

**Better Start Bradford Partnership Board Minutes
Thursday 14 December 2017
Madni Centre**

Meeting Started: 9.30

Meeting Ended: 11.10

Present:

Vipin Joshi	Community Board member (Chair)
Talat Sajawal	Ward Councillor, CBMDC (items 1 to 5 & 7 only)
Michaela Howell	Programme Director, Better Start Bradford
Julia Elliot	Interim Head of Children's Services, BDCFT
Sara Keogh	Head of Midwifery, Bradford Teaching Hospitals
Sarah Hinton	Board Member, Bradford Trident
Christy Bischoff	Community Board member
Nahed Akhtar	Community Board member
Nasim Qureshi	Community Board member
Shaza Omer	Community Board member

In Attendance

Josie Dickerson	Programme Manager, Innovation Hub (in place of Rosie McEachan)
Gill Hart	Funding Manager (Investment), Big Lottery Fund
Kal Nawaz	Programme Lead, Children's Services, CBMDC (in place of Michael Jameson) (items 1 to 5 & 7 only)
Carlton Smith	Chief Executive Officer, Bradford Trident (items 1 to 5 & 7 only)
Tabia Afsar	Senior Commissioning Officer (Women & Children), Bradford & Airedale CCG's (in place of Ruth Hayward)
Gill Thornton	Head of Programme, Better Start Bradford
Shaista Ahmed	Finance Manager, Better Start Bradford
Abby Dunn	Research Fellow, Innovation Hub
Guy Dove	Programme Administrator, Better Start Bradford

Apologies for Absence:

Kev Taylor	Mumtaz Elahi	Michael Jameson	Nisrein Shabsogh
Shirley Brierley	Shaheen Khan	Jinny Woolgar	Jane Barlow
Jill Duffy	Gwen Balson	Ruth Hayward	Nasreen Khan
Rosie McEachan			

1. Welcome, Introductions and Apologies

Vipin welcomed everyone to the meeting and noted the apologies.

2. Minutes of the Previous Meeting – 23 November 2017

The minutes were accepted as a true and accurate record.

3. Matters Arising actions table

Gill Thornton said the systems administrator/data inputter post would involve working with Jill Duffy and also Zahra Niazi for some programme co-ordination, Zakra Yasin for our learning management system Evolve and Kathryn Willan at the Innovation Hub so it is a complicated position. It has taken time to finalise the job description and it has been necessary to change its grade but it should be advertised during the first week of January.

For Pre-Schoolers in the Playground, Gill confirmed we have approached local primary schools to see if they are interested in delivering this project and one BD5 school has said they might be. They have worked with Born in Bradford when Pre-Schoolers in the Playground was run before. Gill noted they are finishing this week for Christmas and we will go back to them in January and possibly link into another BD5 school and have a trial cohort for evaluation purposes. She confirmed, in response to a query from Christy, that in the longer term we intend to expand the project to other areas after the initial evaluation. Talat asked if all primary schools in the BSB area had been approached but only one had expressed interest so far and Gill confirmed that was the case.

4. Declarations of Interest

It was noted that Julia and Shirley have an interest in the Family Nurse Partnership project (item 7).

5. 'Getting to know you' session – Nahed Akhtar

Nahed agreed to be recorded for this session.

Nahed said she has been a Board member for 2½ years. She was born in Bradford and has lived here all her life and went to college and university here. She did a degree in social welfare and law and while a student worked part-time in telephone debt recovery. She then became a legal executive and did a post-graduate degree in LLB Law. Her dream was to become a solicitor but instead she got married and has three children aged 9, 7 and 3 with very different personalities.

Although Nahed is committed to getting involved as she has had a family member involved in mental health services and another with renal failure needing dialysis for over 20 years, she lost a child at 24 weeks and has come across many barriers, with neither of her parents speaking English and she and their other children having to act as interpreters and there are still many issues like that in Bradford.

Nahed believes that if parents are on the right footing than their child should do well. She has done Incredible Years and HENRY and said they were really good and thinks it is all about education. She and her husband have done well considering none of their parents could speak English and her husband is Finance Director for a FTSE100 company and is also head of diversity there.

