



Bradford District Assembly  
the voluntary and  
community sector together

## Forum/Assembly Representative Feedback Report

Please provide a brief summary of meetings you have attended on behalf of the Assembly/VCS Forum. This report will be used to inform the Assembly Steering Group/Forum that you represent. The information contained within it will be posted on the Bradford Assembly website [www.bradfordassembly.org.uk](http://www.bradfordassembly.org.uk). If you wish to report on something confidential, please **mark this clearly**.

**Return your completed form to [wendy@cnet.org.uk](mailto:wendy@cnet.org.uk)**

Name of Representative	Paul Stephens
E mail / contact details	<a href="mailto:pauls@cabad.org.uk">pauls@cabad.org.uk</a>
Title of the board / group you sit on	Integrated People Board (IPB)
Date the meeting took place	3 <sup>rd</sup> December 2020
Date of next meeting	7 <sup>th</sup> January 2021
Did you receive the meeting papers in time to have a pre-meeting?	I received papers but did not have a pre-meeting.

### 1. What was the purpose of the meeting?

This was the regular IPB monthly Board meeting (November meeting cancelled)

This Board was previously called the Integrated Workforce Programme Board (IWPB). This Board now reports to the Health and Social Care Economic Partnership (HSCEP) Board.

### 2. Main areas of discussion (bullet points).

- **Act as One – Workforce Relationship Connectors**

Tina Lafferty (TL), Programme Director, HSCEP, CBMDC updated on connecting with the 7 programmes and enabling strategies. IPB members have been asked to act as a conduit between workforce as an enabler and the 7 transformation programmes and the other enablers. A nominated 'relationship connector' has been identified to be the IPB link with each of the 7 programmes.

Maureen Goddard commented the transformation programmes need to be plugged into the People Plan and to help form and shape it. Also, if bids can be made for funding/ development monies received it ensure their views and priorities are considered, i.e., two way feeding in and out.

- **Terms of Reference including revised membership**

The terms of reference document for the IPB, prepared by Maureen Goddard, was reviewed and proposed additions were noted. The revised list of members still includes a Bradford District Assembly representative. The document was approved subject to amendments.

- **One Workforce Hub - website**

Kathryn Jones confirmed the microsite is now launched and asked ***if anyone had any ideas from their own website that can back link through to the full website content to forward through to her.*** To support the website, a video library is being developed through Working Academy to use. It will include a feature to run virtual events, live and pre-recorded and currently being piloted with Vicki Beere and Hawarun Hussain.

Board members agreed the site looks good and easy to navigate; back links will provide a two-way flow and will link organisations really well. It was recognised that the VCS does not have a single organisational website. The most appropriate link for the VCS is the Bradford & District VCS Assembly, hosted by CNet. Please note the highlighted section above. If the Health & Wellbeing form wants to link ideas from the Assembly website then please make contact with Kathryn Jones **Kathryn Jones**, Programme Lead – Health & Social Care Economic Partnership [k.jones@bradford.gov.uk](mailto:k.jones@bradford.gov.uk)

- **People Plan – Next iteration and ICS People Plan**

Maureen Goddard reported the revised plan has been scaled back to power point slides format to keep it concise and simple. There will be a slide at the end with some links to cross reference to key documents. WY&H Partnership will keep working on their version to reflect Place based plans.

Maureen Goddard noted there was a need for a delivery plan to sit behind the 4 key priorities and asked if we could have a programme lead identified to join Jo Harrison, Director of People and OD for the other three work streams. I noted that VCS doesn't have a people plan but have been discussing retaining leaders and recruiting trustees and a conversation will be had about what our 'People Plan' might look like.

- **Bids and Funding**

Bradford District & Craven submitted to bids to support staff development fund:

1. Digital skills development:
  - bitesize online learning available when needed; and
  - pilot for a helpline for IT helpline support around the care sector.
2. Service user experience/ 'walking in my shoes' – similar to customer service training and aimed at improving the service user experience through their interactions with our workforce. It will be an online learning sessions x 2 hours and will have video content and will need to be a live event.

Both bids have been successful.

Health and Wellbeing monies – Maureen Goddard confirmed the bid had been successful and the £640,000 awarded to WY & H is being divided up between places and Bradford district and Craven is receiving £100,000. The original bid was to cover long-Covid (£83,000) and a decision is needed as to what other ideas we might want to add in.

Maureen Goddard noted the money gained from the original bid for developing Mental health first aider's is being repurposed and the priority was around mental health awareness training for supervisors, managers and leaders and work around self-care. The Cellar Trust has been commissioned to develop a separate platform for MH training and awareness and MG/JH have been discussing with Kim Shutler what training could be purchased.

- **BAME engagement events**

Kez Hayat advised he's working closely with Maureen to develop specific BAME engagement events. Progress was made in identifying names 26 people so far to deliver some of the events but the Covid second wave and operational demands have meant that these have been postponed until January 2021. The engagement events will be solution focussed workshops and looking realistically from a place-based perspective to identify key priorities within organisations and engaging and supporting BAME staff. Key themes and feedback will be shared following the events.

**3. Were there any discussions or decisions which you feel you had particular impact or influence on?**

During the discussion on **Act as One** – Workforce Relationship Connectors I agreed to be put forward as the Relationship Connector for the Aging Well Transformation Programme (*I would like to meet up with other people from the VCS involved in this Transformation Programme*)

In relation to the **People Plan** I noted that the VCS doesn't have a people plan, although we have been discussing issues such as retaining leaders and recruiting trustees and a conversation will be had about what our 'People Plan' might look like.

**Further note:**

- My role on the Board is lead in Work Programme 4 – Developing a shared culture of integration and system wide working.
- My role as a member of the Systems Leadership Community of Practice sub-group of the IWPB
- I continue as an active member of the Health & Wellbeing Knowledge, Intelligence Task Group (KIT). Through the work of the HWB KIT group, Bradford District & Craven have been used as the blueprint for the WY&H Partnership webpages, taking best practice and evidence-based offers to streamline a system offer to all health and care staff across the system.
- I am also a member of the System Development Network, which is taking on one aspect of in Work Programme 4 – Developing a shared culture of integration and system wide working. This group is going through a process of review at the moment