

**Better Start Bradford Partnership Board Minutes
Thursday 23 November 2017
Mayfield Centre**

Meeting Started: 17.30

Meeting Ended: 18.55

Present:

Vipin Joshi	Community Board member (Chair)
Shirley Brierley	Consultant, Public Health
Peter Horner	Voluntary Sector Representative, Bradford District Assembly
Michaela Howell	Programme Director, Better Start Bradford
Julia Elliot	Interim Head of Children's Services, BDCFT
Ruth Hayward	Head of Commissioning (Women and Children), Bradford & Airedale CCGs
Sarah Hinton	Board Member, Bradford Trident
Christy Bischoff	Community Board member
Gwen Balson	Community Board member
Nasreen Khan	Community Board member
Rashida Latif	Community Board member
Shaheen Khan	Community Board member

In Attendance

Jenny Cryer	Assistant Director (Performance, Commissioning and Partnerships) in place of Michael Jameson
Carlton Smith	Chief Executive Officer, Bradford Trident
Gill Thornton	Head of Programme, Better Start Bradford
Jill Duffy	Implementation Manager, Better Start Bradford
Guy Dove	Programme Administrator, Better Start Bradford

Apologies for Absence:

Kev Taylor	Mumtaz Elahi	Michael Jameson	Nisrein Shabsogh
Gill Hart	Nasim Qureshi	Shaza Omer	Nahed Akhtar
Talat Sajawal			

1. Welcome, Introductions and Apologies

Vipin welcomed everyone to the meeting and noted the apologies.

2. Minutes of the Previous Meeting – 19 October 2017

Peter said that on page 4, in third last paragraph of section 6 (Accountable Care Organisations), it should read that the voluntary sector were not having conversations with GPs before the Bradford VCS Alliance existed.

With this correction, the minutes were accepted as a true and accurate record.

3. Matters Arising actions table

The systems administrator/data inputter post is ready to be advertised, along with the two maternity cover posts and the community engagement specialist.

Michaela wished to thank Gwen for her help in defining the job description for the community engagement specialist which has been amended.

4. Declarations of Interest

It was agreed that Carlton, Nasreen, Rashida and Sarah would not be present for item 9.

5. 'Getting to know you' session – Nasim Qureshi

Nasim had to give his apologies for this meeting and he has offered to cover this in our December meeting.

6. A Better Start campaign to promote early social, emotional and language development

Gill noted that the Partnership Board had agreed last year to contribute £100,000 (along with the other ABS sites) towards a national campaign in partnership with the Big Lottery Fund. The campaign's theme is early social, emotional and language development (ESELN) and will transmit key messages to parents and stakeholders. The Frameworks Institute (who have already worked with the BLF and Blackpool Better Start on communications) were commissioned to develop the scope of the campaign. It is now time to award a contract to deliver the campaign and Gill is a member of the selection panel.

Gill said it was useful to have the ABS sites present during the selection process as they could raise local language, demographic and cultural issues with the bidders. The campaign will be high profile and well resourced and the evaluation of it will be useful.

Gill said we are currently in the standstill period; the successful bidder will be announced after Christmas, and will make site visits in January. There will be a follow-up report to the Partnership Board once the contract is awarded and we will have an opportunity to feed our thoughts into it. The campaign cuts across all of our projects and will work with them so that messages are embedded throughout the programme and at district level. She confirmed, in response to a query from Michaela, that the campaign will have our branding as well as the Big Lottery Fund's.

7. Green Infrastructure Bid

Carlton explained the bid to European Social Investment Fund (ESIF) includes Green Infrastructure (e.g. trees, hedges, grassland) and Blue Infrastructure (i.e. waterways). Most

of Bradford's waterways are currently underground and Bradford Trident's bid proposes to unbury some of them.

The original bid was for around £900,000 and was to be matched with BSB funding from the Better Place project without changing what Better Place is going to do. However only £1.3m has been allocated to the Leeds City Region and there are two other competitive bids for this money. As a result, the Department for Communities and Local Government (DCLG) has suggested the bid is reduced to about a third of this amount. This can be done by dropping the air quality awareness campaign and reducing the amount of tree planting and other green space improvements. This will not affect any of the Better Place works. Strategically the bid is good for the Leeds City Region and will fill a gap in Bradford which does not have the 'green corridors' and river valleys of neighbouring areas.

Nasreen mentioned the vacant 3.3 acres of land off Parkside Road which the local residents' association want to become a greenway. Carlton said the land is earmarked for housing by the local authority and suggested trying for a deal between the two proposals. The original £900K bid had budgeted to do some of this but it may be squeezed now the bid is being reduced. Nasreen observed that the Green Infrastructure bid fits in with the BSB aims such as developing play areas.

