

**Better Start Bradford Partnership Board Minutes
Thursday 18 October 2018
Mayfield Centre**

Meeting Started: 17.30

Meeting Ended: 18.35

Present:

Vipin Joshi	Community Board member (Chair)
Rosie McEachan	Programme Director, Born in Bradford
Julia Elliot	Interim Head of Children's Services, BDCFT
Sarah Hinton	Board Member, Bradford Trident
Peter Horner	Voluntary Sector Representative, Bradford District Assembly
Ruth Hayward	Head of Commissioning (Women & Children) Bradford and Craven CCGs
Amanda Braithwaite	Community Board member
Gwen Balson	Community Board member
Ludmila Novosjolova	Community Board member
Satnam Singh	Community Board member
Shaheen Khan	Community Board member
Shaza Omer	Community Board member
Yaqoob Ayoob	Community Board member
Zuhair Bashar	Community Board member

In Attendance

Mark Anslow	Head of Service, Prevention and Early Help, CBMDC (in place of Michael Jameson)
Gill Thornton	Head of Programme, Better Start Bradford (in place of Michaela Howell)
Lizzie Hughes	Community Engagement Specialist, Better Start Bradford
Guy Dove	Programme Administrator, Better Start Bradford
Zakra Yasin	Workforce Development Co-ordinator, Better Start Bradford (observing)

Apologies for Absence:

Michaela Howell	Michael Jameson	Sarah Muckle	Gill Hart
Talat Sajawal	Gemma Priestley	Caroline Tomes	Ruksana Sardar-Akram
Kev Taylor	Jill Duffy		

1. Welcome, Introductions and Apologies

Vipin welcomed everyone to the meeting and noted the apologies.

Everyone introduced themselves to each other.

2. Minutes of the Previous Meeting – 13 September 2018

The minutes were accepted as a true and accurate record.

3. Matters Arising actions table

Gill said there was nothing to add to the actions table except to note that the comms campaign surgery has been booked for the evening of 24 October. A list of assets has been circulated and the images from 23red will be shared at the surgery.

We have negotiated with Enable2 who provide interpreters for us and our projects. They have agreed to a programme-wide rate for Better Start Bradford and all our projects which is the lowest that they offer.

4. Declarations of Interest

There were no new declarations of interest.

5. ‘Getting to know you’ session – Shaza Omer

Shaza agreed to be recorded for this session.

Shaza was born in Oman as her father was a civil engineer there and she had a beautiful childhood. She moved to Sudan at age 17 and became a medical student at an all-women college there. Shaza has seen how Sudan’s struggles have affected health while volunteering for Unicef in Sudan working particularly on HIV, AIDS and FGM in rural Sudanese health clinics.

Shaza has experienced some dangerous times in Sudan, particularly when the leader of South Sudan was assassinated while she was a student and there was an attack involving gunfire that broke the windows of the lecture room she was in.

After graduating, Shaza married and then moved to the UK and put her career on hold while she became a mother and her children are now aged 5 and 2. She now volunteers for Yorkshire MESMAC, a men’s sexual health charity and does part-time work in HIV/AIDS awareness sessions. She has now gained a Master’s degree in Virology from Manchester University and is available to work as a junior doctor in the UK.

Shaza was originally afraid of the new environment in the UK but as a mother has talked to other parents, has joined BSB’s projects and sees her role as a community representative as paying something back to the community.

The Partnership Board thanked Shaza for her presentation,

6. Innovation Fund

Gill said today’s discussion is about the next steps, getting the Innovation Fund off the ground and getting applicants to come forward. She reminded the Partnership Board that they have already considered two papers about the Innovation Fund. The decisions then made about

criteria and eligibility still stand. Today's discussion is also about process and the Commissioning Advisory Group and the recent workshop anticipated we will mostly get pilot projects and new ideas though they are not ruling out full-blown three year projects. There are only 6½ years left in the BSB programme so things need to happen quite quickly.

Last autumn the Partnership Board agreed most of the details of the Innovation Fund and passed it to the Commissioning Advisory Group who wanted a workshop with interested parties, which was held last month. The workshop looked at who the Innovation Fund is for, what it will do and its processes.

