Bristol Ageing Better Programme Board Minutes
5th April 2016
Age UK Bristol

Present: Mark Baker – AUKB (MB), Adam Rees – BAB (AR), Ruth Richardson – BAB (RR), Ruth Bamford – BLF (RB), Judith Brown – BOPF (JB), Alan Carpenter – AUKB (Chair) (AC), Steve Davies – Bristol CCG (SD), Mandie Lewis – Carers Representative (ML), Sylvia Carpenter (deputising for Bob Maggs) – RSVP (SC), Claire Miller – Linkage (CM), Robin Means – UWE (NW), Gloria Morris –BOPF and Golden Agers (GM), Brian Richards – Older People's Partnership Board (BR), Kay Libby – Bristol City Council (KL)

Apologies:
David Cottam – St. Monica Trust (DC), Zehra Haq – Dhek Bal (ZH), Keith Sinclair – Carers Support Centre (KS), Mirella Brittan – CRUSE Bereavement Care (MBr), Bob Maggs – RSVP (BM)

		Notes	Action
1.	**Welcome & Apologies**	Apologies noted above.	
		It was noted that Kay Russell is now Kay Libby and so references in documents have been changed accordingly.	
2.	**Declarations of Interest**	CM declared an interest as working for Linkage which delivers intergenerational work.	
		RM declared an interest due to his wife becoming Deputy Chair of the Carers Support Centre which receives BAB funding.	
		RM declared he is on the management board of the West of England Care and Repair.	

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		Notes	Action
3.	**Chair's Opening Remarks**	AC opened with reference to BAB currently rolling out more projects as well as taking stock of other elements of the programme. AC stressed two key messages: Firstly, that BAB needs to now be looking pro-actively at sustainability going beyond 2020. AC suggested open thinking and discussions and feels that particularly given the tough environment, early thinking is key to successful longevity. Secondly, that it is important to use this focus on governance to strengthen the programme delivery. AC also reminded the Board of the two BAB events coming up: **Tuesday 26.04** – the Big Lottery Healthcheck at Windmill Hill City Farm **Monday 20.06** – Annual Meeting for BAB – One Year On	
4.	**Actions from last meeting**	**Launch of new website** – this was launched with improvements being made on an ongoing basis and case studies will be added along with Community Kick-Start news. **Consider membership of the Governance Group** – to be considered in due course. **Prepare Risk Register** – Approved and due to be reviewed periodically at Programme Board Meetings. **Write to Cherry Hartley** to thank her for her time on the Board – completed.	
5.	**Implementation** Briefing Paper First Contact Checklist	RR and AR summarising updates on projects. The questions within the checklist aim to initially refer to activities and services that have a citywide coverage to avoid having to turn older people down if something does not cover their area. There is a question which will result in a referral to Wellaware for local services unique to their area.	

		Notes	Action
		The First Contact Checklist is one project of three that seeks to find cases of isolated and lonely older people. The Community Case Finding and GP Case finding will also find isolated and lonely older people, with all connecting to the Community Navigators service. The connection and pathways between these will be developed within the Identify and Inform Service Design workshop on May 12th. One of the aims of First Contact Checklist is to strengthen the trust in referrals being followed up. Sustainability is a key focus of discussions already taking place to embed the process as far as possible. Dorset is able to coordinate it for £7,000 per annum. RB confirming sustainability is the reason why BLF has insisted on evaluation evidence early on.	
	Community Development for Older People	In the next two weeks Naomi Woodspring will be starting work to review and develop specifications around Community Development for Older People. Additional funds have been committed through the existing Research and Evaluation contract. CM noted concern that the approach of extending the UWE contract was different to that agreed at previous meeting where the board approved the role with the understanding that it would be a secondment. AR took responsibility for this change, citing some issues around secondment processes as well as an effort to keep the Programme Management Team small. Naomi will not be seconded into the team but will work closely with us, as if she were, to complete the work.	
	Group Work and Peer Support	The deadline for the current round of tenders is the 11th April.	
	Schools for All Ages (now Learning for Life Together) Decision Paper	AR summarised the paper and recommendations, emphasising the proposed shift from reading groups to more general learning engagement with a clear focus on the empowerment of the older person.	

