



Exec Meeting

14th July 2004

15:30 – 17:30

Board Room, Mercury House

Minutes

Item		Action By
1	<p>Present: Corine Campbell – CBMDC; Anthony Clipsom – Bradford CVS; Sally Collins – Bradford Vision; Phil Cutler – BACC; Eleanor Green – Bradford NHS; Jane Gregory – LGB Network; Ann Griffin – Bradford District Women’s Forum; Caroline Schwaller – Keighley CVS; Jenny Scott – Springfield Tenants & Residents; McMillan Serrant – ABCD;</p> <p>In attendance: Paula Halliwell, Liz Hanney – Bradford Vision; Tony Sheeky – Community Funding Unit, CBMDC; Ian Fiddler, Titch Kavanagh, Steve Skinner –Community Development Policy Unit, CBMDC; Evie Chandler Equalities CBMDC.</p> <p>Apologies: Frank Hanley – CBMDC Policy & Exec; Roz Hall – CBMDC Regeneration; Colin Western – West Yorkshire Police; Pam Hardisty – Bradford Vision; Sue Gledhill – CNET; Rob Mooney – CD&LL CBMDC.</p>	
2	<p>Minutes of last meeting The minutes were accepted as an accurate and correct record of the previous meeting held on 2nd June 2004.</p>	

<p>3</p>	<p>Chairs Report Report from the Audit Commission handed out for information.</p> <p>Chairs meeting will be held on 27/07/04, Caroline nor Eleanor are able to attend It was suggested that the partnership was represented by another member of the Exec. Anthony put himself forward to attend the meeting.</p> <p>Community Strategy – Janet Holdsworth explained the background of the strategy as follows</p> <ul style="list-style-type: none"> • It is to be more forward looking rather than a review of what has happened in the past. • There will be an obligation to build in other strategies and plans. • Partnerships will have a clearer view of their connection with each other. • There will be more involvement and commitment to the Community Strategy. <p>There will be two versions of the pro forma devised, one for organisations and one for members of the public. There will be quotes from each of the partnerships included on the pro forma stating what has been the focus for 2004/2005 and what will be the forward plan for the future.</p> <p>Indicators: A short paper was presented . The existing BC indicator used in the Community Strategy and a second alternative was discussed. The new one is: Percentage of groups that perceive a positive outcome involvement in decision making on issues that are of relevance to them.</p> <p>Main points from discussion were:</p> <ul style="list-style-type: none"> • that the number of indicators should be related to the number of strategic aims. • the second indicator and target should be used as this is more representative than the first. • That Speak out should not be the only method of collection. <p>Agreed:</p> <ul style="list-style-type: none"> • That the new indicator replaces the existing one. • That a Report will be produced on the figures gathered from last year. 	<p>Eleanor to forward any relevant information to Anthony regarding the Chairs Meeting.</p> <p>All send any comments or answers to the three questions related to the pro forma to Steve Skinner by lunchtime on Monday 19/07/04.</p> <p>Implementation group to look at the targets and indicators at a later date.</p> <p>SS to request new indicator and target for Community Strategy.</p>
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<p>4</p>	<p>Quick Updates:-</p> <p>Compact Meeting of the Compact Steering Group arranged for August. Feedback will be given at next Exec in September.</p> <p>Commissioning – Tony Sheeky from CFU presented a short paper. Two protocols were also presented to the meeting. Protocols:</p> <p>A proposal was made to find someone out of the district to sit on the ISO board but it was brought to attention that this could affect the decision making process due to the varying demographics of the Bradford District.</p> <p>Chris Murdoch from health has put herself forward to sit on the panel. There was extensive debate on whether the Council’s proposed guidelines where there is a potential conflict of interest over membership of a commissioning sub group deals with the issues. Members of the Exec were asked to think of other people that would be suitable to sit on the panel.</p> <p>Jane Gregory proposed the protocol to be accepted and then reviewed at a later date.</p> <p>Approved: Both of the protocols were approved</p> <p>Anthony Clipsom abstained.</p> <p>Membership It was noted that the two commissioning sub groups both need expanding. A decision is needed on this is to be made by early September.</p> <p>Change Up This important new Home Office strategy was noted. It was agreed that the ISO sub group would be asked to consider this report in their commissioning recommendations.</p> <p>Annual plan for B.C. Forum Proposal of 3 linked events was put forward to the exec to be held within the next 18 months. This was accepted.</p>	<p>All – Suggestions of forum group members of both sub groups names to be emailed to both Steve Skinner and Tony Sheeky within the next 10 days. This compiled list will then be emailed back out to members for comments. Names that are questioned will be removed from the list.</p> <p>SS to forward copy to CFU.</p>
<p>5</p>	<p>Building Communities Action Plan – update and issue of equality theme</p>	

