



**Bristol Ageing Better
Programme Board Meeting
24th March 2015 2 – 4pm**

First Floor, Canningford House, 38 Victoria Street, Bristol, BS1 6BY

Present: Alan Carpenter (Chair, BAB and AUKB), Mark Baker (Age UK Bristol), Claire Miller (LinkAge), Guy Robertson (Dir. Positive Ageing Associates), Mirella Brittan (CRUSE Bereavement), Steve Davies (CCG Board), Brian Richards (OPP), Mandie Lewis (Carers Rep.), Gloria Morris (Golden Agers), Judith Brown (Dep. Chair, BAB and BOPF), Cherry Hartley (Malcolm 'X' Elders), Kay Russell (BCC), Bob Maggs (RSVP), Ruth Richardson (Age UK Bristol), Grania Pickard (Age UK Bristol – minutes).

Apologies:

Were received from: David Cottam (LinkAge/St Monica Trust), Robin Means (UWE), Keith Sinclair (Carers Support Centre), Rosa Hui (Bristol & Avon Chinese Women's Group)

1. Welcome, introductions, apologies and previous minutes:

Alan welcomed all to the meeting and the board was introduced to the temporary administrator Grania Pickard who would be taking minutes.

The minutes of meeting held 9th December 2014 were agreed as a true and accurate record of the meeting.

Congratulations were offered to Ruth and Mark, for receiving the final confirmation from the Big Lottery Funding of the project plan receiving committee sign off.

2. Chair's introductory remarks:

In introduction Alan reviewed the activities of the past 4 months, the planned activities of the next 4 months and the wider context in which these are taking place.

Review of the past four months:

- Recruitment of a BAB Programme Manager
- Positive progress by Judith and Ruth in regards to recruitment of the older people's steering group
- BAB project plan submitted to the BLF and approved
- Positive work on the community development commissioning programme, assisted by Shamim Baloo of Age UK Bristol
- Delivery of key workshops, such as the CPCE workshop in February

- Recognition of the presentations given by Alan, Mark, Ruth, Guy and Judith to various bodies such as Bristol City Council Senior Management Team and Neighbourhood Partnerships
- Congratulations to Ruth for her appointment as Programme Manager

Alan showed the board a Phase Map detailing activities until the end of July.

Looking ahead to the next four months:

- Major activities as detailed in the Phase Map
- Ruth, Mark and Alan discussing amending this document to allocate names to the activities
- Future board agendas to incorporate performance management
- Community development commissioning, shortly starting in Henbury/Southmead and Greater Bedminster
- Continued appointment of BAB Programme Team
- Design and production of Aardman animation in time for October 2015 launch
- Building strong links and connections, such as with Learning City Partnership, Cities of Service, European Green Capital and Resilient Cities. Alan to attend the first meeting of Learning City Partnerships
- A presentation next week to the Health and Wellbeing board at Bristol City Council.

The Wider Context:

We are living in interesting times faced with greater financial challenges than before which make programmes such as BAB critical. It is a great opportunity to build a more resilient third sector, working together to build a new way of working that is smart, focused and resilient.

3. Board Development

Alan provided an introduction to the two documents; Bristol Ageing Better Partnership – Workshop write up and Workshop Evaluation Form. He invited the board to reflect on the recent workshop and what the board would like to do next.

The board discussed the workshop and it was recognised that overall the board hoped for clearer actions to result from the workshop and more tools to work together effectively. There was a consensus that independent facilitation was the way to move forward, and the most appropriate provider of this to meet the board's needs would be discussed further.

Actions:

- Investigate other facilitator services
- Plan a future workshop
- Alan, David, Claire and Bob to form a workshop sub-group to refresh their approach and plan a workshop for the summer
- Claire asked each board member to feedback 3 things which they would like from a future workshop, to be received by the end of next week.
- Ruth asked board members to complete the evaluation forms to be returned to Hall Aitken.

4. Recruitment Update

Mark provided a summary of the recent recruitment process for the Programme Director. The panel was made up of Alan, Judith, Kay, Steve and Mark. Alan and Mark designed the process with consultation from board members as well as conducting research into other similar roles in the third sector. 35 people expressed an interest, 7 people applied and only a small number were eligible for interview so it was decided to re-advertise. To inform this process feedback on the job description was requested from partners and applying candidates. The overall feedback was that amendments were needed to the salary level, the responsibility involved and the presentation of the job description. After further research, and conversations with members of the BAB partnership it was decided to raise the salary from £37,000 to £47,000.

The board questioned the length of the contract (5 years), if inflation pay rises were included (yes) and if there is room to increase the salary for the right candidate (potentially).

Action:

Mark and Alan to amend the Job Description and send this to BLF and board members before re-advertising.

