



**Building Communities Partnership
Executive Meeting
2 June 2004
15:30 – 17:30
Mercury House**

Minutes

Item	
1	<p>Introduction & Welcome</p> <p>Present: Anthony Clipsom – Bradford CVS; Phil Cutler – BACC; Eleanor Green – Bradford NHS; Jane Gregory – LGB Network; Caroline Schwaller – Keighley CVS; Jenny Scott – Springfield Tenants & Residents; McMillan Serrant – ABCD;</p> <p>In attendance: Paula Halliwell – Bradford Vision; Simon Baker and Tony Sheeky – Community Funding Unit, CBMDC; Mick Charlton, Pat Fairfax, Ian Fiddler, Titch Kavanagh, Steve Skinner –Community Development Policy Unit, CBMDC.</p> <p>Apologies: Gill Bowskill – Ilkley CVS/Able All; Corine Campbell – CBMDC; Sally Collins – Bradford Vision; Frank Hanley – CBMDC Policy & Exec; Ann Griffin – Bradford District Women’s Forum; Roz Hall – CBMDC Regeneration; Colin Western – West Yorkshire Police.</p> <p>Paula Halliwell was welcomed to the meeting. It was noted she was attending BC Executive meeting in addition to rather than instead of Pam Hardisty from Bradford Vision.</p>
2	<p>Minutes of last meeting</p> <p>The minutes were accepted as an accurate and correct record of the previous meeting held on 21st April 2004.</p>
3	<p>Chairs Report</p> <p><i>NR Floor targets:</i> At the last Bradford Vision board meeting the NR floor targets were reviewed. It was noted that use of floor targets in isolation can have weaknesses as tools to achieving change.</p> <p><i>Performance Management Framework</i> – it was noted that Bradford Vision will endeavour to give the BCP and other Strategic Partnerships a greater opportunity to contribute and comment in the future.</p>



	<p><i>Bradford Vision web site</i> – useful access to find out what vision does to visit the web site at http://www.bradfordvision.net</p> <p><i>SFF</i> - to be discussed at forthcoming Economic Development Partnership. Sharmila has this information (further discussion needed).</p> <p>ACTION: All – Recommended to view the Bradford Vision web site and read PMF document which provides a good description of Vision structure and work. SS - Dave Moss to be invited to the next BC Exec meeting on 14th July to discuss SFF funding.</p>
4	<p>Action Plan <i>Report & recommendations from Implementation Group</i> Titch Kavanagh was introduced as the key coordinator for the development of the Action Plan. His work over the next few months was outlined. The Action Plan has now been divided into 9 sets of actions. Each one will be allocated a facilitator that will develop their individual set. At this stage, there has been 1 definite name and 5 maybes have come forward (Alan Anderton, Shelagh O'Neill, Maria Perez, Sally Collins and Alison Walters).</p> <p>One or two meetings are to be arranged with the co-ordinators before the summer in order for the plan to be costed before the September deadline.</p> <p>ACTION: All – to promote the B.C Action Plan in appropriate forums/meetings over next few months.</p>
5	<p>The General Compact</p> <p>The Compact has now officially launched and has been endorsed by both ETAP and the Board of Bradford Vision.</p> <p>The Steering Group for the Compact need to be aware that the Compact doesn't lose its momentum in implementation, already the PCT's are going ahead with their own versions. This initiative needs to carry on in other sectors.</p> <p>It was requested that over the next few weeks the Compact Steering Group meets and puts a proposal forward to the BC Exec on what the next stages of taking the Compact forward will be.</p> <p>It was put forward that CNET should have more involvement in the Compact now they have officially signed up to it.</p>



