

Bradford District Assembly | Special Assembly Steering Group Meeting Minutes

Monday 20th May 2019 | 10am – 12pm at Scorex House

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), Helen Speight (HWB Forum) (HS), Jon Royle (Safer Communities Forum Co-Chair) (JR), Mark Nicholson (Interim Equality Co-Chair) (MN) Nasim Qureshi, Peter Horner (Young Lives Forum) (PH) from 10.40am,

In attendance: Saima Ashfaq (minutes)

Apologies: Ranjit Arora, Penny Wangari-Jones, Ben Cross, Tony Dylak

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>	
2.	<p>Minutes of the last meeting and matters arising</p> <p>Last minutes agreed as a true record.</p> <p>Steve Blackman – All agreed to invite Steve Blackman to become an advisory member of the ASG.</p>	
3.	<p>Chair's update (10 mins)</p> <p>KS highlighted that no one had picked up the co-ordination and briefing of the consultant while she has been away. A discussion took place around this.</p> <ul style="list-style-type: none"> • Lack of clarity and communication prior to KS leaving was given as a reason by some members of the ASG, they did not feel one person could deal with it • NQ asked for clarification on the why so much effort is being put into this infrastructure commission as there are other more commissions available that we are not looking at. HD 	

	<p>explained that the infrastructure commission is key to how engagement needs to look like as a VCS. HD suggested that perhaps a coherent clarity on the project and identification of key roles was perhaps lacking from the beginning. SN added that the infrastructure contract affects the whole of the VCS and will impact all VCS orgs so is of key strategic importance.</p> <ul style="list-style-type: none"> • MN commented that the infrastructure contract, as it is, is not fit for purpose. NQ stated that effort should also be put into keeping the contract in the city – how will it be procured would be a key question. • HS pointed out focus on Health • KS working on trying to influence procurement. SN suggested inviting the new head of procurement to ASG/Alliance and invite 2 or 3 people who are always at CEF e.g. Carlton, Katherine Wyatt • KS suggested sending an update of meetings attended and feedback as and when required. All agreed • KS also suggested FAQ's by HS and KS to be sent round in CNet e-bulletin and BVCSA newsletter 	<p>NQ to invite head of Procurement and the core members of CEF Forum to an ASG/Alliance meeting</p> <p>KS to send weekly update of meetings and feedback to ASG</p> <p>KS & HS to compile a FAQ's info piece to be circulated in the CNet bulletin, BVCSA newsletter and Briefing Bradford</p>
<p>4.</p>	<p>Strategic updates from ASG and Alliance</p> <p>HS said that a full update of BVCSA would be given at the SPG but to summarise:</p> <ul style="list-style-type: none"> • HS will be meeting with Helen Hirst to look at the direction for BVCSA going forward bearing in mind the upcoming changes in Primary Care and Primary Care Homes • BVCSA are currently independent as their initial contract with the NHS has finished 	
<p>5.</p>	<p>Engagement exercise update</p>	
<p>6.</p>	<p>SPG and RMG</p> <p>Phil Witcherly will be coming to SPG to begin conversations around whether RMG and SPG should explore closer collaboration. Need to ensure productivity of the meetings if they do merge however. JK commented that there needs to be a wider range of people at SPG also to have a balanced agenda. Suggestion to agree terms of ref for the group if it merges and create an action plan with joint areas across the year. SN suggested inviting relevant people for particular slots of the meeting.</p>	

	<p>KS mentioned that the Bradford District Care Trust were keen to join to open up dialogue – HS said this was frustrating as all major players should be coming to ICB – they don't feel that system is working so wanting to go elsewhere.</p> <p>KS asked if JK would draft up key points and ToR for joint meeting – JK agreed</p>	<p>JK to draft key points and ToR for joint meeting</p>
<p>7.</p>	<p>Conference Feedback National Compact is on hold nationally – SN suggested that it would be better to wait for more info nationally before working on the Bradford one as the national Compact has to be used as a framework.</p>	
<p>8.</p>	<p>Member News <u>Community Action SN</u></p> <ul style="list-style-type: none"> • Autism Services – look to applying for funding • Transformation Funding – agreed in June West Yorks and Harrogate – will be receiving, unsure as to what it will be used for. <p><u>Children's Services</u></p> <ul style="list-style-type: none"> • PH: Going through period of change, cancelling lots of meetings <p><u>Early Years and Prevention</u></p> <ul style="list-style-type: none"> • KS: Dan Greenwood seconded to lead on Early Years and Prevention. A meeting was held to try and define a mandate for the lead • KS has asked for 24 hour extension from Dan to agree a Children's and Adults representative on Health and Wellbeing Board. PH agreed as rep for children initially, then look at approaching an older peoples rep. • Look at joining up the different agencies who are helping the same families • NQ will send wording for mandate to KSJ by tomorrow morning, KS will do intro • SN: Clear definition required for Early Help, ensure older people are included • HS: Reducing Inequalities in the City District from NHS England. Decided how funds will be spent, no external bids, internally commissioned, one of things will be investment in pre-natal care. Long Term Plan money comes with dictates. 	<p>NQ to forward wording for mandate to KSJ by tomorrow morning</p>

8.	<p>VCS Structure Review and update (KS)</p> <ul style="list-style-type: none"> • 200 responses from online questionnaire • Qualitative feedback from conference • 30 interviews with orgs • Need to have an opportunity for wider VCS orgs to have say • Possibility to use engagement tool called Clever Together from NHS – Brent prepared to use license as part 2 of review. Commissioners needs to decide whether to test what has been found as it is their commissioned work. • Discussion around focus on Infrastructure contract • JK raised concern about there not being a clear brief for the infrastructure consultation – not everyone understands what is involved, people already engaged are the ones that know – issue to be discussed with Soo • Suggestion to test with anchor orgs that work across the sector with small orgs e.g. Royds, Cellar Trust • In terms of consulting-any further decision has to be made by commissioners once received report from Karl. Agreed by all. 	
9.	<p>Conference feedback</p>	
10.	<p>Developing closer working between the Assembly and Alliance</p> <ul style="list-style-type: none"> • Agreed for KS to have a weekly 10 minute catch up with BC. It was agreed by all to arrange a meeting to look at opportunities going forward - KS, HS, NQ, JK and JF to attend 	<p>KS to have 10 min catch up with BC every week</p>
11.	<p>Future Meeting Dates Monday 15 July 2019, 9:30am at CNet Monday 16 September, 9:30am at CNet Monday 18 November, 9:30am at Scorex House</p>	