

## Bradford District Assembly | Assembly Steering Group Meeting Minutes

Monday 16<sup>th</sup> November 2020 | 10am via Zoom

**Present:** Kim Shutler (KS) (Chair), Helen Davey (HD) (HWB Forum Co-Chair), Janet Ford (JF) (CNet), Javed Khan (JK) (CNet), Helen Speight (HS) (HWB Forum Co-Chair), Peter Horner (PH) (Young Lives Forum), Yasmin Khan (YK) (Safer Communities Forum Co-Chair, Soo Nevison (SN) (Community Action), Steve Blackman (SB) (Volunteering Bradford), Mark Nicholson (MN) (Equalities Forum Co-Chair), Ben Cross (BC) (BVCSA)

**In attendance:** Saima Ashfaq (minutes), Humma Nizami (Race Equality Network), Shadim Hussain (Race Equality Network)

**Apologies:** Nasim Qureshi, Jon Royle, Vicki Beere, Penny Wangari-Jones

Item	Action
1 <b>Introductions, and apologies</b>  Note: <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 <b>Minutes of previous meeting</b>  September 2020 meeting minutes approved as correct <ul style="list-style-type: none"><li>• Item 3 - Scenario Planning scheduled for 11 December 2020.</li></ul>	
3 <b>BAME Support Review (Humma Nizami &amp; Shadim Hussain)</b>  KS introduced this item. As part of the Infrastructure Review a number of workshops were held around different themes, a question arose from Labour Councillors around the lack input of BAME groups in this. As a result, Race Equality Network (REN) who are already commissioned to engage with BAME communities were asked to conduct a piece of engagement work to identify the support needs of different BAME community groups in terms of infrastructure. REN commissioned CNet to facilitate this engagement via workshops and a survey. Three workshops took place, the first one was general support	

	<p>needs for BAME VCS orgs, the second was specifically for African Caribbean communities and the third for BAME women.</p> <p>Humma summarised some of the key issues and common themes from all the workshops:</p> <ul style="list-style-type: none"> <li>• Lack of support for training, funding and sustainability</li> <li>• Issues around volunteering support available</li> <li>• Clearer guidance around funding communication needed</li> <li>• Support for managers around policies and procedures including leadership training</li> <li>• Capacity building</li> </ul> <p>KS commented that many of these issues were available in infrastructure and asked about key barriers that were identified. JK answered that lack of capacity of the people running smaller orgs was the main barrier.</p> <p>Discussion around the solutions for engaging very small BAME orgs</p> <ul style="list-style-type: none"> <li>• Resource and capacity are key barriers</li> <li>• Same issues being raised over for 10 years</li> <li>• Race Equality Network now has the funding and resources to support new and emerging BAME communities</li> <li>• Clear long term map of how we monitor and evaluate this work is needed, accountability</li> <li>• How can we deliver effectively long term and in an inclusive way</li> <li>• Communication is key – only networks and people who have access benefit, information is not disseminated wide enough, no communication, no access to information</li> <li>• Very small community groups do not actively seek help, they rely on their own fundraising</li> <li>• During Infrastructure Review BAME engagement was identified as a gap however there could be other gaps as well</li> <li>• Historically COEMO was commissioned to provide communication to BAME groups, however lack of funding and resources meant ineffective support to groups. Long term support and funding is needed</li> <li>• Solutions and recommendations include direct support, pairing mature VCS orgs with new groups, not necessarily BAME, possibly as part of give back to community</li> <li>• Do we have cultural competencies with known orgs – REN could upskill sector on this</li> <li>• Full list of recommendations provided in the BAME Support Needs Report  <a href="https://cnet.org.uk/sites/default/files/2020-12/BAME%20infrastructure%20support%20needs%20report.pdf">https://cnet.org.uk/sites/default/files/2020-12/BAME%20infrastructure%20support%20needs%20report.pdf</a> </li> </ul>	<p><b>SN to link VOSO's with Humma</b></p> <p><b>SB to link in with Humma on volunteering</b></p>
--	--	---