		Notes	Action
		JB suggested 'Learning for Life Together' as this takes the emphasis away from just the learning of the young person.	
		KL confirmed this separates the project from the council's ongoing ones but will just clarify that there is no issue with task groups.	KL to check with Bristol City Council
		CM felt that there was a need to avoid duplication of work and that this work seemed to overlap with her existing intergenerational work. AC expressed that there is more yet to do in terms of setting out the structure of the project.	
		AR confirmed that this specifically looked at empowerment of older people rather than more general intergenerational work. He confirmed that the test and learn phase is specifically proposed to provide an opportunity to learn about and look at current ways of working and potential new ones before we commission the larger contract next year.	
		RB confirmed that the proposal agreed at the time of the bid was for this model and so it cannot be re-designed from scratch at this stage.	
		RB summarised – the idea of small tenders is to give every organisation the opportunity to provide evidence of their work and to contribute to the development of ideas. This will mean that by next year when the larger contract is offered, there will be a broader idea of the work involved and already being carried out. The role of the Board is to implement and manage the governance of the programme delivery.	
		RB suggested that there may need to be clarification within the briefing papers as to where there is scope for discussion over the project structure and where there is an obligation to follow the original bid structure, with only variance and detail within that to be agreed.	
		KL confirmed that the council may also be investing in similar projects at the same time – therefore managing possible overlap here will be important.	
		There were concerns raised by CM, particularly that there could be an overlap/duplication of work already done by organisations in Bristol, and it was noted that these would be	

		Notes	Action
		considered in the rolling out of the project. **It was decided that:** **The focus of the project be the empowerment of isolated older people through activities with children and young people.** **The project will be delivered in a range of learning establishments rather than just in schools, to include youth clubs and libraries.** **The Project is renamed to Learning for Life Together to broaden the focus from only schools and to align it with the Council's Year of Learning.** **3 test and learn pilots are commissioned in Year 2, the learning from which will inform the commissioning of a larger-scale project in Year 3 of the BAB programme.** Members of the board reflected the positive impact of having open discussions like these and the role of RB in providing clarification.	
6.	**Project Delivery** Briefing Paper	RR summarised the update. AR commented that the aim is to keep the Programme Delivery report in line with the four themes in future. There were no further comments.	
7.	**Evaluation** Briefing Paper	RM summarised the evaluation report. AC suggested it would be good to meet the CR's at a meeting – some may attend the Partnership Meeting on the 10th May. Naomi Woodspring will be back to work next week. RM will retire from teaching at UWE in November 2016 and so will be stepping down to focus on other volunteering work. RM has been working with AR and RR and it has been agreed that UWE associate professor, Mat Jones will take over from RM with a handover period between July and November.	

		Notes	Action
		RM reassured the Board that UWE commitment is very strong.	
		RB reflected that it was a really great report on the learning, the style of which could be adopted in other areas.	
8.	**Finance** Briefing Paper and Programme Budgets	AR summarised that the £300,907 underspend will be allocated to different years, mainly to Years 3-5 due to the aim not to risk a further underspend in Year 2.	
		BR asked who is responsible for doing finance management and reporting?	
		AR confirmed that Mark Hitchins is AUKB's Finance Manager and manages the income and expenditure of funds. RR and AR manage and review the BAB budgets. They have recently established a new Purchase Order system to improve forecasting of future spending, particularly for set tasks and costs.	
		Circulating the Gantt charts for each theme showing project plans for 16-17.	
		AR will circulate the original bid budget compared to the amended figures.	AR to circulate
		RB confirmed that the next quarter's instalment payment will be missed to equalise the difference with the underspend.	
		RB confirmed that all other 13 Ageing Better areas have different levels of underspend so this is the norm.	
9.	**Communications** Briefing Paper	RR summarising the brief. It now links into objectives in the original bid strategy papers.	
		Any questions on the communications papers can be communicated to RR.	Any questions to RR
10.	**Governance** Decision Paper – Communication between AUKB Board of Trustees and BAB Programme Board	AR summarising the papers.	
		The overall aim is to reflect the existing processes formally but also to tweak these where appropriate.	
		The involvement of Sue Perry has been really useful in honing in on a clear distinction between BAB's and AUKB's responsibilities.	

