



Executive Meeting

Minutes
21st April 2004

1. Welcome & Introductions

2. Present

| | | |
|--------------------|---|--|
| Frank Hanley | - | CBMDC Policy and Exec Support |
| Anthony Clipsom | - | Bradford CVS |
| Caroline Schwaller | - | Keighley VS (Chair) |
| Maria Perez | - | Bradford District Public Health Partnerships & Health Development (representing Eleanor Green) |
| Anne Griffin | - | Bradford Womens Network |
| Phil Cutler | - | BACC |
| Corine Campbell | - | CBMDC CD and LL |
| Salma Yasmeen | - | Sharing Voices Initiative |
| Jenny Scott | - | Springhead Tenants & Residents |
| Jane Gregory | - | LGB Network |
| Mcmillan Serrant | - | ABCD |

In attendance:

| | | |
|----------------|---|-----------------------------------|
| Pat Fairfax | - | Community Development Policy Unit |
| Ian Fiddler | - | Community Development Policy Unit |
| Charles Dacres | - | CBMDC – Equalities Service |
| Mick Charlton | - | Community Development Policy Unit |
| Steve Skinner | - | Community Development Policy Unit |
| Rob Mooney | - | CBMDC CD and LL |

Apologies:

| | | |
|---------------|---|-----------------------------|
| Eleanor Green | - | Bradford Health Partnership |
| Roz Hall | - | CBMDC Regen and Environment |
| Gill Bowskill | - | Ilkley CVS/Able All |

3. Minutes of Previous Meeting

Agreed as an accurate record.

Members of exec invited to attend stand at the Activate event held by Community Work Training Company.

ACTION:

EG To invite Ali Jhan Hader to next meeting



4. Matters Arising

- 4.1 Former bottom right logo chosen, will be forwarded to designer for development
- 4.2 Organisation and planning of the Get the Picture event is going well. places have been reserved for members of the Exec board. Steve gave a brief of what will be happening on the day.

5. Action Plan Development – Update

- 5.1 The building Communities Strategy is now ready to go to print in full Bradford Vision style. As the Strategy is a five year plan and has only just gone to print it was decided to change the dates to 2004 – 2009. Vision has agreed to pay for the design and printing of the strategy.

Bradford Vision have asked could the BCP contribute the total cost of printing of the Compact.

- 5.2 The Implementation Group is asked to take on board the development of the Action Plan. Any comments regarding the plan are to be sent to the group directly.

ACTION:

SS A draft of the Action Plan is to be distributed for comment with a copy of the Strategy to Party Leaders and the District Fed. It will have DRAFT written across the front to highlight this is not the final copy. A letter will be enclosed from Caroline Schwaller.

PF email next date for meeting of the Implementation group.

6. Compact update

- 6.1 The compact was approved by ETAP and will be launched on 5th May 2004 by Cllr Margaret Eaton, as Chair of Bradford Vision and Stewart Smith as Chair of the Community Network. An invite was given to all members of the BC Exec panel.

7. Cohesion Task Group

- 7.1 Funding for the task group is being dealt with by the Safer



Communities, It was suggested that Sally Collins could attend all of the forthcoming meetings to represent Safer Communities.

ACTION

IF An invite will be sent out to Sally Collins to attend the next BC Exec meeting.

8. Chairs Update

- 8.1** Caroline Schwaller attended the recent Chairs meeting where the following items were reported on as good news stories: Compact Launch, Commissioning and Regional Conference, (Get the Picture).
- 8.2** Documents were distributed by Bradford Vision regarding the Performance Management Framework. This had to be completed and returned by an unrealistic deadline set by government office. Due to other commitments Caroline was unable to meet this deadline.
- 8.3** Corporate performance assessment of local PSA (Public Service Agreement). Exec members should be given the opportunity to make comments early on in the process to ensure VCS and BCP involvement. It was suggested that the issues of contribution to targets should be discussed at a later BC Exec meetings.
- 8.4** Caroline asked for a task group to be formed to discuss the issues related to Performance Management. The following people put themselves forward for this
 - Caroline Schwaller
 - Mcmillan Serrant
 - Frank Hanley
 - Phil Cutler
 - Steve Skinner

Exec members expressed concern about the continuous short deadlines and it was suggested that the chair should have more support in dealing with these.

- 8.5** A New chair has been elected for ETAP (Norman Roper).
- 8.6** The next date for the Bradford Vision board meeting has been set for 19/05/04.



ACTION:

- CS** – To circulate a copy of the PMF document to BC Exec members who expresses an interest. Sharmila Gandhi to be invited to attend future BC Exec meetings.
- ALL** - Any comments to be returned to Caroline to take forward to Sharmila Gandhi.
- ALL** - All documents received which are related to the BCP are to be forwarded to the secretariat for circulation to Exec members.

9. BC Exec Members Roles in Other Forums and Partnership

- 9.1** An exercise was to be carried out to identify the other forums that members of the Exec were represented on. Due to lack of time it was decided that each member should compile their own list and forward it to the following email address:
info@buildingcommunitiespartnership.org.uk
Results to be discussed at next meeting 02/06/04

ACTION

- ALL** - Members are to reply by email with their response to their roles within other forums.

10. Discussion about proposals of SFF and BC role in Commissioning

- 10.1** BC Exec agreed to take on the commissioning role, subject to practical Issues
- The constitution needs changing
 - CFU maintain the level of administrative support
- A task group is to be formed to develop a protocol which will consist of
Corine Campbell
Mick Charlton
Anthony Clipsom

Meeting Closed

NEXT MEETING

**2nd June
Boardroom, Mercury House
15:30 – 17:30**