

**Better Start Bradford Partnership Board Minutes
Thursday 22 February 2018
St Stephen's Primary School, Gaythorne Road, BD5 7HU**

Meeting Started: 9.35

Meeting Ended: 11.35

Present:

Vipin Joshi	Community Board member (Chair)
Shirley Brierley	Consultant, Public Health
Kev Taylor	Inspector, West Yorkshire Police
Sarah Hinton	Board Member, Bradford Trident
Christy Bischoff	Community Board member
Nasim Qureshi	Community Board member
Nasreen Khan	Community Board member
Rashida Latif	Community Board member (items 1 to 8 only)

In Attendance

Josie Dickerson	Programme Manager, Born in Bradford (in place of Rosie McEachan)
Gill Thornton	Head of Programme, Better Start Bradford (in place of Michaela Howell)
Jill Duffy	Implementation Manager, Better Start Bradford
Edwina Lintin	Supervisor, Family Nurse Partnership (items 1 to 7 only) (in place of Julia Elliot)
Guy Dove	Programme Administrator, Better Start Bradford

Apologies for Absence:

Peter Horner	Ruth Hayward	Michael Jameson	Tabia Afsar
Sara Keogh	Gill Hart	Diane Daley	Michaela Howell
Rosie McEachan	Gwen Balson	Shaheen Khan	Julia Elliot
Talat Sajawal	Shaza Omer		

1. Welcome, Introductions and Apologies

Vipin welcomed everyone to the meeting and noted the apologies.

2. Minutes of the Previous Meeting – 18 January 2018

The minutes were accepted as a true and accurate record.

3. Matters Arising actions table

Gill confirmed we have appointed the system administrator subject to references and that person is due to start in early March.

Interviews for the perinatal coordinator take place tomorrow.

We will report on the Lessons Learned in Commissioning at the March Partnership Board. Gill said the Commissioning Advisory Group had some interesting views on what we could do and the level of risk we could take.

4. Declarations of Interest

Rashida said that her employer had bid for Incredible Years, which will be discussed under item 6.

5. 'Getting to know you' session

Vipin confirmed that nobody had agreed to cover this at this meeting. Guy noted that we do have someone booked in for March.

6. Award of Contract for ICAN and update on Incredible Years

Decision: That BHT Early Education and Training be awarded the contract for ICAN.

Decision: That the contract for Incredible Years be awarded at the March Partnership Board, following the outcome of the clarification meetings.

Finally Gill said we need some volunteers for the consensus panel for Breastfeeding Support and Christy, Nasreen and Rashida agreed to be on it.

7. Parents in the Lead

Gill confirmed we had originally budgeted to run this for three years. Now we are at the end of the first year she asked if we felt the activities were right, if the right people are getting the funding and if the right amounts of money are being awarded. Gill observed that organisations who had unsuccessfully bid for the funding were also asked to provide feedback.

Gill recalled we had done a six monthly report in June about Parents in the Lead which had led to some minor changes, but other issues have arisen since then. She noted that no BSB staff were involved in the decisions over whether or not to fund organisations.

Rashida reported good feedback in BD3 for Parents in the Lead but expressed concern about how involved Action for Children staff have been with groups that should be parent-led and gave a couple of examples of problems with Parents in the Lead projects. She also commented on the involvement of BSB staff and questioned whether this was appropriate. Gill said this can happen if the level of support is not right, though by and large the projects are parent-led.

Nasreen asked who drafted the Board papers and Gill confirmed she wrote the report and the co-ordinator put together the table. She noted it is not part of the co-ordinator's role to present to the Partnership Board and she is away anyway.

Nasreen said the Parents in the Lead decision-making panel needs to be more focussed on Community Board representative parents as members, not other parents. Parents should

lead the funding and she did not know groups had applied for funding more than once within 12 months. Organisations have been provided with the wrong forms so the panel ends up with the wrong information and feedback from groups that have applied say it is not working. Gill said these issues have been raised, but we need to decide how much support to offer bidding organisations. Vipin said we intended Parents in the Lead to be standalone, but it had become clear that parents do need support. Nasreen said an example is that parents may not have English as their first language and need help with filling in the forms.

Sarah said Parents in the Lead could give added value to parents as future leaders by teaching them how to plan and to apply for funding and parents in the BSB area have not had this opportunity before. Edwina said an example of this was a breastfeeding box which was invented by a local parent who has since grown and developed. Josie said we need to enable without overtaking and Gill said BSB colleagues know that some groups would fold without support and there is always a dilemma in getting the balance right.

