

Bradford District Assembly | Assembly Steering Group Meeting Minutes

Monday 15th July 2019 | 9:30am – 12pm at CNet

Present: Kim Shutler-Jones (KSJ) (Chair), Soo Nevison (Community Action) (SN), Janet Ford (CNet) (JF), 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 (Inspired Neighbourhoods)

In attendance: Saima Ashfaq (minutes), James Drury

Apologies: Helen Davey, Peter Horner, Javed Khan, Steve Blackman, Tony Dylak, Penny Wangari-Jones, Ben Cross

Item		Action
1	<p>Introductions, and apologies</p> <p>Note:</p> <ul style="list-style-type: none"> <i>i. Declarations of interest to be declared against each agenda item as appropriate</i> <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> 	
2.	<p>Minutes of the last meeting and matters arising</p> <p>Previous minutes amended as requested.</p> <p>KS asked about the governance of non-attendees at ASG meetings. JF answered that the Terms of Reference (ToR) states, “<i>Non-attendance at three meetings without apologies leads to automatic request for new representative</i>”.</p> <p>Agreed to review Terms of Reference at the next meeting.</p> <p>SN stressed the importance of attending the pre meets ahead of RMG/SPG meetings and this should be compulsory if people then attend RMG/SPG as it ensures that we have a collective position. This was agreed.</p>	<p>JF to propose amends to ASG ToR at next meeting</p> <p>JF to follow up with Co-Chairs who have not been able to attend meetings</p>

<p>3.</p>	<p>Review of health and care system strategy ‘Happy, Healthy at Home’ – James Drury</p> <p>James introduced himself and the ‘Happy, Healthy at Home’ health and care system strategy. Discussion took place around how the VCS can be involved in the shaping of the strategy.</p> <p>Agreed that SN would send out a survey monkey by 26 July and collate the data received. To be publicised via Briefing Bradford, CNet E-Bulletin and Equality Together. Outcomes of the survey to be shared with ASG prior to sending to James for consideration and inclusion in the strategy.</p> <p>Agreed to hold consultation event for VCS Leadership - ASG, Community Partnership Reps, VCS Anchor Leads, to discuss and agree the principles underpinning the strategy and the VCS contribution.</p> <p>There was a discussion about how we reposition our relationship with statutory providers and show collective leadership. It was agreed that we need to be proactive in sharing examples of where we have been able to deliver ROI.</p> <p>Agreed to develop a presentation for ICB or H&Wb Board showing the value and impact of VCS engagement e.g. Befriending, Young Lives Consortium, Mental Health. Also include national examples e.g. Plymouth.</p> <p>There was discussion around Individual Service Funds. MN will be attending a meeting around Individual Service Funds (ISF) on Thursday. MN and JF to organise a meeting to discuss ISF issues such as quality standards with all VCS stakeholders currently delivering ISF pilots, either as broker or provider. Suggestion to put forward ISF as a single item agenda at the next RMG, invite Locality to present alongside. MN to forward list of officers to invite to RMG as well. Invite Bridget Jones to this meeting also.</p> <p>There was a discussion around how we work more strategically across our Reps including community anchors linked to the Community Partnerships. It was agreed that we will hold a joint ASG/Alliance Reps meeting which has been raised by BC previously.</p> <p>A meeting for all representatives to be organised around programme themes, accountability, sharing feedback and other information.</p>	<p>SN to send out survey monkey and collate findings to present to ASG by Sept ASG meeting</p> <p>JF to arrange consultation</p> <p>NQ to forward info from Plymouth to ASG and James</p> <p>KS speak to James re: presentation to ICB/H&Wb Board</p> <p>MN to forward JF list of interested stakeholders MN/JF to plan stakeholder meeting</p> <p>JF/KS to organise reps meeting from Sep onwards</p>
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<p>4.</p>	<p>Chair's update (10 mins)</p> <p><i>VCS Structure Review</i></p> <p>Infrastructure review is nearing completion but there is still a gap in engagement with elected members. This has been delayed because the portfolio holder Councillor Jabar needs to be involved in leading the engagement but has been off work long term. His return is imminent and after that KS will arrange with him the process for engagement. It was noted that if his return was not imminent KS would speak to the Leader of the Council to agree an alternative approach.</p> <p>There was a discussion about the process for how ASG and current delivery partners should receive the draft recommendations. There was a collective agreement that Karl would present the draft recommendations as part of a 'sense checking process' to ASG and delivery partners in a workshop. It was collectively agreed that this group should form a collective view that would then be fed back to Karl. He will then present this alongside the draft to a workshop of external stakeholders. After this final amends will be made and the report finalised.</p> <p>The group discussed and agreed that it was essential for us to work collectively and show some leadership around owning this piece of work to ensure that it is not 'done to us'.</p> <p>The group recognised that there has been the agreement from BMDC and CCG that this contract can work in line with the Keep it Local principles and that once the report is drafted, current providers can work using a co-design approach to put forward a proposal back to the commissioners. It was also recognised that this was a positive opportunity but if cannot be brokered in this way, it will then go out through a tender process which leaves it open to providers outside of the locality.</p> <p>All agreed with this approach</p>	<p>KS to liaise with Cllr Jabar and feed back to ASG re outcome</p> <p>KS to feedback to Ali Jan Haider and Ian Day to confirm the process for receiving the report</p>
<p>5.</p>	<p>Bradford VCS Alliance Update (Helen Speight)</p> <ul style="list-style-type: none"> - Community Partnership (CP) – looking at governance of CP's - Concerns as PCN's looking at link workers - Asset based community development have gone out - Diabetes work has come to an end, the management side should be complete in December - Strategic Partnership Agreement has not been signed by all parties 	<p>HS to share working principles to feed in to 'Thriving VCS'</p> <p>KS to present the presentation used at urgent care as an example</p>