	<p>ACTION: SS - Call meeting of Compact steering group before next BC Exec.</p>
6	<p>Proposals of SFF and BC role in commissioning infrastructure organisations and community development <i>(Paper distributed)</i></p> <p>The paper was discussed. It was agreed that the ISO Commissioning Group needs more representation from BCP and the existing processes used by the ISO sub group will initially be continued.</p> <p>It was noted that more work is needed to clarify arrangements concerning potential conflict of interest of representatives of voluntary and community sector organisations that may be on the ISO Commissioning Group. It was acknowledged that there are precedents from other commissioning bodies where such representatives may be involved in drawing up the criteria but not directly be involved in assessing individual funding applications.</p> <p>The Community Funding Unit confirmed that with the transfer of the commissioning role for ISO and community development to the BC Partnership, that the CFU would be able to continue the same level of support to the commissioning process and can submit quarterly reports to the BC Exec. The issue of increased workload for the CDPU as secretariat was raised and needs to be looked at in more detail by the BCP.</p> <p>It was agreed that</p> <ul style="list-style-type: none"> a) The already established commissioning working groups will be overseen by the BC Exec but will be widened out to include people with relevant knowledge and expertise. b) The BC Constitution can act as a suitable vehicle for the commissioning role. <p>The content of the paper was broadly approved in outline, while noting that more details on the process and criteria needs to be added to the document. A key issue is the role of the BC Executive in the process.</p> <p>ACTION: SS & SB - 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.</p>
7	<p>ACU Infrastructure Strategy (vcs) <i>Brief updates on the 2 commissions - issues for BCP "early spend"</i></p> <p>The ISO Group has been commissioned with £30,000 in order to carry out consultation with their clients. This will include mapping & baselining and joint working assessment.</p>



	For this type of work the Assessing Community Strengths profiling method was given as an example of a useful tool.
8	<p>Our own members</p> <p>There was a general consensus that there was not enough contact with the BC Forum members, although many of them did attend the planning meetings held at the beginning of the year.</p> <p>It was agreed that the forum should meet 3 times per year.</p> <p>The compact could be used as a theme for the first of the meetings of the forum. The 'CRAP' event was used as an example of a good theatre group that put on a performance related to community development recently.</p> <p>ACTION: CS & MS – Meet CNET team and agree more joint work - bring proposals to next meeting. SS - a timetable of events should be drawn up for the forthcoming year.</p>
9	<p>Other partnerships</p> <p>a) <i>Our membership of them</i> b) <i>Should we be looking at the other partnerships' strategies?</i></p> <p>Mapping exercise was carried out during the meeting (handout given) the results are to be reported back asap.</p> <p>The Meeting ran over time and part B of the exercise is to be added to the agenda for the next meeting.</p>
10	<p>Cohesion Update</p> <p>Sally Collins could not attend the meeting, therefore this item was deferred.</p>
11	<p>Action List</p> <p>Action list was updated and amended (attached at back of document)</p>
12	Matters arising
13	Any other business
14	<p>Date of next meeting</p> <p>14th July 2004 – Board Room, Mercury House – 15:30 to 17:30</p>



Action List

Completed items

	Task	Action By
	Distribute draft copy of Action Plan (for comment), along with a copy of the Strategy to Party Leaders and District Fed. A letter will be enclosed form Caroline Schwaller.	Steve Skinner, Caroline Schwaller
	Invite Sally Collins to attend the next meeting of the BC Exec.	Ian Fiddler
	Circulate a copy of the Performance Management Framework to Exec members who showed an interest.	Caroline Schwalle
	Comments form members of BC Exec to be forwarded to Caroline to take to Sharmila	All
	All documents received relating to BCP are to be forwarded to the Secretariat for circulation to Exec members	All
	Members are to reply by email with their response to their roles within other forums	All

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
21/04/04	Email next dates for meeting of the implementation group.	Pat Fairfax
	Invite Sharmila Gandhi to attend future BC Exec meetings. Pam has been assigned the rep for the BCP instead of Sharmila.	Caroline Schwaller

New Items

	Task	Action By
02/06/04		
3	View the Bradford Vision web site	All
3	Dave Moss to be invited to the next BC Exec meeting on 14 th July to discuss SFF funding.	
4	Secretariat to be kept informed of people who have been told about the Action Plan Development.	All
5	Call meeting of Compact steering group before next BC Exec.	Steve Skinner
6	SS & SB - 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	Steve Skinner & Simon Baker



	through the year to be submitted at next meeting.	
8	CS & MS - Speak with CNET in order to organise more work together and to bring proposals to next meeting.	Caroline Schwaller & McMillan Serrant
9	SS - a timetable of events should be drawn up for the forthcoming year.	SS