Vipin asked about the governance of the project should the bid be successful, suggesting a mixture of all partners including the council, Bradford Trident and BSB. Michaela suggested that it might be necessary to list who is responsible for decisions in the bid. Vipin thought BSB board members might not have the time to manage the project and Peter said we could have input but not responsibility. Carlton suggested a standalone partnership board since the project has lots of outcomes, not just for children aged from 0 to 3, and involves partnership work with the council and local schools who are significant landowners.

Gill said in her experience ESIF matched funding needs to be spent on the ESIF project and asked how much detail needs to go in the bid about the Better Place element of the funding. Carlton noted the bid deadline is 19 January and as much detail as we can get is needed and said we should get Groundwork's Better Place workplan if we can. Gill said there is no defined capital project yet.

Jenny asked what the pre-application questions were and Carlton said they asked that the matched funding fits ESIF regulations, is scalable and he also had to justify the amount of revenue money.

Michaela noted when we last discussed this we agreed it did meet our criteria but the Partnership Board would want sign-off on the final bid and a stake in the governance.

Decision: That the Partnership Board delegate negotiations on its role in the bid to Michaela and Vipin who will report back to the Partnership Board.

8. Strategy Day feedback

Michaela presented a short summary of the day which groups all the suggestions for future focus into themes and to captures the initial thoughts.

We will have regular Strategy Days and Michaela asked for feedback on how it had been organised. Jenny reported that Michael Jameson had really enjoyed the day and Michaela

said we used Elaine as the facilitator again as it was a good fit of ethos. Shirley thought the 'open space' of sitting in a big circle was really creative and brought out different ideas and she had never done that exercise before. Carlton said the day was really positive but ran out of energy over the last half hour or so and Shirley suggested it could have been a bit shorter.

Nasreen expressed concern that we are still asking questions about how to engage the community three years into the programme. Michaela observed that some of our projects have not been running for three years and we do better understand and address some barriers such as through our work at the travellers' site. Engagement is also improved and we now know more, for example that about a third of local mums have no or slow English which has implications for project design.

Shirley noted that the current district context means that language support can be difficult and Sarah said that everything in the wider world is changing. Nasreen mentioned the growth in the local Eastern European population and Michaela said we know Polish and Slovakian are the languages for which interpreters are most needed. Peter said we should be aware of changes in technology and Nasreen said people have different ways of learning and we should take account of that.

Vipin said we should remember the ESELD campaign discussed under item 6 and Julia said this is a major Bradford-wide problem and her team spend a huge amount on interpreters and they are looking at alternatives like YouTube videos and Shirley mentioned Google Translate. Shirley also said the issue is about empowering people to learn English and without good English life is very difficult for new asylum seekers and refugees and we need to think about what is out there already and new technology and find affordable ways of doing this. Vipin noted the cultural awareness grant from the Government and that Bradford Trident run some provision under this and Julia said we should bear in mind what local communities have in terms of IPADs, laptops and internet access and so on.

Ruth remarked this was not just a BSB problem and we should not it address it in isolation. Nasreen said we should ask how we trigger people to go to learn English and said she used to be a ESOL teacher and with functional skills and interaction it was a wonderful experience and she said Safety First run some fantastic ESOL courses. Christy asked what capacity there is in the BSB team to promote learning English courses. Michaela said the BSB team will look at this issue as a team and it will go into the final portfolio review. She referred to the actions on the second page of her summary of the Strategy Day and said they inform the work of the community engagement specialist.

Action: Michaela to bring back to the Partnership Board the suggestions from the Strategy Day after the portfolio review has taken place.

9. Contract awards to Forest Schools and Cook & Eat. Update on Pre-schoolers in the Playground

Jill said the above three projects had gone out to tender with a deadline of 3 November. All bids were evaluated using Embed's online system as in the previous commissioning round. She mentioned the make-up of the evaluation panels (including Partnership Board and Innovation Hub representatives) and noted that no BSB staff member could be on the panel for Cook and Eat because Bradford Trident submitted a bid. All documents concerning Cook and Eat were password protected to provide a secure division between BSB and Bradford Trident.

Four organisations bid for Forest Schools and six for Cook and Eat. Pre-Schoolers in the Playground attracted no bids and Jill confirmed, in response to a query from Shirley, that this was a surprise as there had been initial Expressions of Interest from eight organisations.

Jill reported that the Forest Schools consensus panel met on 10 November and recommended that Get Out More Community Interest Company be appointed. The Cook and Eat consensus panel met on 13 November and recommended that HENRY be appointed. Jill explained that both were clear winners.

Decision: That Get Out More CIC be awarded the Forest Schools contract.

Decision: That HENRY be awarded the Cook and Eat contract.

Jill said that, for Pre-Schoolers in the Playground, there are three options; republishing the commission without amendment to the spec (Option 1), considering revisions to the delivery model/budget before recommissioning (Option 2) or approaching schools directly to deliver the activities (Option 3). An implication for Options 1 and 2 is that August/September is not an ideal time to start delivering a project of this nature.

