



Bradford District Assembly
the voluntary and
community sector together

Forum/Assembly Representative Feedback Report

Please provide a brief summary of meetings you have attended on behalf of the Assembly/VCS Forum. This report will be used to inform the Assembly Steering Group/Forum that you represent. The information contained within it will be posted on the Bradford Assembly website www.bradfordassembly.org.uk. If you wish to report on something confidential, please **mark this clearly**.

Return your completed form to wendy@cnet.org.uk

Name of Representative	Tina Butler
E mail / contact details	Tina.Butler@relatebradford.com
Title of the board / group you sit on	BDCFT Council of Governors
Date the meeting took place	13 December 2018
Date of next meeting	31 January 2019
Did you receive the meeting papers in time to have a pre-meeting?	Yes when applicable

1. What was the purpose of the meeting?

- Bitesize Training
- Private Council of Governors Meeting
- Public Meeting of the Council of Governors

2. Main areas of discussion (bullet points).

- Complaints data – presentation and discussion around the data around complaints and also compliments that the Trust receive – looking at developments, how complaints are responded to and managed and any recommendations
- CQC Action Plan discussion in terms of work and progress against priorities of the Trust
- Feedback from Governors and Open House meetings – an opportunity for an open discussion. I used this opportunity to talk about the opportunities of working with the Assembly more closely. Useful discussion around engagement across the district and the support from the third sector that would be welcome and is highly encouraged
- Governance – included a discussion around attendance, work programme and upcoming 2019 elections. We are asked to promote governor vacancies
- Away day discussion and operational restructure

- Quality and Safety Report – a useful presentation and paper re quality systems and assurances
- External Auditor appointment was discussed re re-tendering process and procedures – the governors needed to review this area and to approve recommendations
- Operational Plan was presented for information
- Trust performance report

3. Were there any discussions or decisions which you feel you had particular impact or influence on?

Yes I believe so – I think my experience of cross partner organisational working and in my knowledge of the health and care sector is being valued and heard. I have spoken openly that the assembly are keen to work closely together with the Trust and I am also hearing that the Trust wishes to do the same. I have mentioned about a representative coming to one of our Health and Wellbeing meetings, of which I received a positive response.

Since I have been on the Council of Governors, I have been asked by the Chair of the Trust to be a part of the recruitment for the Nominations Committee, as they feel our representation will enrich their process. I have since attended a meeting and felt I was able to contribute well. I have also been asked by the Director of Corporate Affairs to sit on the staff Heroes Award Panel.

Engagement is also a key area and in the support that the Trust is encouraging from the VCS/all partners and feels a key driver to me and one that partners can be actively involved and engaged in.