

**Better Start Bradford Partnership Board Minutes
Thursday 11 April 2019
Mayfield Centre**

Meeting Started: 17.35

Meeting Ended: 19.15

Present:

Vipin Joshi	Community Board member (Chair)
Rosie McEachan	Programme Director, Born in Bradford
Sarah Hinton	Board Member, Bradford Trident
Ruth Hayward	Head of Commissioning (Women and Children), Bradford & Craven CCGs
Alex Spragg	Programme Director, Better Start Bradford
Tracey Hogan	Voluntary and Community Sector Representative
Gemma Priestley	Community Board member
Gwen Balson	Community Board member
Yaqoob Ayoob	Community Board member

In Attendance

Duncan Cooper	Public Health Consultant, CBMDC (in place of Sarah Muckle)
Gill Thornton	Head of Programme, Better Start Bradford
Shaista Ahmed	Finance Manager, Better Start Bradford
Guy Dove	Programme Administrator, Better Start Bradford

Apologies for Absence:

Kev Taylor	Satnam Singh	Marium Haque	Gladys Rhodes White
Sarah Muckle	Gill Hart	Julia Elliot	

1. Welcome, Introductions and Apologies

Vipin welcomed everyone to the meeting, asked everyone to introduce themselves to each other and noted the apologies. He welcomed Alex Spragg the new Programme Director to her first Partnership Board.

2. Minutes of the Previous Meeting – 14 March 2019

The minutes were accepted as a true and accurate record.

3. Matters Arising actions table

The action point regarding the use of Parents in the Lead as a model for a funding pot relates to the 0-19 contract and the role of VCS partners in the delivery of that contract.

Rosie advised that for Pre-Schoolers in the Playground, she has picked the matter up with Sara Ahern and is getting feedback from all three schools and parents before putting forward recommendations to tweak the model. The formal evaluation of Pre-Schoolers in the Playground is due in September.

4. Declarations of Interest

Yaqoob and Gwen both represent organisations that have put in bids to the Innovation Fund (item 6), but we will not be discussing their bids at this meeting.

Ruth declared her involvement with the proposals about scaling up Better Start Bradford by Bradford City CCG (item 8), however she observed she is not part of the actual decision making body.

5. 'Getting to know you' session – Gwen Balson

Gwen agreed to be recorded for this session.

Gwen said she had spent some time deciding what to say and what not to say at this meeting. She is Chair of Trustees of Womenzone and it was in this role some years ago when she first heard about Better Start Bradford. Michaela had explained to the Womenzone Board about how BSB would work and the Board had lots of questions.

Gwen explained that Womenzone were to be a beneficiary of capital investment from BSB such as improving access to their premises but unfortunately their lease with the council prohibited this work.

Michaela had said BSB were looking for Partnership Board members and as they had asked so many questions, she encouraged Womenzone Trustees to apply and to publicise the vacancies. Gwen explained that she decided to join the BSB Partnership Board for three reasons. The first reason is her commitment to social change which has made Gwen be involved in projects and causes that make a difference all her working life. She has much experience of diversity issues and partnership working. The second reason is that Gwen felt she had the skills and experience for the role and she loves learning and sharing learning. Gwen has over 20 years of experience of working with the Bradford community (7 of which in the BSB area).

The third reason is that Gwen wanted to add the voice of grandparents to BSB. She was excited to learn from BSB and improve her grandparenting skills. Gwen quoted 'It takes a village to raise a child' and BSB brings together a range of people, focuses on Early Years, and shares learning.

Gwen has been involved with Womenzone for seven years and has spent five as a Trustee and became Chair. She is passionate about empowering women and is aware of cultural and social issues in Bradford. Gwen said that healthy women provide a healthy community. Womenzone provides a 'safe space' and over 1,200 women use it per year. Many women suffer from isolation and Womenzone provides help with fuller integration, training, have a gym, a sauna, a creche, a kitchen and other facilities. Some women have difficulties with travelling by bus by themselves or getting to a doctor's appointment. Leaving the house can be empowerment for some women and helping them is why Gwen gets involved.

Gwen said her parents moved from Dominica to the UK in the 1950s and settled in Bradford. Gwen is the oldest of eight children and grew up in Manningham. Her parents had considered returning to the Dominican Republic but as family life widened and they became grandparents they decided to stay. Gwen's parents wanted to aspire and achieve despite racial discrimination. She went to school in Bradford then went to London for ten years, meeting a diverse range of people at college and studying business and marketing, then international relations.

After ten years in London Gwen had children and returned to Bradford. She had gained a BA in social sciences and a Master's in post-colonial literature. Gwen then spent ten years as a lecturer in Bradford and at Leeds University, and worked to improve diversity in further education and got involved in community issues. One example of Gwen's involvement is the Bradford West Indian Parents Association which had the first multicultural nursery in Bradford. She noted the needs of black children were not met and tried to address their underachievement in education.