Nahed has a young family member who is autistic and has helped friends with autistic children. Nahed says she just wants to help, and feels able to represent her community whereas many locals cannot speak English and so would have no confidence.

The Partnership Board thanked Nahed for her presentation.

6. Finance update – half year accounts, revised 3 year and 10 year budgets

Shaista went through the half year accounts to 30 September 2017. Nasim said the financial enclosures were emailed out late to the Partnership Board and noted more time is needed to study accounts properly. Michaela apologised and pointed out that some of the documents were issued on time but when the Warwick Consortium withdrew from today's meeting we had decided to expand the finance section so that is why a second batch of enclosures were sent out.

Shaista said there was a £320K underspend at the end of the six months and she has done a line-by-line narrative where there are significant variances and also explained them in the written report.

The bulk of the underspend is due to projects starting late due to delayed commissioning.

Michaela noted the Finance & Audit Sub-Committee have already been through these accounts in detail and recommend approving them.

Decision: That the Partnership Board approves the half year accounts to 30 September 2017.

Shaista turned to the revised Year 3 budget and the spreadsheet shows the original versus the revised figures. The Innovation Fund budget has reduced and the salary costs increased with two people going on maternity leave (and a third on the way) being covered by people on temporary contracts and we will also be recruiting the data administrator. The Learning Together budget has been reduced due to lower than expected costs and the budget has also been revised to take account of delayed project start dates. The total budget for Year 3 is £431,000 less than originally forecast.

Vipin asked what happens to any underspend and Shaista said it is rolled forward to the next year, with the BLF's agreement, and she has revised the 10 year budget accordingly. Christy asked for more detail about the Innovation Fund and Michaela said we initially wanted to fund ad hoc pieces of work but following Partnership Board conversations it needed to expand and includes Parents in the Lead as the engagement aspect, alongside a portion for testing new projects and another for full scale delivery. Underspends on projects can be allocated to the Innovation Fund and it will be on the agenda for the February Partnership Board.

Decision: That the Partnership Board approves the revised Year 3 budget.

Shaista presented the revised 10 year budget and Gill Hart said that nearer to the end of the 10 year programme the BLF may clawback underspends and this applies to the other ABS sites too.

Michaela and Vipin confirmed that the Finance & Audit sub-committee have already been through the 10 year budget and encouraged any community Board members who are interested to join the Finance & Audit sub-committee.

Decision: That the Partnership Board approves the 10 year budget.

7. End of Contract Reviews for Perinatal Support, Talking Together and Family Nurse Partnership (contracts end March 2018)

Decision: That Family Action be re-contracted for a further three years delivering Perinatal Support, with a further service design process to be completed in the final quarter of the current contract.

Decision: That BHT Early Education and Training be re-contracted for three years delivering Talking Together with a further service design process to be completed in the final quarter of the current contract.

Decision: That the FNP project be re-contracted for 12 months, noting that the negotiations with the various parties concerned are important.

8. Items for Information

Programme Status report:

Michaela mentioned the vacant perinatal coordinator position and that this person cannot be employed by Bradford Teaching Hospitals. However, the person can be appointed by the Innovation Hub, which will still mean they have an NHS contract and be based with the community midwifery team. Although this was not our original intention, we will recruit in the new year and this person will be essential to support referrals to our projects.

9. Any other business

Vipin said we will have a full report on Parents in the Lead in our January meeting and will be looking at the contract again.

Sara noted that her colleague Lucy Dowling, a maternity support worker, has been shortlisted for a national award.

Vipin said the Community Stars Awards evening had been really good and next year it would be nice to see more Partnership Board members there. Michaela said someone who had designed a Breastfeeding support box had won but the other two nominees also do amazing work and Better Start Bradford had a strong category in the awards. Gill Thornton said it would be good to have more nominations.

Vipin wished everybody a Merry Christmas.

10. Date of next meeting

The next meeting is on Thursday 18 January 2018 at the Mayfield Centre, starting at 5.30 pm.

The meeting closed at 11.10 am.