



Bristol Ageing Better
Programme Board Meeting
12th September 2014, 10am – 12pm
Meeting Room, Age UK Bristol

Present: Alan Carpenter (Chair, BAB and AUKB), Mandie Lewis (Carers Representative), Judith Brown (Deputy Chair, BAB and BOPF), Cherry Hartley (Malcolm X Elders), Claire Miller (LinkAge), Mirella Brittan (CRUSE Bereavement), Robin Means (UWE), Rosa Hui (Bristol & Avon Chinese Women's Group), David Cottam (LinkAge), Kay Russell (Bristol City Council), Bob Maggs (RSVP), Mark Baker (Age UK Bristol), Ruth Richardson (Age UK Bristol – minutes)

Apologies: Brian Richards (OPPB), Emma Moody (CCG), Richard Lyle (CCG), Guy Robertson (Director, Positive Ageing Associates), Keith Sinclair (Carers Support Centre), Tariq Khan (Dhek Bhal)

1. Welcome & Introductions

Alan welcomed all to the meeting. Apologies were noted. New board members Cherry Hartley (Treasurer, Malcolm X Elders) and Claire Miller (LinkAge) were welcomed. Claire will replace Richard Jarratt & David Cottam on the BAB board. Tariq Khan (Vice Chair, Dhek Bhal Elders Group) will join the board at the next meeting.

Roy Hackett has resigned from the board and Heather Wright (Aardman) has stepped down but continues to assist with BAB Communications work. Both were thanked for their hard work and commitment.

2. Chairs Introductory Remarks

Alan introduced the agenda for the meeting, the first since receiving confirmation from BLF on the successful status of the bid.
(Kay Russell entered meeting).

Alan reported that feedback from BLF was encouraging. Of the 5 areas rated, BAB received 4 good and 1 excellent rating. Bristol was the first area mentioned in the national BLF press release.

The task at hand now is to deliver what BLF want, achieve the 4 outcomes submitted during the V&S stage and deliver a strong partnership across Bristol. The role of the board is to provide leadership for programme by ensuring the right things are in place, approve key decisions and policies. The board will approve the project plan to be submitted to BLF on 22nd December 2014.



Alan presented a schematic version of the commissioning plan. Collaborative service design and development workshops are at the centre. BAB intends the workshops to be well facilitated and highly interactive. A briefing document, available to partners soon, will contain more detail of what partners need to provide.

Rosa commented that service user at risk groups should be consulted from the start.

Asset mapping will take place locally to determine what is already happening. Claire reported that LinkAge are already looking at what is happening across the city. Kay suggested involving many partnership members to do asset mapping together. Mapping needs to be collaborative and consultative.

Two further board meetings will be held before the project plan is submitted.

Rosa said to encourage older people to be involved from top to bottom. Alan hopes the commissioning process detailed in the paper will achieve this.

Alan recognised the very tight timetable during this next BAB phase. The focus now is to:

- agree a commissioning process
- recruit a permanent programme manager
- work with the partnership to identify providers

In addition we need to complete key documents required by BLF:

- BAB Project Plan (30 page + appendices)
- Agreed BAB Partnership Agreement

Alan summed up that BAB is a great opportunity to work together to transform the lived of older people. There are some challenges around sustainability and making older people central to our work but BAB must continue to be ambitious in its plans.

Rosa congratulated the team on achieving a successful bid and highlighted the need to continue to listen to partners and receive constructive criticism.

Kay suggested doing some work to establish a clear terms of reference for the board. Board members should be able to constructively challenge each other but should act as one entity.

Action: Board to review terms of reference. Alan to coordinate.

Hall Aitken may have some additional capability to support this.



3. Feedback from Assessment

Mark provided details of the BLF assessment of BAB's bid. All board members have been sent a copy. The assessment recognises we are doing very well in all areas. There are some tensions within the partnership around commissioning with some partners favouring a more conventional statutory process and others a fully collaborative one. Older people must remain part of all aspects of the programme. There are many tasks to be achieved between now and Christmas.

Bristol received excellent in the Need category for joining up the research undertaken by Guy during Vision & Strategy stage with wide ranging, creative consultation with older people.

Mark and Ruth met with BLF funding officer last week who provided limited feedback on what we could do better: the project outcomes need to be tweaked slightly to become completely aligned with BLF Ageing Better objectives and the Community Chest payments must be termed payments from the grant, not grants themselves.

Hall Aitken are national contractors employed by BLF to working with partnerships to develop project plans. Mostly one to one support is offered but they will also hold national workshops. All expertise is provided free of charge. BAB core team met with Hall Aitken last week to scope what they can provide and develop an action plan.

Action: Ruth to share Hall Aitken action plan with board members

4. Key Tasks & Issues for this Programme Phase

Mark distributed the project plan components needed by December, based on BLF project planning guidance. Project plan submission date and requirements are fixed and non-negotiable. BAB can now begin to openly recruit permanent staff to the programme.