In 1997 Gwen became self-employed and ran three businesses including a digital service company. She has worked in research and in coaching and mentoring disadvantaged people into employment. Gwen was funded to provide consultancy in inclusion and diversity which involved travelling to the USA and European countries. She also managed an education project in Liverpool and the Alzheimer's Society invited Gwen to look at BAME provision. She also was asked to interview BAME nurses to help them get into leadership positions. Gwen has also worked on getting IT access for BAME communities in deprived areas and increasing the number of black school parent governors. Gwen also used to serve on the National Lottery's Yorkshire and Humber Board and was a member of the Department for Trade and Industry's ethnic minorities business forum and has served on other boards as well.

Gwen is now semi-retired and does part-time community work, and volunteers to mediate disputes between neighbours, mostly in Leeds.

Gill added that she first met Gwen at MAPA in 1983-85 which established Bradford's first ever local authority girls' youth club.

The Partnership Board thanked Gwen for her presentation.

6. Innovation Fund applications

(confidential item)

7. 10 Year budgets and revised Financial Procedure Rules for BSB

Shaista confirmed that up to and including Year 3 the 10 Year budgets include actual spend. Year 4 is a mixture of actual spend and forecast and at the last meeting the Partnership Board approved the Year 5 budget. Years 6 to 10 are mostly the same figures as Year 5 with an allowance for inflation. The report included in the meeting papers states where costs have been adjusted beyond this and she mentioned the decommissioning of Family Nurse Partnership and allowances for the neighbourhood project, Preventonomics and sustainability project. Rosie said the report and spreadsheets were really user-friendly.

Ruth asked about the difference between leverage and money from The National Lottery Community Fund and Shaista confirmed where this is shown in the spreadsheet and the leverage amounts to £5million over 10 years. Ruth said she wants to protect this money with some of the original people at BSB's partners who agreed the leverage funding now having moved on. Vipin said we should specify the leverage from partners, when it is paid and what is outstanding and Gill said we already have this information and 'in-kind' contributions like John Wright's time and other things. Shaista confirmed that she does write to our leverage partners every year to remind them of their commitment.

Gemma asked why the Welcome to the World budget is nil for Year 4 and Gill said we were only funding the data collection and evaluation and this was paused in Year 4 and the children's centres never claimed that money.

Decision: The Partnership Board notes and accepts the 10 Year budgets.

Shaista turned to the revised financial procedures and Vipin confirmed the amendments were reviewed at the Finance and Audit Sub-Committee meeting. This includes a change in authorisation limits and a new section to do with credit and debit card payments to bring our policy in line with Bradford Trident's.

Decision: The Partnership Board notes and accepts the revised financial procedures.

8. Proposal to scale up BSB by Bradford City NHS Clinical Commissioning Group

Gill said there is a possibility of scaling up some BSB projects across the City CCG area with some funding received for reducing inequalities. Michaela had put forward a proposal totalling £4.2million out of the total amount of £8.6m. However other claims on this money have since emerged from other agencies and working group meetings have been set up to plan the use of the funding.

Ruth said although Bradford City CCGs make the decisions they have to follow a partnership approach. NHS England have made them follow spending commitments such as the NHS Plan and advised the money for them is contained in the £8.6million reducing inequalities fund and other things are still emerging. There were meant to be 5 years of recurring funding but the money available for the reducing inequalities work including possible upscaling of BSB has shrunk.

Gill said the working group meets regularly. There is likely to be some non-recurring funding now and Rosie has plenty of ideas for its use. Gill advised that the expansion of BSB will now not total £4.2million, but we will be part of the reducing inequalities delivery. Born in Bradford are the evaluation partner. Vipin said the BSB involvement in reducing inequalities will help sustainability.

Gill listed the eight BSB projects originally intended for scale up in reply to a query from Duncan and said we would focus on what is needed. Vipin confirmed that we would now possibly only have three or four BSB projects scaled up across the Bradford City CCG instead of the original eight proposed. Ruth observed that extra funding may be found from other pots. Duncan said the scale up will need to be a good fit for the City CCGs and Gill said we should also ensure it does not compromise the evaluation.

9. Programme Monthly Report

Gill went through Zebunnisa's Risk Update and said we need to review our risk appetite and risk management framework. There are a lot of new people on the Partnership Board so we will have an interactive session at a future meeting. Guy recalled we had agreed we would review our risk appetite level after two years and we have now reached that point.

The interactive session was initially planned for May but Vipin asked for this to be moved to June so it will be at the Mayfield Centre and this was agreed. The May Partnership Board will be at a community venue and Vipin said these are often very small.

Gill moved on to the programme monthly report and said the Big Little Moments campaign is going well and we now have inflatable characters and costumes. Rosie said she liked the report and how it is laid out.

Vipin mentioned that all the risks in the report that are Amber are to do with data. Rosie said data is critical and it is a slow process but we are getting there but her team must have data to show any results.

10. Any other business

It was confirmed, in response to a query from Rosie, that the action point for May in the forward plan should refer to 'Innovation Fund - Lessons Learned' and not the Innovation Hub.

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 16 May 2019 at MAPA, 1 Coates Street, BD5 7DL, starting at 9.30 am.

The meeting closed at 7.15 pm.