

## Bradford District Assembly | Special Assembly Steering Group Meeting Minutes

Tuesday 16 January 2019 | 9:30am 12noon at CNet

**Present:** Kim Shutler-Jones (KSJ) (Chair), Helen Davey (HWB Forum) (HD), Soo Nevison (Community Action) (SN), Janet Ford (CNet) (JF), Javed Khan (CNet) (JK), Yasmin Khan (Safer Communities Forum) (YK), Peter Horner (Young Lives Forum) (PH), Helen Speight (HWB Forum) (HS), Jon Royle (Safer Communities Forum Co-Chair) (JR), Ben Cross (BVCSA) (BC) *from 11:00am*

**In attendance:** Saima Ashfaq (minutes)

**Apologies:** Tony Dylak, Ranjit Arora, Nasim Qureshi

| Item |   | Action  |
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| 1    | <p><b>Introductions, and apologies</b></p> <p>Note:</p> <p><i>i. Declarations of interest to be declared against each agenda item as appropriate</i></p> <p><i>ii. Equalities: Discussions/decisions/issues that may have a disproportionate effect on protected characteristics to be raised against each agenda item as appropriate.</i></p> <ul style="list-style-type: none"> <li>• Apologies as above</li> <li>• KSJ enquired about the protocol for meeting absences. JK replied 3 meetings without apologies.</li> </ul> |   |
| 2.   | <p><b>Minutes of the last meeting and matters arising</b></p> <ul style="list-style-type: none"> <li>• KSJ welcomed JR as the new Co-Chair of the Safer Communities Forum.</li> <li>• Following on from the suggestion to co-opt BVCSA Programme Lead – Ben Cross to the ASG, it was agreed for KSJ to ask him.</li> <li>• JF pointed out that there would be other meetings he would have to attend as part of the ASG and he should be informed of these commitments.</li> </ul>  | <p><b>KSJ to ask BC to attend ASG meetings as a co-opted member</b></p> |

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| 3. | <b>Chairs Update (10 mins)</b>  |   |
| 4. | <p><b>Debrief from RMG meeting</b></p> <ul style="list-style-type: none"> <li>• All members of the ASG are encourages to attend pre meetings – JK suggested setting the meeting times to include the pre meeting. <b>Agreed by all.</b></li> <li>• Suggestion to ask for a meeting room for the ASG’s pre-meeting. <b>Agreed.</b></li> <li>• Concerns raised about who should set the RMG agenda. KSG to follow up</li> <li>• Overall the last RMG meeting held was very helpful in setting a new tone for dialogue</li> <li>• Next meeting is scheduled for 13 March 2019.</li> </ul> <p>Discussion took place around identifying key topics that the VCS could work intensively on with the Council. Suggestions included:</p> <ul style="list-style-type: none"> <li>• Procurement - Cyber essentials</li> <li>• Compact</li> <li>• OFSTED - Improving Bradford Council Children’s Services</li> <li>• Welfare Benefits Reform - Mark Nicholson leading on this</li> <li>• Buddying and Befriending - Social Care in context of Learning Disabilities</li> <li>• Libraries, Communities and Support</li> </ul> <p>Suggestion to hold focused workshops around the key topics at the Assembly Conference with an external facilitator. The aim of the workshops would be to have clarity on key issues of the VCS; what the potential solutions are and who needs to be involved (system change). BVCSA has funds for sector development and HS agreed in principle for BVCSA to fund a facilitator for the sector development workshops. KSJ to draft a proposal to HS to take back to the BVCSA Board for approval.</p> | <p><b>JK to request a room at City Hall from Nazrul to accommodate ASG’s RMG pre-meeting</b></p> <p><b>KSJ to follow up who should set the RMG agenda with ASG</b></p> <p><b>KSJ to email HS a proposal to fund a facilitator for sector development workshops</b><br/> <b>SN look a finance – joint resource</b></p> |



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| <p><b>9.</b></p> | <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>i) Potential Older People’s Forum – to be discussed at a later date</li> <li>ii) JR informed all that one vacancy for a VCS rep was available for the new Stronger Communities Partnership Board – focus on integration. JK, TD and HS have been attending the Steering Group meeting for this Board. Nominations have to be in by Friday. Suggestion for HS to apply to be the rep for the time-being. JK informed that HS, TD and himself will be attending meeting on the 23<sup>rd</sup> of Jan about the process going forward in terms of more VCS reps.</li> <li>iii) BC raised that he would value the opportunity to meet with other VCS Representatives from key partnership groups within the Integrated Care structure, such as ICB, A&amp;E Delivery Board, Mental Health Strategy Group etc. He observed that there didn’t appear to be an existing structure or mechanism to do this.</li> </ul> <p>The initial intention is to share information and intelligence, improve the understanding of VCS Representatives across the system, and to develop a shared narrative from the VCS on key issues, where this is possible and appropriate. He didn’t mind who ‘hosted’ or oversaw it, but it would really help his work in the strategic sphere. It was agreed that BC should get on and organise this, email out to key people that he felt needed to meet together, and in return, they would make every effort to attend.</p> | <p><b>JF to ask HS to complete nomination form by Friday if she agrees</b></p> |
| <p><b>8.</b></p> | <p><b>Future meeting dates:</b><br/>Monday 4<sup>th</sup> March 2019, 2pm - 5pm at CNet</p> <p>Meeting ended at 12:15pm</p>   |  |