



**Bristol Ageing Better  
Programme Board Meeting  
9th December 2014, 1 – 4pm  
at Burgess Salmon Meeting Room, The Glass Wharf, Bristol**

**Present:** Alan Carpenter (Chair, BAB and AUKB), Mark Baker (Age UK Bristol), Claire Miller (LinkAge), Rosa Hui (Bristol & Avon Chinese Women’s Group), Guy Robertson (Dir. Positive Ageing Assoc.), Robin Means (UWE), Mirella Brittan (CRUSE Bereavement), Keith Sinclair (Carers Support Centre), Steve Davies (CGG Health & Wellbeing Board), Brian Richards (OPPB), Judith Brown (Dep. Chair, BAB and BOPF), Cherry Hartley (Malcolm ‘X’ Elders), Tariq Khan (Dhek Bhal), Howard Marsh (Age UK Bristol – minutes), Ruth Richardson (Age UK Bristol).

**Apologies:**

Were received from: Kay Russell (BCC), David Cottam (LinkAge), Mandie Lewis (Carers Rep.), Gloria Morris

**1. Welcome, introductions, apologies and previous minutes:**

Alan commenced by thanking everyone for attending and recorded our thanks to Burgess Salmon for the use of their meeting room.

**1a. Matters arising from the previous meeting:**

The meeting looked at the previous meetings minutes.

Alan drew the board’s attention to the key timetable dates and the milestones table – these items will form part of this meeting’s agenda.

He added that Ruth had put all this information into a combined project table which attendees could examine during the break.

**2. Chair’s introductory remarks:**

**Alan** reported that there had been a Partnership Meeting last week where a SWOT analysis had been conducted and it was agreed that BAB is an ambitious project. He presented a slide show and mapping chart - he said that BAB is adopting a whole system approach - a complex and thorough plan.

One of the underpinning aims is for work generated to be sustainable post programme and to build capacity with our partners.

Alan also gave feedback about background work around the governance of the programme; using partners, joint working and information sharing.

The project is moving forward to a full programme team and building capacity for an April start.

**Alan** concluded by thanking Ruth for her excellent work to date.

**Judith** said she was encouraged by the Partnership Meeting and the willingness for joint working.

### **3. Programme structure:**

Mark displayed a Programme Team slide.

In determining the programme team structure we looked at the 'Second Steps' team, a similar lottery project already running in Bristol. To date Mark has effectively been acting as the Project Director and Ruth as the Programme Manager. Both these posts now have to be advertised and filled. Other roles to be recruited in time: Administrator, Communications Manager, Older People Engagement Worker and Community Navigator Development Officer.

The board were in agreement that older people should be engaged in the recruitment of staff.

**Mark** outlined the Lottery's requirements regarding feedback about BAB's work and the importance of joined-up working for the Implementation Team – strong communications were emphasised.

**Alan** said that Job Descriptions for the Project Director and Manager need to be forwarded to the Lottery for their agreement. He further explained that contracts, commencing where possible from the 1st of April, need to run for the life of the project. The Lottery will not fund redundancy packages.

There was a debate about issues raised:

Where staff will live? **Mark** responded by saying that Age UK Bristol would be acting as host and there is additional room on the fifth floor in Canningford House.

**Are** all jobs full-time? **Mark** said that posts such as the Development workers were part-time and staff would 'hot-desk' as not everyone would not be in the office at the same time.

**Robin:** raised a discussion point on how the Community Researchers accountability will change with regard to feeding back to BAB – he suggested another table to show reportability (rather than just their roles).

**Alan** drew the discussion to a close and clarified points made. The discussion then moved onto the recruitment process:

How widely would posts be advertised? **Ruth** replied by saying posts would be placed on the Age UK Bristol, **VOSCUR** and Bristol CC websites plus The Guardian newspaper. Other board members present said they would be able to advertise the positions. **Rosa** asked for assurance that the posts would be sent to ethnic groups as their members may have candidates competent for the posts.

**Alan** concluded the discussion by stating that the posts will be advertised widely but was also seeking the board's endorsement and approval that things were proceeding correctly. **The board were in full agreement and formally accepted.**

**Keith** offered his help to ensure implementation for the 1st of April start date.

**Mark** said, in regard to the 22 December submission to the lottery, we need to ensure quality information is forwarded and include a timetable for staff appointments.

Some of the board members expressed that they'd like to see copies of post Job Descriptions.