	<p>It was welcomed that 9 action coordinators are now in place and the action plan developing well. 6 out of 9 have first meetings planned.</p> <p>Equality issues need to be an underlying theme to all action areas. So far, for example, Training Anti-racist training materials for community groups.</p> <p>The plan is to have a costed action plan to present to the Council in September.</p> <p>Action: BC Exec members asked to contact relevant action coordinator to get involved.</p> <p>Action: A costed action plan is to be produced by mid September.</p> <p>Action: Implementation group to meet to look at action plan further.</p>	CDPU to organise Implementation Group meeting.
6	<p>Cohesion Delivery Plan:- Update and progress. Issues for BC Exec to consider.</p> <p>Sally Collins from Bradford Vision gave a useful update on progress with the cohesion delivery plan.</p>	
7	<p>Action List</p> <p>Action list was amended and updated (attached at back of document).</p>	
8	<p>Matters arising</p> <p>Communities of Interest Working Group taking on a new development worker.</p> <p>Members of Exec were asked if they wanted their telephone numbers to appear on the newsletter. Those present approved they could appear on the Newsletter.</p> <p>The constitution is to be checked to see what should be done with members of the exec who have not been present at meeting on a number of occasions.</p>	Action CDPU.
9	<p>Any other business</p> <p>There was no other business</p>	
10	<p>Date of next meeting</p> <p>15th Sep 2004, Board room, Mercury House</p>	

Action List

Completed items

	Task	Action By
	Invite Sharmila Gandhi to attend future BC Exec meetings. Pam has been assigned the rep for the BCP instead of Sharmila.	Caroline Schwaller
4	Dave Moss to be invited to the next BC Exec meeting on 14 th July to discuss SFF funding.	Dave was replaced by Janet Holdsworth
5	Call meeting of Compact steering group before next BC Exec.	Steve Skinner
6	Produce a set of draft terms of reference and relationship between the BC Executive and the Commissioning Groups. Also a description of the pattern of work through the year to be submitted at next meeting.	Steve Skinner & Simon Baker
9	A timetable of events should be drawn up for the forthcoming year.	Steve Skinner

Outstanding items

	Task	Action By
21/04/04	Invite Ali Jhan Haidar to next meeting. Only to be invited if equalities are on the next agenda	Eleanor Green
02/06/04	Secretariat to be kept informed of people who have been told about the Action Plan Development.	All
02/06/04	CS & MS - Speak with CNET in order to organise more work together and to bring proposals to next meeting.	Caroline Schwaller & McMillan Serrant

New Items

	Task	Action By
3	Forward any relevant information to Anthony regarding the Chairs Meeting.	Eleanor Green
3	Send any comments or answers to the three questions related to the pro forma to Steve Skinner by lunchtime on Monday 19/07/04.	All
3	To look at the targets and indicators at a later date.	Implementation group
3	Request new indicator and target for Community Strategy.	Steve Skinner
4	Suggestions of forum group members of both sub groups names to be emailed to both Steve Skinner and Tony Sheeky within the next 10 days. This compiled list will then be emailed	All

	back out to members for comments. Names that are questioned will be removed from the list.	
4	Forward copy of CFU	Steve Skinner
5	Organise implementation group meeting for Action Plan	CDPU
4	Invite Janet Holdsworth to Next Exec on 15 th Sep	Steve Skinner