



Bradford District Assembly
the voluntary and
community sector together

Bradford District Assembly | Assembly Steering Group Minutes | Tuesday 01 May 2018 | 9:30am – 11:30am at CNet

Present: Janet Ford (CNet) (JF), Javed Khan (CNet) (JK), Sam Keighley (HWB Forum) (SK), Dave Forrest (Stronger Communities) (DF), Peter Horner (Young Lives) (PH), Penny Wangari-Jones (Equalities Forum) (PWJ), Nasim Qureshi (Community Economic Forum) (NQ)

In attendance: Saima Ashfaq (minutes)

Apologies: Tony Dylak, Helen Speight, Yasmin Khan, Soo Nevison

Item		Action
1	Introductions, apologies and declarations of interest SK welcomed NQ, the new Co-chair of the Community Economic Forum to the ASG. SK noted her disappointment at the lack of attendance considering this was a scheduled meeting.	
2.	Minutes of the last meeting and matters arising Minutes agreed Primary Care Homes (PCH) <ul style="list-style-type: none">• JK: An email was sent out by BVCSA asking for reps for PCH on voluntary basis. As part of the PCH there is a place for VCS reps on the 10 boards. In the description it was said that the definition of Hubs was put together working with the ASG, however this matter has not been discussed by ASG. SK clarified that there had been a misunderstanding and she had had discussions in her role with Arise not the ASG• The BVCSA will develop a process for electing representatives from groups and organisations. Ben has asked JF for a sample rep role description and she has sent him a template.• Need to clarify the relationship between BVCSA and the Assembly (agenda item for next meeting)	

	<p>Discussion took place:- Key points:</p> <ul style="list-style-type: none"> • If reference is made to the Assembly then the expectation would be to use due diligence • Sharing role description not a problem as it is sharing good practice. • The BVCSA process is different to Assembly process • No objections raised to Locality Model in ASG minutes • No clear definition of community anchors, Locality has a definition but it is not the only definition • JK: technically can't do anything as all been done. Issue is going forward. Discuss at next meeting. • BVCSA to check information relating to ASG • ASG has developed a sound reputation over the years and ASG are keen to preserve this • DF questioned whether reps should be receiving volunteer expenses as stated in the Compact agreement. As the reps will from organisations there is no issue of volunteering expenses • Need to look at Compact compliance <p>Universal Credit/Anti-Poverty Event The event will take place on 24th May at Manningham Mills. JK had attended the Anti-poverty Coordination Group on behalf of the Equalities Forum as an interim arrangement. SK queried if this was appropriate. JK explained that he had an interest from West Bowling Centre. Helen Johnston has asked if JK can continue to attend due to his contribution. Action: Ask Ian Brewer if he is willing to be the rep going forward.</p> <p>Transformation Programme JK has been invited to attend these meetings</p>	<p>PWJ to discuss with JK</p>
<p>3.</p>	<p>Declarations of Interest To be declared against each agenda item.</p>	
<p>4.</p>	<p>Review of Assembly Forum Chair Election Processes Key points:</p> <ul style="list-style-type: none"> • Complaint received after election for CEF Co-chair from a person who wished to stand. The complaint centred on information not being received. The complainant requested for a review to be conducted of the Assembly Election process • Any forum member can self-nominate or be nominated e.g. Only Equalities forum members can nominate or self-nominate 	<p>SA will post future election details on website</p> <p>SA increase communication</p>

	<ul style="list-style-type: none"> • All election details e.g. timescales, who is entitled to vote, terms of office should be made clear on the website • Ensure GDPR is up to date • Emails, website and the CNet newsletter are all different avenues of communication and are used currently. There is no need to tweet as it is a closed process 	<p>avenues for elections</p> <p>JF to draft a reply letter and SK to send</p>
<p>5.</p>	<p>BME participation in the Assembly Task and Finish Group SK explained that at the Equalities Forum concerns were raised about the lack of representatives from the BME community particularly in strategic positions.</p> <p>The BME Task group took place last on 23 April. Feedback from PH, NQ and JK given below:-</p> <ul style="list-style-type: none"> • Agreed to focus on BME representatives initially with a view to moving on to other protected characteristics • Agreed to organise an event in July inviting people from the BME community to discuss the Assembly and encourage engagement in the forums. • A survey will be conducted to identify barriers to attending forums • CNet will support the event on behalf of the ASG but COEMO will lead • Invite open to all BME organisations • Next planning meeting will take place on Wednesday 16 May 2018, 1pm at CNet • SK asked for an asset based approach to this, appreciative enquiry that talks about solutions not problems – SK happy to work with someone to design <p>PWJ said that Racial Justice Network could support the event. She is aware of a lot of people who want to get involved but do not have the pathways to do so.</p> <p>Issue of monitoring the equality of forums and organisations raised. Equalities audit tool suggested (DF)</p> <p>Agreed for ASG to follow up on identifying an Equalities audit tool</p> <p>Concerns expressed about COEMO's role should be raised with BDIP</p>	<p>Wendy to send meeting invites for BME T&FG</p> <p>BDIP to look at equalities monitoring</p>
<p>6.</p>	<p>Assembly Conference feedback and next steps Feedback from evaluation form</p> <ul style="list-style-type: none"> • Facilitation training to be provided for facilitators at the next conference 	

	<ul style="list-style-type: none"> Look at this year's evaluation to identify changes to be made to next year's conference <p>Next Steps</p> <ul style="list-style-type: none"> Agreed for SK and SN to produce a document from the workshops notes which gives a collective VCS perspective of co-design for public sector partners e.g. Big Think, Council Officers, Procurement and Commissioning, RMG, Leader of Council. Once complete wider T&FG will take forward - SN, SK, PH, NQ DF asked about Collaborative working Group PS used to attend. Council produced a document. 	<p>SK/SN to pull together document from Conference Workshop notes</p> <p>SK talk to Helen Hirst and Kersten England re: VCS Co-design Document</p>
8.	<p>AOB</p> <ul style="list-style-type: none"> Anti-poverty and Universal Credit event on 24 May, 2:30pm at Manningham Mills ASG Structure – add as agenda item on 22 May 2018 DF informed all Safer and Stronger are splitting. Setting up a new partnership called Integration Board. A rep will be needed for the Integration Board – discuss at next meeting 	
9.	<p>Next meeting Tuesday 22nd May 2018 9.30 to 12 noon at CNet</p>	