		Notes	Action
		It was decided that:	
		4.1 A Memorandum of Delegation be agreed by both boards with the aim of clarifying responsibilities but also setting out the agreed communication methods.	
		4.2 An annual joint meeting of the AUKB Board and the BAB programme Board should be convened to undertake a summary and review of the programme but also to improve engagement between both boards.	
		4.3 An AUKB Trustee should be invited to sit on the Programme board who could have a 'BAB portfolio' at AUKB Board meetings. This role will be in addition to the chair due to the responsibilities of the post. The delegated trustee would be able to feed back to the AUKB board on developments and represent their thoughts to the Programme board.	
		4.4 Electronic copies of the BAB Programme Board minutes will be circulated to the AUKB board by the Programme Director.	
		4.5 The Programme Director will attend AUKB Board meetings and provide an overview report.	
		The detail of the above decisions will be circulated in due course for approval.	
	Decision Paper – Terms of Reference	AC stressing that the principal role of the board is to provide clarity on any areas where it is needed.	
		It was decided that:	
		The Boards functions are: **Scrutiny, review and Governance** **Setting Strategy** **Major Policy and Decisions** **Advice and Support** **And the above to be included in the Terms of Reference.**	
		There was general discussion around the further proposed Terms of Reference.	

		Notes	Action
		Discussion took place around whether Board members are appointed and retained either to represent their organisation/role (if relevant) or the particular skills they bring to the board. The general view was that there is a basic need for the make-up of the Board to include: • Chair of AUKB • CEO AUKB • Member of BOPF • Member of Bristol City Council • Health representative • Evaluation partner It was discussed that other members are made up of a potentially changing mix but it was agreed that this should be considered further, as well as how to appoint new members as and when current members leave. MB confirmed that when Companies House are looking at a private company they would expect the Board to be made up in the best interests of BAB. AC has a catch up with all members once per year to review this. BAB needs to focus at all times on the best interests of older people who are isolated and lonely. JB stressed that BOPF should remain an integral part of the Board makeup as BOPF is city wide, led by older people for all older people and you have to be an older person to join. RR noted that there is a Steering Group made up of older people that could be consulted on the make-up of the board also. KL suggested that written views could be sent to AR and RR to be considered before the Healthcheck perhaps, to inform the steer of conversations. RB confirmed it was very strengthening to the programme to maintain and increase the AUKB link. She stressed that you need people with influence and 'clout' on the Board. It may be a case of doing an audit each time someone leaves the Board.	

		Notes	Action
		RB suggested it would be good to have a draft final document to be checked. **It was decided that:** **All Programme Board Members be invited to remain until at least 2019 with a review then undertaken to consider the future of the Programme Board.** **There are 4 spaces on the Board allocated to Sponsor Partners (Chair and CEO of AUKB, Chair of BOPF and a representative from the Council), 1 space allocated to a Health representative and 1 space for our Evaluation Partner.** **A conflict of interest policy is incorporated into this Terms of Reference to protect all board members from accusations of conflict.** **The Chair gets the casting vote.** **It is recommended that the Deputy Chair of BAB always be an Older Person and a member of BOPF.** **The Board meets every 2 months.** **Standing sub groups be noted in the Terms of Reference and their governance documents are to be aligned.** **Provision be made for task and finish groups with delegated responsibility from the Programme Board e.g. The Governance Group.** **The Board members should be made up of at least 50% older people.**	
11.	**A.O.B.**	None	
12.	**Evaluation of Meeting**	Forms completed and submitted	
13.	**Date of Next Meeting**	**7th June at 2pm (TBC)**	

What	Who	Deadline
To clarify that there is no issue with task groups in use of the name Learning for Life Together	KL	ASAP
Circulate the original bid budget compared to the updated current figures	AR	ASAP
Any questions on the communications papers can be communicated to RR	All	ASAP