Gill handed around the proposed application form and criteria list which can be revised. What we will fund is based on what people are experiencing in their lives. We appreciate some potential bidders will be groups with strong infrastructure and some will have very little infrastructure and we will support 'little' groups.

Who the Innovation Fund will fund was very difficult for the workshop attendees to decide and they could give no priority to any particular group. We will aim to reach groups furthest from our programme and help groups doing the reaching for us. We will need to be more innovative in our thinking and more open to different ways of doing things and make the application process as simple and easy as possible.

Due to some Big Lottery Fund requirements we have no choice in some of the Innovation Fund's criteria. Gill went through a flowchart showing a simple decision process. She noted it would not necessarily be her who checks an initial idea against the key criteria checklist and an initial enquiry would not have to be in writing. There would just be three or four queries from us and then we would send an applicant the key criteria checklist. Next would be a meeting with Gill, the Innovation Hub and a Partnership Board member or another parent representative to look at the idea's potential. Gill observed this is a simple process and the start of it is really informal.

Peter remarked that the flowchart only has an exit point at the end and he asked if there are any other exit points. These could involve an appeals process, support to another route and signposting. Gill said this was not the actual flowchart and the report in the meeting pack refers to giving helpful feedback to applicants and a chance to try again.

Vipin asked if we have a complaints procedure and Gill said we use Bradford Trident's. As with Parents in the Lead, unsuccessful applicants can try again to fit our criteria better. Lizzie said it is important that groups know what would happen if their application is rejected and we would offer support to help them reach our criteria.

Peter noted that funding is not unlimited and some applications will be unsuccessful and the decision process needs to be fair and equitable. Amanda said at the recent community prep meeting it was felt the process needs to be more transparent and she asked how the community Board members would be involved. Gill said there are a number of places in the process this could happen. Peter said joining the Commissioning Advisory Group is technically such an opportunity, but only one community Board member (Gwen) is currently on it and we would like there to be more.

Action: Gill to provide the next community prep meeting (on 8 November) with an outline of the Commissioning Advisory Group's role on one sheet of A4 paper.

Shaheen raised evaluation and Gill said there would be self-evaluation with the funded organisations reporting to us. They would need to show that they are delivering against our outcomes. Shaza asked if we could help if a new group wanted a model and Gill said we expect the group to have an idea and then come to us. Lizzie recalled that at the recent workshop the ideas were not all formed.

Vipin referred to some queries that Talat had submitted in advance. Gill said there was not a £10,000 limit per funding award; it is just indicative. Parents in the Lead is primarily an activities fund whereas this is an innovation fund. There is no reason why a successful Parents in the Lead project could not expand into an Innovation Fund project, including at our suggestion. Gill said however she could not see that happening with many of the current Parents in the Lead projects.

Vipin asked about the Innovation Fund budget and Gill said the overall budget is £700,000 but this includes Parents in the Lead. It is difficult to put limits on awards to Innovation Fund projects as we do not wish to be inflexible, however it could be anything from £2,500 to £100,000. Gill quoted a recent grandparents project as an example which had a budget of £20,000.

Shaheen queried the timescales and Gill confirmed there is no set limit and we would expect pilot projects to suggest timescales.

Peter observed that the checklist was much simpler than ones he had seen before.

Decision: The Partnership Board agrees to the launch of the Innovation Fund.

Gill noted that by the end of October we will have the Innovation Fund on our website and there will be a social media launch with links to its details.

7. Little Minds Matter contract extension

Gill explained Little Minds Matter is our infant mental health project and is complicated, with four workstreams, one of which is delivered by Family Action and the others by the NHS District Care Trust.

The set-up took longer than expected with this being a very new project and due to NHS recruitment procedures. The project started delivery in June 2018 and all four strands only went live in August. This has reduced the current length of the project to two years with only 18 months operation before it is due for review which would lead to less evaluation data being available.

We are asking for the contract to be extended until July 2021 which will give 30 months delivery before Little Minds Matter would be due for review. This extension is needed and we are still developing some of the evaluation. This would involve no extra money from the original allocated budget and there would actually be an underspend.

Peter asked if this delay would have any implications for the following renewal and Gill said 2021 would be the only renewal and would be for another three years at least. Peter also queried if the July 2021 date would cause a logjam with other projects and Gill will speak to Jill Duffy about that.