	<ul style="list-style-type: none"> <li>Purpose of infrastructure is to help capacity building and to allow orgs to be sustainable. Need to look at what is feasible for the size of the sector</li> </ul> <p>Suggestion to ask Humma to join ASG as an Advisor. All agreed.</p> <p>Agreed for Humma to talk to CABAD, CNet and Volunteering Bradford. SN and Humma to pull together a report for ASG on the outcomes of this.</p> <p>KS: There is a new Strategic Equalities Groups which Penny Wangari-Jones as Equalities Co-chair sits on. ASG is championing this agenda.</p> <p>YK offered to pull together a team of people with HD to work with smaller orgs, BAME and non BAME, to provide leadership around funding applications. SN suggested YK to link in with Sarah Moss.</p>	<b>KS to forward paper on BAME Communities during Covid to Humma</b>  <b>KS and Humma to report back to ASG on specific BAME challenges for infrastructure</b>
4.	<p><b>Covid Response</b></p> <p>For the second Lockdown not much has changed after the initial Gold Meeting in terms of governance in representation and our mobilisation. There has been learning from the previous Lockdown and governance is now a lot tighter, there is a clearer structure in place and there is no new ask.</p> <p>SN commented that mass testing may be something we will be involved in like in Liverpool.</p> <p>HS asked if anything has been said about the Covid Vaccine in meetings attended by KS and SN. KS answered that all that had been mentioned was that NHS staff would be receiving the vaccine first, then Care Homes. The main push back is that they do not have staff to do vaccinating and are trying to work out the logistics of delivering the Covid vaccinations to the population. BC added that Bradford Care Alliance are putting together an offer for GP practices to deliver the Covid Vaccine in a similar manner to how they deliver the Flu vaccination, closely working with the VCS, in terms of venue, and also potentially training people from a wider workforce to deliver vaccines under clinical supervision.</p> <p>KS: in terms of engagement there is a disconnect between comms and engagement, valuable insight is being gained through EP, neighbourhood teams and others but this was not feeding in very well into targeted messaging. This has been tightened up by collating one insight report also Victoria Simmons (Head of Engagement for NHS Bradford, District &amp; Craven CCG's) is organising a workshop this Friday and has invited all community orgs working on Community Engagement around Covid-19 to help map out which orgs are doing what and so understand gaps in terms of engagement and reach.</p>	

5.	<p><b>VCS Resilience</b></p> <p>KS explained that the ASG was looking at pulling together a Task and Finish Group to undertake a piece of strategic work on VCS resilience in the current Covid-19 climate e.g. with HR, Strategic Planning and Inward Investment among other things.</p> <p>KS: If capacity is an issue we could put out a call for orgs to take this forward e.g. WYCAS, Locality. SN mentioned that the results from a recent survey highlighted the biggest issues for VCS orgs at the moment was the inability to plan because of rapid changes, ongoing financial stability / sustainability and digital connectivity.</p> <p>KS: Lots of work ongoing around VCS sustainability (e.g. Participate, Give Bradford) but how do we pull this together. NQ mentioned previously about some communication for the sector around what we are doing for VCS Resilience and what has been achieved.</p> <p>SN: Corporate Management in Council and CCG have (<i>Copied from Zoom Chat</i>) agreed to provide support where this aids the VCSE sustainability. The Council will need to log decisions and consider implications with regards to procurement legislation, contract standing orders, financial regulations or the constitution. Local VCSE organisations can submit formal requests to the Council for changes to their contracts or grants to support ongoing sustainability.</p> <p><i>Every contract / grant has its own unique characteristics and therefore the support required by each organisation will vary but some examples could be:</i></p> <ul style="list-style-type: none"> <li>• <i>Contract / grant extension.</i></li> <li>• <i>Accelerated invoice payment</i></li> <li>• <i>Increased frequency of invoicing</i></li> <li>• <i>Payment in advance</i></li> <li>• <i>Change to requirements including an extension to current agreed end date</i></li> <li>• <i>Changes to targets and performance indicators</i></li> <li>• <i>Extension of time for performance</i></li> <li>• <i>Revised milestones or delivery dates</i></li> </ul> <p>All grants due to end up to June 2021 will receive a 1 year extension (infrastructure contract not included). This has not been finalised as yet but once it has been finalised it will communicated via the VCS information channels.</p>	
----	---	--

	<p>PH summarised that many of the issues for tackling VCS sustainability are in the pipeline and any gaps need to be highlighted while being aware of these.</p> <p>KS thanked PH and SN for working on this.</p> <p>HS said that there was a huge potential gap in capacity for community anchors, flu vaccinations will not cover the loss of income for those with buildings. PH: big pattern that generated income was a big issue raised from the survey. JR is working on a piece of work around Community Asset Transfer. A list of available space be publicised along with available shared spaces. Buildings are losing income and opening up to community groups who have no other space could at least cover overhead costs.</p>	
6.	<p><b>AOB</b> None</p> <p>Date of next meeting: <b>17 December 2020, 10am-12 noon</b></p> <p>Meeting finished at 11:45am</p>	