



**Bristol Ageing Better  
Programme Board Meeting  
20th October 2014, 10am – 12pm  
Meeting Room, Age UK Bristol**

**Present:** Alan Carpenter (Chair, BAB and Age UK Bristol), Mark Baker (Age UK Bristol), Steve Davies (CCG Health & Wellbeing Board), Guy Robertson (Advisor), David Cottam (LinkAge and St Monica Trust), Mina Malpass (RSVP - Deputising for Bob Maggs), Mirella Brittan (CRUSE Bereavement), Robin Means (UWE), Kay Russell (BCC), Rosa Hui (Bristol & Avon Chinese Women's Group), Keith Sinclair (Carers Support Centre), Cherry Hartley (Malcolm X Elders), Claire Miller (LinkAge), Mandie Lewis (Carers Representative), Judith Brown (Deputy Chair, BAB and BOPF), Brian Richards (OPPB), Howard Marsh (Age UK Bristol – minute taker), Ruth Richardson (Age UK Bristol).

**Apologies:** Tariq Khan (Dhek Bhal)

**1. Welcome & Introductions:**

Alan welcomed everyone to the meeting and introduced the new CCG member Steve Davies (Practice Manager, Whitchurch Health Centre and CCG Board Member) to the group and Howard Marsh who was the minute taker for the meeting.

Ruth noted some amendments to the previous minutes helpfully raised by Claire Miller.

In addition:

P.4 David Cottam recommended that there should be 4 or 5 delivery options for each area

P.5 Board members had been asked to consider how they can more widely represent the voluntary sector at meetings

P.5 Smaller organisation should be offered opportunities to do informal pitches for BAB elements

With these amendments the minutes were adopted as a true and accurate record of the meeting.

**2. Chair's introductory remarks:**

Alan reported that he would like to undertake some Board Development and run a workshop in partnership with Hall Aitken possibly towards the end of November if commitments allow. Alan agreed to check out members' availabilities.

**Action:** Ruth to conduct a 'doodle Poll' to check members diary availability.

Alan added that some work would need to be done in drawing up the Board's Terms of Reference at the

very least.

Alan gave apologies for this meeting's papers going out so close to the meeting – he appreciated that having them in advance does offer time to have a greater debate of the agenda's content. He hoped this would be the exception.

Alan outlined that the Board is aiming to run a collaborative approach to commissioning which the BLF has supported. However, having more groups involved does make things more complex and creates extra work for BAB. The immediate focus needs to be on the requirements of the project plan to be submitted in December. However, we do have a very positive board and group of Partners – and it will be a transformative process for Bristol.

### **3. Feedback from Hertfordshire BLF Workshop:**

Ruth explained that Mark, Kay and herself had attended a two-day conference for the successful BLF bids in the South – it was the first time that successful areas had met and was a good opportunity to network. Many areas have similar projects to BAB including Community Chest Fund and Community Navigators. It was felt that Bristol were ahead in their planning compared with some of the other areas but became increasingly aware of how complex and ambitious our programme is. There may be some possible future links to other areas – Camden, Torbay and the Isle of Wight were highlighted. Ruth said that the BLF were expecting groups to use the 'Test & Learn' approach (item 4 on the agenda) and that the Ecorys Evaluation Team provided further information on the evaluation aspects of the Ageing Better programme.

Mark said that the social element and workshops during the first evening were helpful for networking. Each group were asked to produce a logic model poster of their project.

**Action:** Ruth to send logic models of all successful areas to the board once received.

Mark attended the Creative Thinking workshop in the light of the imminent Project Plan submission – he thought that BAB seemed to be more ambitious in their thinking. Mark stressed that the project is a marathon not a sprint and there is a lot of work to do – the £50k given by BLF so far is to undertake initial works. The major works are due to start in April 2015 when greater funds will be available. Guy stressed the importance of linking up with areas with similar projects so as not to reinvent the wheel. Kay reported that some areas were interested in joining up Celebrating Age Festivals across the country.

There followed general discussion about BAB projects and the resource available to achieve them. Rosa reminded the group how many languages are spoken in the city. Keith noted that BAB will not be able to please all of the people all of the time and need to look at what we want to achieve.

Steve commented that the work will define the use of money but the group need to stand together on the decisions we make and that it will be important for the BAB Board to give a strong, clear lead on priorities and investment choices- including supporting those who receive very little or no funding.

### **4. Test & Learn:**

Ruth explained that BLF see this as a 'Test & Learn' project and they are keen to see what does, and doesn't work and that learning should be shared in order to inform future projects. They believe that projects can be modified or changed during the life of the project in order that funds could be used more appropriately. She said that shared learning and that buddying of BAB project areas will be encouraged. The BLF envisage a four stage process: Prototype – Iterate – Learn – Define.

The group discussed how important capturing evidence would be. Robin pointed out the need to be clear about what evidence we need to capture. Mark replied that we would build evaluation methods into our commissioning plan for December.

