



Bradford District Assembly  
the voluntary and  
community sector together

## Bradford District Assembly | Special Assembly Steering Group Meeting Minutes | Tuesday 12 November 2018

9:30am 12noon at CNet

**Present:** Kim Shutler-Jones (KSJ) (Chair), Nasim Qureshi (Community Economic Forum) (NQ), Helen Davey (HWB Forum) (HD), Soo Nevison (Community Action), (SN), Janet Ford (CNet) (JF), Javed Khan (CNet) (JK), Yasmin Khan (Safer Forum) (YK), Tony Dylak (Community Economic Forum) (TD)

**In attendance:** Saima Ashfaq (minutes), Nazrul Miah (Bradford Council)

**Apologies:** Peter Horner, Helen Speight, Ranjit Arora

Item		Action
1	<p><b>Introductions, and apologies</b></p> <p>Note:</p> <ul style="list-style-type: none"><li><i>i. Declarations of interest to be declared against each agenda item as appropriate</i></li><li><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></li></ul> <p>JK welcomed KSJ as the newly elected Chair of the Assembly. KSJ responded by saying said that these were exciting times with changes taking place in the way the voluntary and sector is perceived. She was pleased to be in a position to help achieve the best for the people of Bradford.</p> <p>KSJ asked if anybody would be filling Dave Forest's place as the Chair of the Neighbourhood, Engagement and Active</p>	

	<p>Citizens Group (NEACG). Dave Forrest was a voting, co-opted member of the ASG. SN answered that the person appointed as Volunteering Bradford CEO could potentially fill this place.</p>	
<p>2.</p>	<p><b>Minutes of the last meeting and matters arising</b>  <b>Big Think</b> – KSJ can update as and when as Sam Keighley has now left. The Big Think was an informal networking breakfast at different locations in Bradford and Keighley. Feedback:</p> <ul style="list-style-type: none"> <li>• It would be good to encourage more attendance from VC</li> <li>• Timing – feeling of being too long</li> <li>• Keep to 45 minutes – breakfast and networking</li> <li>• Clarify the aims of the events and who targeting, more thought about what trying to achieve – the group discussed that the main aim is informal networking with senior leaders from across Bradford and AWC</li> <li>• What link there is with the Assembly</li> <li>• Venue Rotation – can be problematic for some although should not be a problem for senior leadership of orgs</li> <li>• Look at why people would want to attend i.e. for YL Leadership, H&amp;W thematic focus,</li> <li>• Theme meetings, look at topics</li> <li>• Keep informal</li> <li>• Targeted at members of senior team of VCS organisations (KSJ clarified Chief Officers and senior team members)</li> <li>• Have loose terms of ref or descriptor</li> <li>• KSJ to discuss date of next one with Kersten England and Helen Hirst and potentially look at January.</li> <li>• The CCG hold the distribution list</li> <li>• JF asked about mentoring opportunities discussed in previous meetings. KSJ answered that Paul Stephens is working with other OD leads (CCG, BDCFT, BMDC) was taking this forward</li> </ul>	<p><b>KSG to write a summary explaining the purpose of the Big Think</b></p>

	<p>through the Integrated Workforce Board leadership working group. This is progressing but it is taking some time to set up the IT infrastructure needed.</p> <p><b>NQ action on Power to Change</b> – NQ this has now ended however he will feedback about the outcomes</p> <p><b>BAME event</b> – follow up event meeting planned for this Thursday. Discussion about points to take forward from the event. SN to have a conversation with Salam.</p> <p><b>Integration Strategy Steering Group</b> – JK and TD attend this for their respective organisations. There are potentially 5 VCS places on the Board. A working group has been set up to look at how reps will be selected and elected, meeting this week. Equalities and CEF links in here as Employability is a key strand. YK reiterated the importance of having a united VCS voice and message going into this.</p>	<p><b>NQ to feedback on outcomes of Power to Change</b>  <b>SN to discuss with Salam</b></p> <p><b>TD to provide feedback</b></p>
<p>3.</p>	<p><b>Stakeholder consultation</b></p> <p>The group discussed that there was an opportunity to take stock and collectively review how the VCS structures could be further enhanced so that, as a sector, we are best meeting the needs of our various stakeholders.</p> <p>The group discussed that this would be most positive if it wasn't just ASG leading this and that we would ask the Alliance whether they would be happy to do this as a joint consultation.</p> <p>It would be key for the questions to be forward facing, rather than focusing on the past.</p> <p>It was agreed that ideally we would seek feedback from statutory partners, funders, VCS orgs and ask what they feel they would need going forward. This will then provide a collective mandate for any development plans.</p>	<p><b>KSJ to discuss with HS</b></p> <p><b>SN and JK/JF to propose questions</b></p>