5. Feedback from BLF – BAB Project Plan

Ruth provided an update on BAB Project Plan. Last week the project plan was successfully approved by the BLF committee. The programme team will contact BLF with a project start date which will be the 1st April 2015. Additionally there will be a change to how BAB is managed from June, as BLF will provide a dedicated programme manager. This person will have a more active role including potentially attending future board meetings.

No large changes were made to the project plan, but some small changes were made. The process of applying to the Community Chest Fund was adapted to fit with funding requirements, meaning adding an additional ideas gathering stage to the application process. This will be assessed in April to ensure it is as clear as possible, and if any changes are needed.

Another change made is that Age UK Bristol agreed not to tender for services when advertised to avoid conflicts of interest. If no suitable applications were made BAB commission could a core partner, including Age UK Bristol, to deliver the service.

BLF have also asked for estimated numeric targets for Outcomes. These will be fully established once base lining has taken place from April 2015.

Alan invited feedback to the news about the commissioning process, which was as follows: Mark suggested the process be reviewed in the future, Kay emphasised the importance of older people leading the ideas for the community chest fund, Mirella spoke for the importance of supporting people whilst applying.

Older People Steering Group Update:

Judith and Ruth held two sessions in February for older people interested in being part of the steering group. In total 16 people attended, and 7 applied to be on the group, all of whom were approved.

Ruth invited members of the board to join this group, as one more representative was needed. Ruth will also be attending a community researchers meeting on the 25th March where she will invite two members to also join this steering group. The first meeting will be held in May.

Kay felt that one of the outcomes of BAB should be a strong core in Bristol, including a strengthened Age UK Bristol, and that the board should consider Age UK Bristol having the opportunity to deliver some future BAB services if best placed to do so.

Gloria Morris introduced herself to the Board and will share a board role with Cherry. Gloria is a member of Bristol Older People's Forum, on the management committee of the Older People's Partnership Board and Assistant Chair of the Golden Agers group. Gloria reflected that BAB has done a lot in a short amount of time.

Kay suggested new board members have an opportunity for a pre-meeting with some board members before board meetings.

6. Selection of Delivery Partners Policy & Procedure

Ruth provided the context for the document, developed with support from Voscur. Before assisting Voscur confirmed that they would not seek to deliver any BAB projects to avoid potential conflicts of interest. The policy incorporates lottery guidance, local best practice and Compact requirements and feedback from the BAB partnership regarding a preferred collaborative approach to commissioning.

BAB will begin to commission once the policy is approved. Ruth invited comments and feedback on the draft.

Claire asked for clarification around limiting the number of projects delivered by single providers. This is to ensure a robust programme and avoid monopolies. Mark reported that as the LinkAge model involves multiple delivery providers it adheres to and should not be affected by the inclusion of this in the policy.

Bob felt the policy was impressive and focused on quality over price. Keith fed back via email some useful comments around managing complaints and appeals by unsuccessful providers.

Action: Ruth to amend policy to include complaints process.

Individual tender documents will contain expected outcomes, managed through service level agreements between BAB and delivery partners.

Mark reported that the first BAB service level agreement is under development with UWE for the Community Researchers project.

The board fully supported the approach to commissioning and approved the Selection of Delivery Partners policy & procedure. The programme team will begin to commission services on these principles from April 2015.

7. Conflicts of Interest

Ruth reported that the Programme Team will do further work on and develop a BAB Conflict of Interest policy but that it was important to develop a register of interests before any commissioning begins.

Actions: All board members to complete and return Declarations of Interest pro forma to Ruth by 1st April.

Mark & Ruth to bring Conflict of Interest policy to next board meeting for discussion and approval.

8. Dates of future meetings

The board agreed to meet every two months.

Action: Ruth to confirm dates with board members.

Any other business

Guy reported on the draft Common Measurement Framework under development by Ecorys. The board discussed the pros and cons of asking potentially intrusive questions regarding religion, sexuality and marital status as required by BLF's Equalities framework. It was also felt that the volume of questions suggested is too high, and there are concerns around the proposed tools to measure loneliness, particularly as it is often volunteers who will be asking these questions. The Evaluation & Evidence group will continue to discuss with Ecorys, including the possibility of sampling information from more 'light touch' BAB initiatives.

A fuller report from the Evaluation & Evidence group will follow at the next board meeting. Claire asked the group to consider how best to mesh the Ecorys requirements with the existing monitoring activities of BAB partner organisations.

Action:

Steve to send questionnaire used by GP surgeries to identify depression to Guy.

Meeting Feedback:

The board felt the meeting was helpful, honest and inclusive. Mark and Ruth felt well supported by the board.