

Bradford District Assembly | Assembly Steering Group Meeting Minutes

Tuesday 26th May 2021 | 9:30am via Zoom

Present: Janet Ford (JF) (CNet), Javed Khan (JK) (CNet), Helen Speight (HS) (HCF Forum Co-Chair), Steve Blackman (SB) (Volunteering Bradford), Ben Cross (BC) (BVCSA), Humma Nizami (HN) (Race Equality Network), Kim Shutler (KS) (Chair), Mark Nicholson (MN) (Equality Together), Soo Nevison (SN) (CABAD), Jon Royle (JR) (Safer Communities Forum Co-Chair), Nasim Qureshi (NQ) (Community Economic Forum Chair)

In attendance: Saima Ashfaq (minutes), Emily Davey (NHS graduate shadowing KS), James Drury until 10.05am

Apologies: Peter Horner, Yasmin Khan, Gillian Brown, Vickie Beere, Julie Cullen

Item		Action
1	Introductions, and apologies 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	Minutes of previous Meeting and Matters Arising Agreed as accurate <ul style="list-style-type: none"> KS did not attend the meeting with Mike Hindmarsh regarding mechanisms for feeding back however another internal meeting took place around linking in with representation as a whole and Act as One. BC, JF, PH, HS and JK attended. BC summarised that in the meeting they re-categorised the different types of representation going on and looked at how we connect and work together. Next steps are to amend the reps list to include roles of all reps not just elected reps and regroup in 3 months' time to see if talking more to each about representation works. KS asked for a summary paper of comms to feedback to the sector and share with stakeholders Video blogs or short broadcast by the ASG to the VCS are definitely possible, CNet will continue to look at providing this facility on the ASG section of the CNet website 	JF to write a summary paper on the progress of VCS representation so far

	<ul style="list-style-type: none"> Finance messages – HS said that at the next Health & Care forum Vicki Beere will be attending to talk about the 1% shift. Looking at informing orgs about the BVCSA funding and Local Access Programme from Impact Hub. Will request Kamran from Impact Hub to attend next meeting. Paul Stephens – to forward draft plan on mapping across workforce planning once all the strategic workstream leads have done their parts 	JF to request Kamran to attend next ASG meeting to update on Access Fund
3.	<p>Strategic Risk – James Drury</p> <p>James gave a short presentation around the risk element of Act As One. Key points:</p> <ul style="list-style-type: none"> Chief risk is VCS sustainability - not having a strong VCS is a huge risk VCS Sector needs to feed in and be part of the process and view this as an opportunity Suggestion for each lead on ASG Strategic Work Strands to look at the risks and mitigation and bring back to ASG to finalise, then forward to James who will take to a workshop with the ICP Board to feed into leadership development. JF to circulate strategic template with additional column for risk electronically. Strategic leads to return template to JF for ASG to comment and finalise. JF to then forward to James by 25 June. 	JF to collate responses to VCS strategic risk and forward to James Drury
4.	<p>Assembly Conference</p> <p>JF outlined the two options for the conference. The first is to have one big conference based on the strategic objectives. The other is to have a number of shorter workshops based on workstreams, spread over different days. A number of suggestions were made in terms of potential themes for the smaller workshops:</p> <ul style="list-style-type: none"> Post Covid19 and returning to the workplace with Sarah Moss The role of the VCS in successfully supporting communities and larger organisations in the district Engaging smaller orgs in the discussion about changes in the Health System, what part they can play and how What does a post Covid VCS look like? What we should be doing over the next few years to support the sector? Frame themes of Conference around the strategic objectives and cover all the points made above <p>NQ, BC, SN, JF and JK to form a T&FG to plan the conference. Dates and framework to be circulated by the planning meeting to ASG for agreement.</p>	T&FG to set a date for conference planning and circulate framework and date for the conference

5.	Bradford Environment Forum – ASG Membership JF said that Carlton Smith has expressed interest in being BEF Chair and joining the ASG. Approved by ASG.	
6.	Governance Update NQ went through a paper showing a possible governance structure. A discussion took place around this. The next step is to meet with Infrastructure organisations and look through the possible structure, add meat to the bones and move forward. JF to pull a meeting together with PH, BC, SN, JK, JF, HN, NQ to broker the meeting.	JF to organise a date for infrastructure orgs to meet
7.	Strategic Planning Update KS asked for updates. JF said that she had sent a template round to be populated by the leads, however she will add the risk column as mentioned previously and resend to ASG to populate. KS asked for all meetings to be done in the next 3 weeks in order to send information requested to James Drury and move forward with the Strategic Plan.	
8.	Levelling UP Funding SN provided an update. The Government is funding £20m for capital spending in each MP constituency in the country. Levelling up has to be approved by a local MP. Currently in Round 1, in which the Council are considering allocating funds for the Squire Lane development, planning permission is in place for this, plans have to be developed enough to begin work as soon as Levelling funds are received. SN has argued that the VCS needs to be involved with whatever is provided at this site as per the Bromley by Bow example (working from Grassroots up), and building on assets in that area). If this is not approved, will look at Bradford West again. SN asked all to look around our constituencies and identify any other potential large scale projects that can be developed, planning permission needs to be in place before bid is put in. KS asked for updates as things progress. KS asked how we relay this information to the wider sector. NQ suggested having a system as a central point to register funds coming in to the District. KS said that any discussions about money should be updated here and any urgent updates at the Tuesday morning informal meetings. However, the issue is how we cascade this to the wider sector? Comes back to	

	<p>comms. JK also warned against raising expectations of funding coming in and then nothing happening. SN gave the example of Community Renewal Fund.</p> <p>The CRF Fund consists of the following elements:</p> <ul style="list-style-type: none"> • Enterprise – lead by Anthony Waddington (Participate Projects), train people in orgs to be enterprise coaches, funds will also be available to practise skills • Employment – lead by NQ (Inspired Neighbourhoods), network of five orgs continuing to provide employment advice as there is an expected increase in the number of people seeking employment advice • Equalities – lead by Give Bradford, leadership training • Digital – lead by Kamran (Impact Hub), developing an AI tool to help find digital solutions and provide recommendations, hard digital audits of VCS orgs to identify equipment needed, funds available to help buy equipment • Carbon – lead by Carlton (Bradford Community Energy), carbon audits of buildings and grants to help with carbon usage, online tool kit • Capacity Building – grants programme, transformation fund <p>Shared Prosperity Fund also coming up and replacing European Funding, which Kamran should lead on as he has Inward Investment.</p> <p>KS reiterated the need for a clear comms to get information to the sector on key things that are happening, perhaps under the themes of the strategic objectives.</p>	
9.	<p>Rep Feedback from Meetings</p> <p>Deferred.</p> <ol style="list-style-type: none"> Chair Skills for work Equalities Group 	
10.	<p>AOB</p> <ul style="list-style-type: none"> • SN requested mentors for the Leadership Programme and strategic / leadership projects mentees can work on. SN suggested the ASG Strategic Plan as a possibility. There is an online mentoring module for those who have not done this before but would like to. Contact SN for details. 	

	<ul style="list-style-type: none"> • MH Provider Forum link to be moved to Tuesday morning informal ASG meeting • Suggestion for the informal Tuesday meeting to fortnightly. Agreed. <p>Finished at 11:30am</p>	
9.	<p>Date of next meetings</p> <p>13 July 2021, 1pm – 3:30pm</p> <p>20 September 2021, 1pm – 3:30pm</p>	