

Bradford District Assembly | Assembly Steering Group Meeting Minutes

Monday 16th September 2019 | 10am – 12pm at CNet

Present: Kim Shutler (KS) (Chair), Penny Wangari-Jones (PWJ) (Equalities Chair), Soo Nevison (Community Action) (SN), Steve Blackman (SB) (Volunteering Bradford), Janet Ford (CNet) (JF), Javed Khan (CNet) (JK), 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)

In attendance: Saima Ashfaq (minutes), Cassandra Walker (Locality)

Apologies: Ben Cross, Tony Dylak, Yasmin Khan

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>Amends made Last minutes agreed as a true record.</p>	
3.	<p>Infrastructure review and update</p> <ul style="list-style-type: none"> • KS has attended a workshop held by Karl with elected members to get their input. Input has also been received via phone and emails to Karl. • Children Services have now also had further input • The workshop with Consultant – Karl Milner, ASG, Alliance Directors and Providers to present findings and recommendations of the Infrastructure review will be held on 8th of October 2019 (first check confirm session) and although a full day had been provisionally held it was agreed the time should be 2 – 5pm • External stakeholder workshop to be held on 25 October 2019 for Karl to present findings and recommendations (second check and confirm session) 	<p>SN to inform relevant providers and HS to inform Alliance Directors</p>

	<p>Discussion around a the Infrastructure Contract and contracting process. Key points:</p> <ul style="list-style-type: none"> • KS: Elected members are aware that if the infrastructure contract is cut by BMDC, health are then less likely to contribute as it will look like they are just making up the short fall. • JK raised concerns about elected members making decisions about the contract without a sound understanding of the infrastructure contract. • KS: there is real support for the sector but also real misunderstanding particularly around the difference between infrastructure and direct grants and that she provided some explanations at the workshop • Questions raised about the infrastructure contract procurement process • SN raised that there are competitors from outside the district who would be keen to go for the contract should it go out to competitive tender • There is willingness from the Council and NHS to use a co-design process and 'Keep it Local', the only reason it could go out is if there is no collective VCS agreement of a model 	
4.	<p>Bradford VCS Alliance update (Helen Speight)</p> <ul style="list-style-type: none"> • Alliance Board meeting will take place this week to look at the future of the Alliance, what is on the horizon and where the Alliance will sit in the infrastructure going forward • KS: there are opportunities for contracts involving contract arrangement and brokering which are outside of health. Cassandra (Locality) confirmed this point • Agreed to in invite Young Lives Consortium 	<p>SN to invite Kerr Kennedy and Janet Jewitt from Young Lives Consortium to the 8th of October meeting at CNet</p>
5.	<p>Mobilising around key strategic areas – Advice Services</p> <ul style="list-style-type: none"> • KS was asked for a meeting with the 3 lead organisations (Family Action, CAB, Equality Together and CHAS) of the advice contract, and has subsequently met with other external stakeholders in BMDC and CCG to look at the potential for influence around the proposed cut. Work is being undertaken by the providers to look at a proposal to BMDC including being able to clearly show the Return on Investment for the advice contract, issues with the model proposed by Future Gov, and solutions which held to address the health inequalities. • MN stated that no terminations of contract have been issued as yet, if contracts are to be decommissioned in April, need to know timescales 	

- ASG as the collective VCS voice – KS asked if this strategy of picking items which will have major effect on people of the district and raising these issues to ASG level is the way to go forward

Discussion took place. Key points:

- Agreed to try and ensure there is a clear process for Council contracts and co design models
- Infrastructure and potentially Advice are 2 large contracts have been co-designed which is a good base for going forward
- Although Keep it Local may not be the method all the time, it should be considered as part of the process
- Cass confirmed that this is what Keep it Local works towards. Changing process and change culture to make Local procurement as the first point of call. Council officers including Head of Procurement at the Council are committed to meeting with Keep it Local
- SN raised the issue of the Council employing external consultants without a knowledge base of Bradford – KS suggested this issue be included in the discussions around process
- Agreed that everyone needs to be advocating for the sector/community - influence and lobby by working together

Cassandra asked if anyone had any issues they wish to be raised at the Locality Steering Group meeting, which will be taking place on Wednesday. The Infrastructure contract and Advice contract will be raised at the meeting. Cassandra asked that any further issues that the ASG would like to be raised at the meeting to be emailed to her. Minutes of the meeting can be obtained by contacting Cassandra/Sophie. SN requested that Cassandra add the process for recruiting external contract and the value for money of this to the meetings agenda.