Mark reported that there are limited funds and this stage and BAB has been reliant on the good will of partners. Voscur have been approached to assist with commissioning but will require payment to do so. Alan said we need to be both focussed and realistic at this stage of project planning.

BLF are interested in how 'Test & Learn' works in practice and will want feedback – partners will also need to feedback information to BAB. Rosa asked whether older people can be trained to aid the evaluation process. The BAB Community Researcher team will undertake this role. Judith shared a participation ladder of involvement and said there's a need to increase the involvement of older people in our projects in principle.

Ruth said in summary that test and learn is important to the BLF and means trying things out and developing them- before rolling them out. This approach will be built into our methodology and approach to research and evaluation.

## **5. Commissioning Plan & Structure:**

Ruth said to follow-on from the board papers circulated last week, she had now produced a table of activities for 2015-2020 which she distributed to the meeting.

She talked the group through the 16 activity areas and said that the commissioning process will continue throughout the life of the project. BLF funding for each activity was noted on the sheet.

The Community Chest will be managed by BAB and the animation work will not need to be commissioned as Aardman were named in the initial bid. This project may be brought forward into year 1 and the animation used as a launch tool for the project – Guy added that this may be a possible opportunity for Community Researchers involvement. Kay noted Aardman are keen to do inter-generational work and plan to also use young voices to express their views of older people.

The partnership meeting tomorrow will help begin to identify partners interested in providing, supporting or advising some BAB year 1 projects.

David asked if the funding amounts were set in stone. Ruth replied that BAB would not receive any additional funding above £5.9m but that there can be some flexibility within the budget submitted during the Vision & Strategy stage.

It was suggested that GP Case finding will also be run by BAB as most of the funding for this project is

administration associated with sending mail to older people 3 times per year. There was further discussion around the mailshots and Steve asked whether these will go directly to GP's who will know who their 85+ patients are. Brian asked whether another body, closer to GP's, could take on the distribution. Steve said that practice managers may not yet be aware of BAB and that further discussions should take place. Keith and Steve offered support with the GP Case Finding project.

Any activity with BLF funding over £172k would need to go through OJEU commissioning process. BAB has the authority to say whether funding can be allocated.

Guy questioned the wording in the commissioning paper in regard to a lead agency fronting a partnership of organisations working with in a geographical area. It was agreed that the Board did support the notion that there were lead organisations- rather than amorphous networks or Partnerships- with clarity about who BAB would be contracting with. Lead organisations will be expected to demonstrate how they will work positively with smaller organisations.

Mirella said there might be partnership tensions and someone would need to accept responsibility.

Rosa said that BACWG are a small group and such groups may get overlooked – she said that the board need to be transparent and encourage support to smaller groups.

Alan said that the commissioning process starts tomorrow, and Mark added that we can look at how organisations will meet the commissioning criteria. Rosa said all groups have their own areas of expertise.

Ruth said that part of tomorrow will be to begin mapping where various groups are working – she has also sent a form out to other partners to ask if they are interested, or know of other groups, who might be interested in getting involved.

Mandie said there must be a mechanism for the smaller groups to get involved. Mark said that he is looking to this board to suggest / agree direction.

Mark continued that he hoped lead organisations will come forward to offer lead delivery and added that transport is a likely area to come up as an issue for programme delivery. With the model we have adopted, if the board say they have confidence in what we are doing, then we'll go ahead with it. Alan said that he preferred the 'lead' type model – a vote was taken to ask if the board agreed with this approach – there was a unanimous show of hands in support.

Ruth distributed a 5 year commissioning timetable overview and detailed month by month timetable for now to April 2015. There will be some flexibility within this details timeline after meeting with partners in the coming months. The project plan requires a detailed 2 year timetable and an overview timetable for the course of the programme.

Ruth handed out copies of the Bristol Ageing Better Programme Reporting Structure. Judith noticed that he name had been omitted from the Communications Group – this will be added.

Robin noted a concern that there need to be more links between the core group and evaluation group.

**Action:** Ruth will send out all of today's documents electronically to members.

#### **6. Project Plan & Partnership Agreement Update:**

Mark said that all the discussions today will help inform the Project Plan to the BLF on the 22 December – Bristol City Council colleagues will help to draft the Partnership Agreement and Ruth is working on a 'timeline' table of targets and outcomes. Mark added that BLF aren't expecting anyone to fall at the last hurdle and that everything is not set in stone – he had thought that the project could possibly cover six rather than 5 years to spread out funding but this should be for a discussion at another time with BLF and the board..

#### **7. Reflection on key points and actions**

The key points/ actions were:

- a) Alan to develop process for Board Development
- b) Ruth to build the 'Test & Learn' approach into our planning.
- c) The Board approved the commissioning approach- especially the need for a lead community development provider.

#### **8. Feedback & Evaluation**

Alan asked Steve as a new member to the group how he felt about the meeting. He said that the room felt empowered and were receptive to ideas and explaining things in an open manner.

It was agreed that papers were be circulated earlier in future.

Alan closed the meeting and thanked everyone for attending.