BLF have agreed £49k lead in grant to be spent between now and 1st April on:
Fully funded Programme Manager - £23k
Governance (room hire, travel expenses) - £1k
Specialist advice to develop the business plan - £6k
Communications work - £4k
Service/commissioning development with older people - £8k
Community Researcher work - £7k

There are two documents to be submitted to BLF in December:



Project Plan

Detailed business plan with information on the partnership, local need (including specific research into at risk groups), outcomes (using logic model provided by Ecorys), delivery plan, how older people are involved, the timeline, list of resources required, how BAB links with existing projects in Bristol, costings for projects (detailed for 2 years), appraisal of AUKB, equalities framework, risk analysis and the lasting impact of project.

Partnership Agreement

Aims and objectives of the BAB programme and the agreement of all partners involved. Also includes service level agreements with partners providing services.

BLF see Ageing Better as a 'test and learn' programme.

(Bob Maggs entered the meeting).

Rosa suggested a 6 month equalities health check for BAB. The board agreed this would be useful.

The key issues in the next stage are what we expect partners to do and what the BAB work team will do. Models of delivery will need to be decided, perhaps with lead partners for individual projects.

Rosa voiced concern that without AUKB keeping first hand management of projects, small organisations will not have opportunity to become involved. Alan confirmed that small organisations will be able to approach the BAB support team directly.

Robin suggested having a list of priority groups and priority areas. One issue may be organisations may not be locality specific to those areas where at risk groups are. Mark replied that part of developing the delivery model is how to ensure at risk groups are involved most effectively.

David felt there was a need for a clear on model of how to commission services across the city. Mark hoped BAB is developing a commissioning model of good practice for use by the voluntary sector in the future.

5. Membership

The board discussed membership. The business sector is no longer represented. It was agreed to call the board the BAB Programme Board.

Rosa suggested asking someone from Avon & Bristol Law Centre to join the board. Action: Ruth to approach ABLC to join the BAB partnership.



Kay received email from Councillor Glennis Morgan who suggested asking the Local Enterprise Partnership (LEP) to suggest a private sector board member. Agreed by the board. Bob also suggested Business in the Community.

Action: Kay to contact LEP.

Claire suggested having clear roles and responsibilities for board members.

Action: Mark and Claire to meet to discuss roles and responsibilities.

Mark explained that it is the AUKB board that is ultimately responsible to the BLF, but have delegated powers to the BAB Programme Board.

Action: Ruth to ask Hall Aitken for help to develop conflict of interest policy and assist with board roles and responsibilities.

6. Identifying organisations to provide BAB services

A paper was sent out to the board setting out the BAB approach to commissioning. The board is being asked to discuss, amend / agree this paper.

Development of this paper: The last BAB partnership meeting was asked to discuss and set out what they wished to be built into the commissioning process. Their steer was further developed by a working group which involved Mark and Ruth working with The Care Forum, Voscur and Bristol Older Peoples Forum and Bristol City Council.

The paper allows flexibility in how a delivery partners are identified and delivery models developed. All partners would be encouraged to participate in workshops and meetings whether as potential providers, advisors or supporters. For some interventions, principally the Aardman media work, the provider has already been determined. Other interventions like the Asset based training are likely to be suited to one provider delivery. Many others would lend themselves to a more collaborative approach, where the delivery model and even the delivery partners might be determined through the partnership workshops. The community development intervention is an example of where the collaborative approach might work effectively.

A small commissioning group would be appointed to sign off the collaboratively development projects or make decisions if different options presented themselves. Hall Aitkin will help us develop conflict of interest procedures and practices.

Discussion points included:

- Timelines for the process need some adjustment. The BLF need to advise whether 22 December 2014 is the final date for decisions around who provides what.



- “Starter pack” needs to be finalised to inform interested partners of the collaborative process. The development and communication of this pack is critical to the success of the strategy. Means to attract and welcome new partner interest will be important. BAB partners to encourage other partners to express an interest and be involved in the workshops. “Starter pack” should be easy to understand by all partners. Means by which potential partners express their interest and their capabilities should be flexible and include verbal as well as written processes.
- Older people with lived experience of social isolation will be required to advise workshops or contribute through focus groups. Second Steps have piloted such an approach.
- The Celebrating Age Festival can be used to draw in new partners including older people wishing to help.
- The Vision & Strategy application set out when individual initiatives would start. These should be reviewed where circumstances have changed and to align with other programmes including Cities of Service, CPCE and social prescribing.
- Voscur to help communicate to partners regarding the commissioning workshops.
- Clearly some potential providers may be upset that they have not been awarded contracts. It is important that we keep these people on board by have clear and fair processes and feedback as why particular delivery models and agencies were selected.
- Although the intention is that some delivery partners come forward via the collaborative workshops where the models for delivery are developed, each delivery contract will need to be signed off- that it sufficiently meets delivery criteria including the capacity of the partners to meet requirements.

The board agreed the paper and endorsed the comments and discussion above.

Action: Ruth to contact Voscur to promote commissioning information to VSC organisations not in the BAB partnership.

7. Evaluation of Meeting



Rosa felt the meeting was inclusive and everyone had an opportunity to say something.

Claire suggested reviewing action points from meeting at the end.

Bob asked for more notice of meetings to be given.