Nasreen asked how often a group can apply for funding and Gill said it was once a year. The funding is not meant to cover a group's core running cost. If the same group is supported more than once a year, this would remove funding from other groups. The co-ordinator gives groups advice about other sources of funding and Gill gave an example of when the co-ordinator had referred a group to CABAD.

Rashida said the number of participants was good to see in the report and a gap had been filled by running a course during the summer holidays and it was clear the participants had really benefitted.

Christy noted there were lots of parents on the first panel and she felt they had not had enough training and they did not fully understand their role. The number of parents on the panel is shrinking and these issues need looking at. Christy also mentioned a lack of flexibility over the dates and times of panel meetings. Gill remarked this was picked up in the feedback and we are looking at more training, refresher sessions and more social space.

Nasreen said the panel members assess application forms and that the activities will be parent-led. She felt there are enough parents of small children on the Partnership Board to make these decisions without bringing in other parents. Gill said the original criteria was parents of 0 to 3s and also their grandparents and carers and it is modelled on the Youth Opportunity Fund and also an initiative taking place in Blackpool Better Start. Nasreen said other parents are already learning about making applications and running organisations and felt this was enough. Sarah suggested going back to the groups and asking if parents want to help others.

Gill said we have to decide if to make some changes to Parents in the Lead and if to fund it for another year. Any delay will impact on the next deadline for funding applications which is 28 February. Christy suggested we agree to continue funding and work out the detail and discuss again at the April Partnership Board and it was suggested the co-ordinator attends this meeting. Nasim also suggested a small group meet in three or four weeks to work out the detail then report back to the Board. Christy, Nasreen and Rashida agreed to go on this group although an invitation to join it must be circulated to those board members who are not present today as well.

Decision: To continue Parents in the Lead funding for another 12 months.

Action: To form a sub-group to work on the issues raised today then report back to the April Partnership Board.

8. Innovation Fund

Gill said we had previously agreed to set up the Innovation Fund, with an initial annual budget of £700,000, but we did not discuss in detail the pilot and how it would work. She presented a report which references the Portfolio Review which brings up some gaps in provision and also the Strategy Day which highlighted some issues like oral health, domestic violence and childhood obesity which we may prioritise for the Innovation Fund. There is lots of research available on these areas and another highlight is behavioural change strategic work which is Rosie's speciality. Another priority is developing new proposals throughout our relationships.

Gill noted the recent commissioning review had shown that small local organisations were not being awarded the delivery of our projects and an opportunity for them could possibly exist in the Innovation Fund. Additional capacity would be needed within the Innovation Hub to evaluate extra projects and we may need to add resources to the Innovation Hub or have a 'one in, one out' policy for our projects.

Gill gave out four scenarios of organisations applying for funding from the Innovation Fund and invited us to form small groups to discuss them. Sustainability was an issue for all four proposals and there was a need to avoid overlap or duplication with existing BSB projects. Sarah said that existing groups will come under more stress over the next couple of years or so.

It was felt that the first scenario did address a need in the community and would embed skills in the community but it was also felt that the 'Brain Builder' activities should begin before children are 18 months old. Gill said there is already an industry around building children's brains. She confirmed, in response to a query from Nasim, that we do keep a record of participants in our projects so we are not just helping the same families.

The next scenario was to do with an app and it was felt this should be discouraged because children spend too much time in front of screens already. It would also be hard to evaluate compared to other children without use of a screen. Nasim said developments in Artificial Intelligence and electronics will soon hit the low skilled workforce in Bradford and so skills in IT need building up with controlled use. Shirley suggested going back to basics with there being too much uncontrolled use of screens and leading to less parent-child interaction which is very important in early years. Rashida said financial hardship is an issue and Sarah said this scenario involved very high expenditure of £149K a year for five years. Josie said the use of screens does not fit BSB's ethos. It was agreed it was important to only fund projects that agree with our ethos.

The third scenario involved managing children's behaviour and includes some duplication with existing BSB projects and was felt to be very negative with its concentration on bad behaviour. Gill said it fitted in with other initiatives going on in schools and we may well get proposals like this. It was felt the fourth scenario needed a new name and the pampering sessions and cooking sessions should be alternated between mothers and fathers before evaluation. The proposed cost was reasonable but more information was needed about the numbers of participants. Nasim asked if we are getting the most needy parents and Gill said proposals like this would be likely to get people to better engage. Surestart had concentrated more on parents than children which was why this proposal was in here.

