

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), Tony Dylak (CEF Co-Chair) (TD), Penny Wangari-Jones (Equalities Co-Chair) (PWJ), Mark Nicholson (Interim Equality Co-Chair) (MN)

In attendance: Saima Ashfaq (minutes)

Apologies: Ranjit Arora, Nasim Qureshi

Item		Action
1	<p>Introductions, and apologies</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"> • Apologies as above • KSJ suggested that for purposes of governance a declarations of interest register should be created 	
2.	<p>Minutes of the last meeting and matters arising</p> <ul style="list-style-type: none"> • Advisor role for BC created by JF – add ‘conflict of interest’ and send to BC • Rooms for pre meet for next 2 RMG’s has been organised – cancel 12 June pre meet room • KSJ has suggested to Phil Witcherly that he have input on RMG agenda as well as Nazrul • SN pointed out that perhaps Steve Blackman the new Chief Officer of Volunteering Bradford should attend ASG – agreed that further discussion required regarding this • Infrastructure contract extended until end of July 	<p>JF to forward amended ASG advisor role to BC</p>

	<ul style="list-style-type: none"> • Stronger Communities Partnership Board (SCPB) – JK had a meeting had with the SCPB steering group, 3 places for VCS, 3 for Peoples Advisory Board. • Agreed that JK, HS, TD would be reps for VCS • Statement of selected reps to be included in CNet/Assembly e-bulletin. 	<p>SA to cancel 12 June pre meet RMG room with Nazrul</p> <p>SA to inform Assembly members of VCS reps on SCPB Board</p>
3.	<p>Back fill for Chair/ Rep backfill discussion</p> <p>KSJ proposed backfill for the ASG Chair role for a limited time period of 3 months (the period that the infrastructure is being extended for).</p> <p>KSJ explained she is spending an average of 1 day per week in ASG related meetings which does not include the additional work that is associated with the Chair role which regularly at least a further day a week, and that that is not a sustainable position after having done it since November.</p> <p>Ian Day from Bradford Council has agreed to fund this on this temporary basis recognising the need for a higher level of input during the period of transition and engagement, however, that this should be picked up in the wider consultation in terms of consideration of backfill for the VCS and whether this should be within scope for a future contract.</p> <p>KSJ stepped out for discussion on backfill for ASG Chair.</p> <p>SN chaired the discussion.</p> <p>Key points made during discussion</p> <ul style="list-style-type: none"> • Email from Vice chair, Nasim shared • Backfill will not impact existing funding • Agreed that no one wants to lose the Chair at this point • Concerns/issues around whether the workload is being shared as intended 	

	<ul style="list-style-type: none"> • Important that Vice Chair supports the Chair and they have more regular dialogue to discuss work and meetings • Distribute workload between other ASG members depending on the most suitable person for the task/meeting • Suggestion for Chair to have a workplan – look at what is over and above current role • Issue of feedback from the Chair to ASG meetings <p>Backfill agreed – however who the backfill goes to needs to be negotiated with a workplan</p> <p>KSJ re-entered the room. SN conveyed the decision of the ASG to KSJ.</p> <p>KSJ responded to some of the feedback confirming that where possible, and as ASG members should be aware, requests had been made to other ASG members to be involved in a range of representative work where it would be more appropriate for this to be done by others. KSJ also noted that she had asked JF to coordinate representation when requests had been made.</p> <p>ASG asked JK and JF to work with KSJ to come up with a workplan. Backfill paid for those meetings attended. Workplan to come back to ASG to be approved.</p> <p>All agreed to have a discussion around backfill for reps after the completion of the 3rd sector infrastructure support consultation.</p> <p>KSJ has stepped down from Urgent Care and A&E Board – election process ongoing.</p>	<p>JK, JF and KSJ to meet to agree a workplan and submit for approval to the ASG</p>
<p>4.</p>	<p>Strategic updates from ASG and Alliance</p> <p>Safer Communities Forum – meeting soon to discuss where the forum stands currently and how to take it forward. Four different events have taken place over the year. Very good turnout, 30-</p>	

40 attendees at each event. CNet had funding for Safer work and so linked this in with the Safer Forum. Going forward Muppet will be supporting the forum. Joining of forums is a conversation to be had at a later date.