	<p>SN and JK confirmed that they would also be happy for the consultation to cover the infrastructure areas and SN suggested that this could also be used for their annual stakeholder consultation survey.</p> <p>It was agreed that KSJ would talk to HS re Alliance being involved.</p> <p>SN and JK/JF to propose questions for their respective areas.</p> <p>It was agreed that we should aim to do this in January.</p> <p>It was agreed that the analysis needed to be done by someone independent from the existing structures.</p>	
<p><b>4.</b></p>	<p><b>Representation:</b></p> <p>i. Links with the BVCS Alliance Representation Feedback and discussion around this. Key points:</p> <ul style="list-style-type: none"> <li>- Confusion between being Assembly rep and Alliance rep</li> <li>- Clarification needed about the VCS on Community Partnership Boards i.e. accountability and feedback</li> <li>- The Alliance rep is an anchor which is chosen by the Alliance and accountable to Community Partnership leadership group</li> <li>- Some Community Partnerships pay reps and some don't</li> <li>- Reps do come together at a meeting chaired by Ben Cross. Is there is collective role and what does influence look like? Discussion</li> <li>- Revisit role of rep and upskilling of Assembly reps</li> </ul> <p>All agreed an open and frank discussion between all ASG members and all of the Alliance Board was needed. KSJ to discuss this with Helen Speight and organise a meeting date.</p>	<p><b>KSJ talk to HS of Alliance and propose collective conversations</b></p>

	Look at an away day / afternoon to look at how to move forward from this with an external facilitator.	
5.	<p><b>Agenda items for RMG</b></p> <p>Nazrul Miah from Bradford Council entered the meeting. Discussion on topics for RMG took place. All agreed that the next RMG meeting should revisit the purpose and aims of the RMG and frame this in the context of a different way of the VCS working with the Council.</p> <p>The council budget proposals will be out for consultation on 26<sup>th</sup> November.</p> <p>It was discussed that we will not be able to influence the year 1 budget but there are opportunities that KSJ has discussed with Phil Witcherly and David Walmsley about how we can look at Year 2 budget in a more meaningful way so that we can have influence.</p> <p>Next RMG will take place on Wednesday 12 December 2018.</p> <p>KSJ to expand on previous conversation with Phil Witcherly and David Walmsley around the RMG Terms of Reference.</p>	<p><b>SN JK speak to Ian Day before RMG and confirm with Naz if it is on agenda</b></p> <p><b>KSJ to discuss RMG terms of Ref with Phil Witcherly and David Walmsley</b></p>
6.	<p><b>Member Feedback</b></p> <p>None</p>	
7.	<p><b>AOB</b></p> <p><b>Children's Services</b></p> <p>NQ raised concern about the recent Ofsted inspection of Bradford Children's Services which judged two areas of inspection as 'requiring improvement' and one as 'inadequate'.</p>	<p><b>SN to ask SK to provide feedback on the survey</b></p>

	<p>SN confirmed that Peter Horner from Young Lives was leading on this. A VCS Safeguarding steering group meeting (sub group of young lives and aligned to Bradford Safeguarding Children’s board) is to be held on 30 November, 9.30-11.30 at Brathay Trust, Cathedral Hall, Stott Hill, Bradford BD1 4EH and this will be open to a wider membership for those who want to be involved.</p> <p>The meeting will look at the report and any implications coming from it. Jim Hopkinson Deputy Director in charge of Children’s Social Care has been invited to attend (TBC). Please email <a href="mailto:younglivesbradford@cabad.org.uk">younglivesbradford@cabad.org.uk</a> if ASG members wish to attend.</p> <p><b>Octopus – System Leadership</b></p> <p>SN, Chris Whiley and HD have met following the discussion at the joint away day re VCS leadership. SN has pulled the outputs together and formulated a 360 degree survey looking at system leadership. SN said she would ask Sam Keighley to evaluate and provide feedback. This activity will also be considered in the light of the consultation discussions.</p>	
8.	<p><b>Future meeting dates:</b> TBA</p>	