KS requested all to consider different ways to mobilise and maximise influence of forums and their functions ahead of co-design discussion of infrastructure contract.

KS said there have a been a few requests to start up or renew forums e.g. Positive Ageing and Environment Forum. Discussion around the feasibility of this

KS stated that Born In Bradford (BiB) would like to link in with Assembly. KS suggested setting up a session specifically with BiB. Locality have offered to deliver a presentation and BiB to help provoke thoughts around the co-design process.

Agreed to wait for the results of the Infrastructure Review by Karl Milner and to re look at this.

KS to contact BiB to discuss developing a closer alignment with the Assembly

9.	<p>Individual Service Fund SN explained that there will be some upcoming briefing sessions to explain what the system will look like. MN said is attending a meeting on Monday with JF, Bridget Jones and Steph to look at co-design opportunities for the Third Sector in relation to the understanding of ISF based on Phase 1 and 2. SN said that this should feed in to the briefing sessions.</p> <p>Series of co-design workshops should take place before Xmas.</p>	
10.	<p>Careers Fair JF and PH to attend careers fair on 15 October 2019 to promote VCS. More people needed on the rota. More people needed to help man the stall on a rota.</p>	
11.	<p>Links between other forums and ASG</p> <p>Reps meeting – JF suggested November as October was a busy month. Agreed to determine the work programme priority themes ahead of the proposed rep meetings.</p>	<p>Agree priorities for reps to focus on – all</p>
12.	<p>AOB</p> <ul style="list-style-type: none"> - Yorkshire and Humber Care Record – Agreed to take to SPG to have explained. SN explained that one of the issues is Information Governance however SN liaising with Terry Thervis who is working on the joint protocol around care records and writing the VCS into it. Trying to drive nationally on policy level and use Bradford VCS as an example. - Hate Crime – PWJ explained that a Hate Crime Task Group from the Equalities Forum have met and are wanting to hold an event / meeting to look at hate crime in schools particularly with high level stakeholders. PWJ said that any support offered by the ASG to facilitate this would be helpful. KS suggested taking this issue to RMG. PWJ agreed to produce a presentation around a specific ask to take to RMG. PWJ will discuss the details to be included in the presentation with the Equalities Forum Hate Crime T&FG. - Hate Crime Week to take place between the 12th October to 19th October 2019. JF said the Assembly are looking to link in with events by Equality Together and Bradford Peoples Alliance - Tender for working with Roma coming soon on back of stronger communities – looks to be very difficult for VCS to fill, involves working with bodies in the Council to release data. JK said the people commissioning the tender have been informed that the ask is too much for the value of the 	<p>PWJ to produce a presentation around Hate Crime and the specific ask to take to RMG</p>

	<p>contract and the timesclaes/outcomes are unrealistic. JK and HS meeting this week to look at tender. KS suggested feeding this in to the Locality Steering Group meeting</p> <ul style="list-style-type: none"> - Reducing Inequalities (RIC) – HS said that all mention working with VCS however non have put any money in or spoken to VCS - KS commented that there needs to be better planning for ASG and SPG and requested everybody come forward when requested with any agenda items they may have - JK announced MN has been elected as new Equalities Co-chair <p>Meeting ended at 12.10</p>	<p>MN to be added to SPG list – update SPG list</p>
<p>13.</p>	<p>Date of next meeting</p> <p>18 November 2019 at Scorex House, 10am</p>	