**ACTION:** Copies of Job Descriptions to be sent out for Board members to peruse.

**Alan** asked it to be recorded that the Board are fully supporting **Mark**.

#### **4. Commissioning update:**

**Mark** reported that Ruth had attended a meeting in London with the Lottery Legal Team who admitted that the guidance they had offered had been too onerous re tender advertising. Regarding commissioning, in our application we named 12 partners – these 12 do not necessarily have to compete for work if this was desirable. Normally for projects up to 10k three quotes will be required whilst projects over 10k would have to go out to tender. **VOSCUR** will be helping BAB with the commissioning process and two types of Partnership Agreements and Service Level Agreements would need to be drawn up – Mark is working with Bristol CC on this.

The Lottery has agreed in principle BAB's commissioning paperwork - we can interview a tender if only one bid has been received. BAB need to ensure that those bidding have: a proven track record, their own community networks, are financially viable (i.e. not likely to 'fold' during the duration of the project) and ability to deliver.

The first projects commissioned will be: 1) Community Development; 2) Peer Support and 3) Asset Based Training.

**Tariq** said that partners can also be used to advertise projects and vacancies.

#### **5. Project plan:**

**Ruth** said that the Project Plan is the last hurdle (due in 22 December) and the document which the Lottery will be holding BAB accountable.

**Ruth** showed a slideshow of the Project Plan – she explained that BAB legally have until June to start the programme. It was acknowledged that some posts may not be filled by the start date.

Some of the wording on item 4 – Programme Outcomes (previously circulated) had been tweaked to meet the Lottery's criteria.

**ACTION: Ruth** to send out copies of the Monitoring Evaluation section.

**Rosa** asked how older people would be involved? **Ruth** replied by saying that she would like to establish a steering group to review, for example applications to the Community Chest which could be serviced by the Older People's Engagement Worker.

During feedback to Ruth, the following points were made:

Differentiate the Community Chest from other local funding sources.

Capacity, ability and commitment of the Older People's Steering Group should be considered when deciding which groups are to receive funds.

Documentation for older people should be written in layman's terms.

The board should value the older people who get involved.

Older people should be in the centre of our work.

There was further discussion around the issue of older people's involvement and costs that they, or their carer's, might incur in attending such meetings or participating in BAB's work.

**ACTION:** **Ruth** will send out copies of the full Project Plan once it is completed.

**Ruth** continued by running through the other sections on the Project Plan and drew the Board's attention to the 2-year timeline which was tabled. She told the meeting that Liz Bell is helping to write the Marketing & Communication section and that the Aardman Animation will be brought forward to use as launch publicity.

**Alan** closed this item by asking members to feedback on any of the circulated Project Plan sections sent out to them – if any errors are spotted then do **let Ruth know**. **ACTION: for all.**

**Robin** said that he felt the group were doing really well and that thanks should go to **Ruth** for her work.

## **6. Board development:**

**Alan** talked the group through the tabled Board Development paper (previously circulated).

**ACTION:** **Alan** to set date and venue for board development session.

**Steve** raised the issue of what happen if something goes wrong with the project.

Members of the board need to communicate with each other.

The group should look at analysis of conflict and how the board conducts itself. BAB should not pick up any of the shortfall of BCC in the light of expected council financial cutbacks.

**Mark** responded to the members concerns by stating that Age UK Bristol is legally responsible for BAB and should consider the experience and expertise of the board and be aware of any conflict of interests which may arise.

**Judith** said the board should consider working with the Older People's Partnership Board whose membership is 50% older people.

**Alan** concluded this item and the meeting took a short break – he asked members to look at the two-year plan Ruth had drawn up.

## **Break**

### **7. Programme risks:**

**Ruth** had prepared six flipcharts looking at possible areas risk to the BAB project – they were:

- 1) Political
- 2) Communications
- 3) Partnerships & Relations
- 4) Programme Management
- 5) Project Delivery
- 6) Financial

The lottery wanted the group to consider the external environment and think about things that will mitigate the risks.

As members gave their thoughts, these were recorded on the relevant flipchart. The feedback will help inform this area of the Project Plan. Time did not allow for the risk scores to be calculated on their impact or probability. **ACTION: Alan and Ruth** will finish today's activity and calculate, and compile, a risk assessment list for inclusion in the Report Plan submission.

**Mark** closed the meeting and thanked members for attending and wishing everyone a Merry Christmas and Happy New Year.

**Date of next meeting:** March 2015