Shirley asked why there had been no tenders and Jill said that there were a variety of reasons ranging from timing and capacity issues to the project not being a good fit for the organisation's ethos, our children being the wrong age group or the fact that this is a TWICS (trial within a cohort study) which deterred one organisation. Gill confirmed the amount of the contract was quite low over the three years and the proposal was to have a one-year pilot and we would still have to do this.

Gwen said the problem of low numbers of or no bids was the same problem as in the previous commissioning round and it was quite concerning. Peter noted that Forest Schools and Cook and Eat had attracted a fair number of tenders and Ruth noted some of our projects are quite specialist in nature. Gwen said feedback from grassroots organisations were capacity issues and they had found the online applications difficult. Michaela said the ongoing commissioning review should pick up these issues. Julia asked if there was any learning about the timing of the tenders and Gwen suggested staggering them. Gill said we are redoing Breastfeeding Support and Pre-Schoolers in the Playground and they will not be done together and Peter suggested issuing them together but with different closing dates.

Jenny asked about the impact of delaying delivery of Pre-Schoolers in the Playground for a year and Gill said that would mean less time for evaluation and we want it to be sustainable for schools. Breastfeeding Support is a new project with no evaluation and so for evaluation purposes the longer it is running the better. Shaheen recalled that Pre-Schoolers in the Playground was offered a few years ago by Born in Bradford.

Christy asked for more information about Option 3 and Gill said we would ask one school to begin with although their delivery would be wider. She confirmed, responding to a query from Vipin, that we do not allow schools to apply, but can go directly to delivery partners. Shaheen observed that lots of schools are partnerships now. Julia asked about approaching schools in Option 3 and Gill said we would invite schools to put forward EOIs. Peter noted that this would lead to the same competitive commissioning process as for the other projects and Gill said we would not expect a huge response. Shirley suggested re-advertising the opportunity then opening it to schools.

Julia said that building relationships with schools is good for community engagement and schools are looking for wider income streams. Peter said that Option 3 had not been tested and suggesting initial conversations with schools take place before the next Partnership Board. Ruth suggested looking at the differences between Options 1 and 2 and changing the delivery model and specification but Shirley said lots of research has been done on Pre-Schoolers in the Playground already and it will not be redesigned. Gill said we will, however, look at the budget again.

Action: That BSB have initial conversations with schools about delivering Pre-Schoolers in the Playground then report back to the December Partnership Board.

10. Items for Information

Programme Status report:

Michaela said there is a new risk under item 11.1 in that no Perinatal Support Co-ordinator has been appointed. We have already agreed this post (which BSB are funding but the BTHFT are recruiting for) with the Teaching Hospitals Trust and there has been lots of delay and this person is needed for recruitment to Baby Steps and HAPPY.

Vipin passed on feedback from Nasim about the risk report in item 11 and said there needs to be another column detailing mitigation actions for each risk. Gill agreed to pass this feedback on to Zahra.

Strategic update:

Michaela confirmed that the Executive Group have agreed to report to the Children's Transformation and Innovation Group and she is amending the terms of reference. Executive Group will need a new name but will still be 'unblockers', link into the district and attend our annual BLF reviews. Formal exploration of issues for children under age 4 will be added and the role of informing the Children's TIG.

The consultation regarding the council's proposed changes to children's services is now live and Michaela urged everyone to respond. Mark Anslow is to attend the January Partnership Board and also meet the BSB team on 15 December. Michaela confirmed, in response to a query from Shirley, that representatives from Public Health could attend on 15 December too.

Peter said the January board will want to discuss the proposals at length and suggested the draft agenda for that meeting in the forward plan is slimmed down. Jenny agreed to let us know if Opportunity Areas can be included as the plans should be published by then.

Shirley observed there are lots of consultation events to do with the council's proposed changes to children's services which are complex and staff are attending hour-long briefings. The changes are one of the biggest things happening over the next few years and there are public events. The detailed report about the changes is not on the council's website so Michaela agreed to send it around and said we need a conversation about the model.

11. Any other business

Vipin said there are two spaces for Partnership Board members to attend the Community Stars award ceremony at the Midland Hotel on the evening of 6 December. BSB are sponsoring an award and anyone interested in attending should please contact Guy.

Michaela referred to the media coverage of historical posts on social media by a Board member who has since apologised. The Partnership Board has a code of conduct which the Board member has upheld since joining BSB and she has assured Michaela that our values and code of conduct will be upheld at all times in the future.

This has raised the need for us to revisit our values and code of conduct as a Partnership Board at a future meeting.

12. Date of next meeting

The next meeting is on Thursday 14 December at the Madni Masjid Centre, 133 Newton Street, Bradford BD5 7BJ, starting at 9.30 am.

The meeting closed at 6.55pm.