	<p>There was a discussion regarding the need for us to be proactive in terms of presenting back what has and hasn't worked well with programmes. HS gave some examples linked to diabetes. KS talked about the approach that will be used in terms of urgent care in terms of presenting back to Urgent Care Board. It was agreed that this could be a model which can be used going forward.</p>	<p>HS to look at how this can be taken forward as an approach with the Alliance</p>
<p>6.</p>	<p>SPG & RMG RMG has been cancelled</p> <p>It was agreed that there should be feedback at SPG in terms of the allocation of RICS money and process for this.</p>	
<p>7.</p>	<p>Forum Chair & Advisor Updates</p> <p>Access Fund Bid (Nasim Qureshi)</p> <ul style="list-style-type: none"> • Access Foundation bid will support social enterprises to start up with grants and loans • Feedback received from initial proposal - engagement was positive however work needs to be done on the finances. Hugh Rolo (Locality) and Key Fund have been engaged to help with this • Currently in the process of writing up second phase of proposal, which will release £100,000 to develop a full proposal. If approved will have access to £6m over next 10 years. Intention to visit Leicester and Coventry <p>Community Economic Forum (CEF) (Janet Ford)</p> <ul style="list-style-type: none"> • Cassandra from Locality attended, conversations around weighting of Social Value, as well as raising amount that can be procured without tender • Kevin Brain attended - talked about BREXIT. Girlington Centre and CHAS have had national money to support the settlement process. • Creative People and Places - bid has been submitted around working creatively, Sally Barber from BiB is leading. <p>Integrated Care System (ICS) (Soo Nevison)</p> <ul style="list-style-type: none"> • West Yorkshire and Harrogate ICS – funds have been reserved for VCS • Reps need to be aware of this – reps to be briefed at the upcoming reps meeting 	

	<p>Leadership Development (Soo Nevison)</p> <ul style="list-style-type: none"> • Launch of leadership programme in September funded by CCG • Update to be sent put by Paul Stephens – invite to reps meeting <p>Reducing Inequalities in City (RIC)</p> <ul style="list-style-type: none"> • Concerns raised as not many people know about RIC • Need to challenge at SPG in a positive way • Ali Jan is not involved in this project 	<p>Invite Paul Stephens to reps meeting</p>
<p>11.</p>	<p>Future Meeting Dates 16 September 2019, 10am at CNet 18 November 2019, 10am at Scorex House</p>	