work. Salaam suggested forming a small group to take this forward. Discussion took place around this. Outcome of discussion was as follows:-</p> <ul style="list-style-type: none"> • Salam to take a lead on finalising an action plan • ASG to be active partners in addressing this issue in their respective forums • COEMO to share action plan and include support needed form ASG. 	<p>Circulate draft strategy for comment and feedback – JF</p> <p>CEF to host consultation meeting TD/NQ</p> <p>Salam to produce draft action plan from</p>

		BAME event and share with ASG for comment
7.	<p>AOB Integration Strategy Steering Group Representative - JK is currently attending this meeting, he fed back to the group. There will be a requirement for 4 reps at the themed meetings. JK will send the details to SK</p> <p>Meeting closed at 2.20 pm</p>	SK to email Toby and Zara Niazi to request formal opportunities for VCS representation
8.	<p>Future meeting dates: TBA</p>	