Decision: The Partnership Board agrees to the extension to the Little Minds Matter contract to July 2021.

8. ESIF Blue Green Infrastructure bid update

Gill reminded the Partnership Board that they agreed last year to match funding from Better Place to an award from the European Structural Investment Fund. The bid is for funding to improve the local infrastructure, provision for cycling, and de-culverting the Bradford Beck in Bowling Park to provide a water-based amenity.

Bradford Trident's ESIF bid last year was unsuccessful and was re-submitted answering their questions. The bid was still unsuccessful and we agreed an extension and our Better Place project manager Johanna was working on this before she left.

Gill said she has spent six weeks working on a revised bid with the local authority, Carlton and Groundwork and the final bid was submitted on 12 October. We propose to jointly manage the project with the local authority's Department of Place (Landscape). This would involve creating a partnership with Bradford Council and Carlton is happy with this proposal. With the local authority as partners this should improve the speed of permissions and access to technical expertise with better alignment with the local authority.

We also propose that the new Better Place manager is jointly accountable to us and the local authority. The new partnership will have space for community board members to join it.

Gill has some confidence the bid will be successful with commitment from both sides and the Innovation Hub on board in terms of evaluation. The money involved is around £500,000 from ESIF with match funding from the Better Place project. We expect to hear in February 2019 with the project scheduled to start in April 2019.

Vipin asked if all the money is to be spent in the BSB area and Gill said this has been confirmed with the local authority. There will need to be a very detailed agreement but we already have something similar for some of our other projects. All sites are in the BSB area and ESIF have been provided with the details.

Zuhair asked about the new Better Place manager and Gill said the person will be co-located and jointly accountable but we will need to agree who is the ultimate responsible employer. We may end up with the manager working in our office two/three days a week and seconded to the Council the rest of the time.

Satnam asked about the cost of the local authority expertise we will be using and Gill said we will not be paying for it. Our contribution may be matched by the local authority who will be benefitting as they will be getting an outside investment.

Decision: The Partnership Board agrees the changes in approach to the Better Place Green and Blue Infrastructure project.

9. Programme Monthly Report

Gill raised Baby Week (19 to 24 November) which we want to be a platform for an annual event. Born in Bradford already have an annual celebration every year. There are lots of partners involved and it is looking really good with lots of interest.

Our Integration and Change Manager Jo Howes will be leaving BSB in late November. Gill said Jo's new job is a really significant one with Public Health England and her appointment is a credit to us. Vipin asked for the Partnership Board's congratulations to be passed on to Jo and she will be missed for her passion for the role and networks and she has been with BSB from the very beginning.

Gill said the Commissioning Advisory Group at their meeting earlier this month had felt that our project timelines should be more flexible. This could be done by the Partnership Board giving BSB delegated authority to extend a contract if more time is needed to work on proposals and to delay submissions of their recommendations to the Partnership Board if necessary. Peter added that with previous contract reviews the Partnership Board have felt forced to make decisions at a meeting and there is a need for flexibility and more thinking time.

Decision: To give Better Start Bradford delegated authority to extend a contract where necessary to allow more time to work on proposals.

10. Any other business

Peter mentioned that the Commissioning Advisory Group want to have a workshop about sustainability in December and to work out critical timelines and there is an opportunity for community Board members to contribute. The workshop will include timelines from our statutory partners, evaluation and others. Ruth confirmed that we want to avoid successful BSB projects not having time to be mainstreamed. The CCG's and the local authority have complicated and time-consuming processes to go through if they are to take on any BSB projects towards the end of the programme. Vipin recalled that the Strategic Reference Group had already discussed this and Peter confirmed that the Commissioning Advisory Group's discussion is more operational.

Vipin mentioned the communications campaign surgery on the evening of 24 October which will look at 23red's proposed campaign. Gill said if people cannot attend they could call her or Michelle Thompson with any queries.

Finally, Vipin asked if everyone had felt they had an opportunity to contribute to this meeting and all agreed that they had. He thanked everyone for attending the meeting.

11. Date of next meeting

The next meeting is on Thursday 15 November 2018 at Parkside Community Centre, Avenue Road BD5 8DB starting at 9.30 am.

The meeting closed at 6.35 pm.