

Bradford District Assembly | Assembly Steering Group Meeting Minutes

Tuesday 13 October 2021 | 9:30am at CNet Offices & 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), Kim Shutler (KS) (Chair), Mark Nicholson (MN) (Equality Together), Soo Nevison (SN) (CABAD), Jon Royle (JR) (Safer Communities Forum Co-Chair), Peter Horner (PH) (Young Lives Forum Chair), Yasmin Khan (YK) (Safer Communities Forum Co-Chair), Gillian Brown (GB) (Active Bradford)

In attendance: Saima Ashfaq (minutes), Zakra Yasin (Bradford Council), Kamran Rashid (Impact Hub)

Apologies: Humma Nizami, Nasim Qureshi

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> Majority have conflict of interest	
2	Minutes of previous Meeting and Matters Arising Agreed as accurate	
3.	Trauma & Resilience Strategy – Zakra Yasin Deferred due to poor Zoom connection.	
4.	Local Access Fund Update – Kamran Rashid Kamran gave an introduction to the Local Access Fund. Summary of main points: <ul style="list-style-type: none"> • Social investment fund of £5 million over 10 years • Launching in the new year, currently agreeing exact package sizes 	

	<ul style="list-style-type: none"> • First product is Asset Backed (extending an existing service or adding a new service), second is Working Capital (contract readiness and income generation) • Shariah compliant ethical finance will also be available so that muslim communities can use the grant element. This came out of the co-design proposal, aimed to design products to respond to needs of the district • Repayable finance – organisations applying need to be able to demonstrate repayment of the loan. The Programme is written over a 10 year period, there is a percentage risk of non-repayment however the grant element helps underwrite this risk. This can also be used for payment breaks - Blended Finance Investment. • For the Income Generation element, housing and renovating housing are the safest investments, but assessment of these is made on a case by case basis • Applications have to be from VCSE organisations • The term of the loan is 10 years, there is no legacy pot but there is leverage to use this to get some kind of legacy • Interest will get recycled in capital in Bradford • The geography for the Fund is Bradford District – council area • The interest rate on the loan is 6% • Ethical finance is £500K <p>Kamran said that the journey had been challenging but could make a significant impact on our district and open up further opportunities.</p> <p>KS suggested producing an interim briefing for the VCS. Kamran agreed to do this once the programme had been signed off. The document for stage 1 and 2 proposals are available to download from the Impact Hub website. JK asked whether the same partnership would remain responsible and accountable over the course of the programme. Kamran replied that the 5 frontline organisations will serve terms of governance and accountability sits with Key Fund.</p> <p>Suggestion to have Kamran on the ASG as an advisor. JF also mentioned CEF needs a co-chair, Kamran said he would get back to JF regarding this.</p>	<p>Kamran to produce a briefing/FAQs for VCSE sector</p>
5.	<p>Assembly Conference Feedback</p> <p>JF gave feedback on the Assembly Conference which took place on the 20th of September at Bradford City Banqueting Suite. Attendance was good with approximately 100 people, there were some</p>	

	<p>comments about the lack of workshops and engagement however we had purposely decided that we would limit the engagement and decided on a shorter event with a marketplace.</p> <p>A risk assessment was done and a clear disclaimer sent out, however a couple of people did catch Covid at the event. From feedback received the speakers were good however there were not enough people in marketplace. Humma raised a point that there was not enough opportunity for grassroots contributions, however requests were sent out and the request was extended also to give everyone a chance to contribute.</p>	
6.	<p>Infrastructure Tender</p> <p>KS emailed everyone to feedback on the process of the tender. 2 years were spent trying to get extensive feedback from the sector, however the process then did not take any of this into consideration. KS has taken this to the Council Executive Board to say the tender was not reflective of the feedback given.</p> <p>SN commented that it was disappointing that Ian Westlake talked about new procurement rules but his team have not been following this through e.g. SN suggested inviting Ian and the senior procurement team to the ASG to talk about this.</p> <p>Kamran said that capacity and resource was needed to champion the VCS. KS added that there was potential money in H&C specifically for leadership.</p> <p>KS made all aware of her intention to step down as Chair once there is further information about the infrastructure contract and a plan for succession can be put in place.</p>	
7.	<p>Strategic Planning Update</p> <p>KS asked how this piece of work could be progressed. JK suggested putting a hold on this until December when we will know more about how the infrastructure contract will pan out. There is nothing in the tender about the VCS's own strategy. YK asked if there is an opportunity to collaborate, co-design and co-production, JK answered that the tender does not encourage partners to collaborate and instead of one contract, it is bid as six lots. YK said that it was frustrating to not be heard again.</p> <p>It was agreed to pause with Strategic Planning but continue with the important pieces of work like Inward Investment in order not to lose momentum.</p>	

	JF added that Mike Frazer has expressed an interest in the H&C Co-chair role. YK commented that Co-chair roles are substantive and that the Chair and vice roles should be paid with support from infrastructure, she also echoed the need for a long term solution to achieve sustainability.	
8.	<p>Winter Planning</p> <p>KS raised the issue of there being no district winter plan, fuel poverty, food housing etc. CABAD have been commissioned to produce booklets on where to get information and help, and will be distributing these. KS talked about having a co-ordinated VCS response, HS said that the whole point of Community Partnership's (CP's) was to get into that position and suggested trialling with the CP's that are working well. JR added that implementing a district wide initiative would be very difficult, as all CP's work differently and have their own priorities. BC said that some of the areas like Craven would have a good chance as have very active local groups together. Capacity may be a challenge however or we look at a different structure. JR asked if there was any value for piloting and bringing together VCS resource – capacity and demand –nto make a case for some of the winter pressures budget.</p> <p>JK asked if a review of CP's is needed. BC said there will be a review in the new year, also need to look how we as a sector connect with CP's. Potential move to align CP's with Councils locality boundaries. CP framework document tried to build in what good looks like, and define how VCS can input.</p> <p>KS suggested putting together a VCS Winter Pressures group and co-ordinating support. Suggestion to gather intelligence. Key areas would be fuel, food, employment, financial advice, benefits, housing/homelessness, isolation and key messages.</p>	All to let KS know which providers should be part of Winter Pressures Group
9.	<p>Rep Feedback from Meetings</p> <p>Deferred</p> <ul style="list-style-type: none"> i. Chair ii. Skills for work iii. Equalities Group 	
10.	<p>AOB</p> <ul style="list-style-type: none"> • SN mentioned Covid Business Rate Relief grants and Disabled Facilities grants • Compact Review meeting to take place soon with 5 or 6 high level people from the Council, consultations and workshops will take place after this. Aim to have ready for 31 March 2021 • GB – Active Bradford are undergoing a structure review and working on a strategy including urban design and active travel. GB invited ASG to be involved in this group, there will be a workshop in December, invitation to co-design will be sent out. 	

	<ul style="list-style-type: none"> Feedback Videos – KS said that we will be trialling a trying a different type of engagement to try and get information out to the sector. Video feedback to be put up on FB and websites. KS, BC, CS volunteered to trial. 	
11.	<p>Date of next meetings 13 December 2021</p> <p>Meeting ended at 12pm.</p>	