Health & Wellbeing Forum – Forum members have been asked about the structure of the forum and if that is what they want. HD had suggested having themed meetings. All reps are producing reports for meetings they are attending.

Young Lives Bradford – PH sent a report round – Young Lives Strategic Update Feb-Mar 19
<https://www.cabad.org.uk/copy-of-young-lives-bradford>.

- Big review of children centres
- Discontinuation of Public forum for education – this was the only platform to have conversations with schools
- Essential Life Skills – grant for young people
- SEND – review will be coming out very soon
- Ofsted Inspection, follow up this week

BVCSA – Transformation Change for System Leadership (BC)

[BVCSA Update – Feb 2019](#)

- Community Partnerships – by middle of March each of the Community Partnerships have to submit a finalised plan of what they will do next year and how will spend recurrent funding based on population
- Community Partnership reps and community partnership anchors are meeting this week
- Health Messaging and ABCD work go through BVCSA
- In terms of building networks ABCD and Self Care have helped to begin building networks
- Primary Care Networks - conversations taking place within CCG currently, will find out more after Easter. Lot potential as well as a lot of risk. BC said he was happy to converse further regarding any of this.

	<p>SN, JR, TD and HS gave their view on how their respective community partnerships work.</p> <ul style="list-style-type: none"> • Massive opportunity for VCS • Community Partnership will motor ahead but need good reps • All reps have signed up to a set of principles • Reps should be most suitable - however there has been a struggle to fill positions • Risk around transparency • Equality across the Board is not there • Challenge for anchors is to introduce solutions to traditionally clinical issues • Further discussion proposed <p>Discussion on Strategic Partner Agreement</p> <p>Key points:</p> <ul style="list-style-type: none"> • Mechanism for how partners within the Health and Care system will work together, including BVCSA • Ultimate aim is to make it easier for partners to spend the money allocated together to achieve a better Bradford • Perception of ICB and H&W Board is that the VCS has been consulted when in actual fact only BVCSA had been consulted. BC answered that the Working Group were clear that it was around how BVCSA operates within this network. Concluded that this is difficult to do without a finalised doc • SN suggested sending out the Strategic Partnership Agreement slide pack for information • BVCSA will send a summary of the Alliance handbook to include in the conference pack. 	<p>BC to send out slide pack in BVCSA newsletter</p> <p>BC to send handbook summary for conference pack</p>
<p>5.</p>	<p>Engagement exercise update</p> <p>A review of infrastructure services is taking place as part of this Council, CCG's and VCS in partnership are conducting a review of infrastructure support services. A brief was circulated requesting EOI from consultants who were in a position to carry out this work.</p>	

	<ul style="list-style-type: none"> • 3 consultants expressed interest • KSJ and HD on panel as well as Mahmood Mohammed from Bradford Council and either Sasha Bhat or Ali Jan Haider from CCG's • The consultant will shape the engagement exercise based on outcomes required including challenges and opportunities that need to be explored. • Key outcome is to understand the needs of all stakeholders. • The infrastructure contract which provides support to the VCS is due for renewal the outcomes of the consultation will inform this • Consultant to be interviewed on 13 March 	
6.	Prep for Relationship Management Group and Strategic Partnership Group	
7.	<p>Assembly Annual Conference – 19th March, 9.30 to 4 pm There insufficient time to discuss this item. Agreed to finalise over email.</p> <p>JF requested workshop and facilitator and speaker briefs plus finalisation of programme.</p> <p>SN to help with briefs, JK and SN to prepare Compact brief. Locality leading on Keep it local, Infrastructure workshop - SN will pull survey results together.</p> <p>Meeting closed at 5.15pm</p>	Finalise details over email - All
8.	Future Meeting Dates TBA	