Gill then turned to the Innovation Fund process and noted we had seen the criteria before and went through the application process for pilot schemes and full projects. Vipin suggested that dads should be added to the second project criteria and Nasim said we should also add a target of a certain percentage of new unengaged families. Gill said this was a good idea and we do need to improve our reach and this should be across our programme though Josie said we should think about innovations that improve reach rather than do it programme-wide. Vipin said there must be no overlaps with existing provision and we should fill gaps identified like oral health, domestic violence and childhood obesity.

Nasreen remarked we have some good Parents in the Lead groups and these could apply for the Innovation Fund. Gill said the criteria does not preclude any existing groups from applying. Christy asked about the process and Gill said there would be an application form then a toolkit would be used to help with decision-making. Proposals can come through Parents in the Lead and we can encourage discussions about things already going on. Gill said, in response to a query from Nasreen, that her role will involve sifting applications and providing feedback to unsuccessful ones before a sub-group from the Commissioning Advisory Group makes a recommendation to the Partnership Board.

Shirley said domestic violence is a huge problem and adverse childhood experiences/behaviour change is also an issue and she would support innovations to address these and mentioned Making Every Contact Count training. Gill said we could discuss this with many organisations that cover these issues and work in partnership to come up with innovations.

Nasreen said another gap is smear testing and Gill said we could publicise the campaign but we are restricted by the Big Lottery Fund who will not allow any work on issues outside our remit, giving preconception as an example.

Josie said the Innovation Hub can produce a list of 'gaps' in existing provision.

Gill said all this feedback was really useful and she will update us as part of the 'Next Steps.'

Decision: To establish the Innovation Fund from April 2018 with the amendments discussed today.

9. Finance Report

Vipin explained the Finance & Audit sub-committee had been through the accounts from April to December 2017 in detail with an overall spend of £3.088m with an underspend of £249K for the period. Nasreen said we had decided not to use the term 'underspend' but Vipin said the Chair of the Finance & Audit sub-committee said we should use it.

Vipin confirmed the Finance & Audit sub-committee had agreed that we should have a VAT review and an external consultant has been appointed to do this. He raised the 25 per cent management charge imposed by the NHS on our projects that they deliver and noted that, after consulting other A Better Start sites, in future our contracts will state a management charge of 10 per cent. Jill said we can raise the management charge from 10 per cent and Vipin confirmed 10 per cent would be the starting point. Gill said the issue is that the NHS Care Trust cannot tell us what the management charge is made up of.

Bradford Trident are our accountable body and we have agreed that we will change our bank along with theirs from HSBC to CAF Bank (Charities Aid Foundation). This will lead to lower charges and being able to earn interest on cash balances.

Gill confirmed our ten year budget is still on target and the underspend from last year is going in to the Innovation Fund. Nasim suggested we use the term 'underspend but committed.' Nasreen recalled at a previous meeting discussing spending some of this money on alleygating and asked that previous minutes be checked to see what was discussed.

10. Programme Monthly Report

Gill confirmed the Champion role will be advertised in mid-March with a start date of May or June.

Public Health have decided to fund HAPPY in the extra reach area of Holme Wood. We cannot do joint commissioning with them however.

Gill confirmed the final progression criteria workshop took place yesterday.

Vipin noted the references to interviews taking place on 9 and 12 February are in the future tense and asked for the programme monthly report to be more up to date.

Pre-Schoolers in the Playground

Gill noted we have talked to schools and now have a really good proposal involving one school in each of our three wards which we will work with in the pilot of this project. She felt the fact that schools are involved make it much more sustainable.

Decision: That contracts are arranged directly with the schools to deliver Pre-Schoolers in the Playground.

Governance update

Vipin said the Partnership Agreement will be updated and individual annual reviews will take place between March and May 2018 with him carrying out the reviews for the community Board members and Michaela for the other Board members.

The community representatives will present to the public at an open parish meeting twice a year. Vipin asked for any comments on the Partnership Agreement to be sent to Michaela by 16 March. Nasreen said that a grandparent of a child aged from 0 to 3 should be eligible to be a community Board member.

11. Any other business

Guy noted that Nisrein Shabsogh has resigned from the Partnership Board. Vipin wished to record our thanks and appreciation for her contribution.

Shirley asked for her apologies for last month's meeting to be recorded.

Sarah noted the May 2018 Partnership Board clashes with the Bradford Trident Board meeting. Guy will look at rearranging our meeting.

12. Date of next meeting

The next meeting is on Thursday 22 March 2018 at the Mayfield Centre starting at 5.30 pm.

The meeting closed at 11.35 am.