Glossary of acronyms and organisations

AUKB: AUK Bristol

BAB: Bristol Ageing Better

BCC: Bristol City Council

BLF: BIG Lottery Fund

BOPF: Bristol Older People's Forum

CCG: Clinical Commissioning Group

CDOP: Community Development for Older People

CQC: Care Quality Commission

CPCE: Combining Personalisation with Community Empowerment

DERiC: Developing and Empowering Resources in Communities

GP: General Practitioner

GWPS: Group Work and Peer Support

OPPB: Older People's Partnership Board (Bristol City Council)

RSVP: Retired and Senior Volunteers Programme

SCDA: Southville Community Development Association

SFAA: Schools for All Ages/Learning for Life Together

SP: Social Prescribing

Decision Log - December 2015-April 2016

Date	Project	Decision
3rd December 2015	Community Kick-Start Fund	The Community Chest Project be renamed Community Kick-Start
		The attached model of administering the project is approved
	Partnership Support Officer	The 'Older Peoples Engagement Worker' role is renamed "Partnership Support Officer"
		The role is increased from 3 days a week to 4 days a week
		The Job Description is revised to focus on supporting the BAB Steering Group of Older People to promote and administer the Community Chest (Community Kick-start) project while providing support and capacity building to smaller partner organisations
	Community Development for Older People	The new commissioning timetable is approved for the remaining Community Development for Older People neighbourhood partnership area tenders
	Group Work and Peer Support	A further round of Group work and Peer Support test and learn tenders are released in March 2016
	Finance	The current Budget headings be revised and be brought in line with existing projects
		Additional budget lines be created to support the Programme Management in the facilitation of the programme

	Virements	£166,000 is transferred to next year's budget in order to correlate with late starts for certain projects and a lack of capacity in year 1 to develop others
		£24,000 is transferred across budget headings to address identified overspends
26th January 2016	Age Friendly City	Responsibility for coordinating the Age Friendly City Accreditation process sits with the Programme Management led by the Programme Director
		The Programme Management Team appoint a Project Officer to deliver the operational aspects of the project and to provide additional capacity that will allow the Director to lead Age Friendly City Project
	Community Development for Older People	All commissioning of Community Development for Older People projects is suspended
		The current model of 14 commissioned services is reconsidered
		A Community Development Manager is appointed on a short term contract of between 6 and 12 months to revise the commissioning approach to be more strategic and have consideration to sustainability
	Governance	Re-establish the Governance Group
5th April 2016	Schools for All Ages (Now Learning for Life Together)	The focus of the project be the empowerment of isolated older people through volunteering with children and young people

The project will be delivered in a range of learning establishments rather than just in schools, to include youth clubs and libraries

The Project is renamed Learning for Life Together to broaden the focus from only schools and to align it with the Council's Year of Learning

A number of test and learn projects are commissioned in year 2, the learning from which will inform the commissioning of a larger-scale project in Year 3 of the |

		BAB programme
	Governance - Communication between AUKB Trustees and BAB Programme Board	4.1 A Memorandum of Delegation be agreed by both boards with the aim of clarifying responsibilities but also setting out the agreed communication methods. 4.2 An annual joint meeting of the AUKB Board and the BAB programme Board should be convened to undertake a summary and review of the programme but also to improve engagement between both boards. 4.3 An AUKB Trustee should be invited to sit on the Programme board who could have a 'BAB portfolio' at AUKB Board meetings. This role will be in addition to the chair due to the responsibilities of the post. The delegated trustee would be able to feed back to the AUKB board on developments and represent their thoughts to the Programme board. 4.4 Electronic copies of the BAB Programme Board minutes will be circulated to the AUKB board by the Programme Director 4.5 The Programme Director will attend AUK Bristol Board meetings and provide an overview report.
	Governance - Terms of Reference	The Boards functions are: Scrutiny, review and Governance Setting Strategy Major Policy and Decisions Advice and Support And the above to be included in the Terms of Reference
		All Programme Board Members be invited to remain until at least 2019 with a review then undertaken to consider the future of the Programme Board
		There are 4 Board spaces allocated to Sponsor Partners, 1 space allocated to a Health representative and 1 space for our Evaluation Partner
		A conflict of interest policy is incorporated into this Terms of reference to protect all board members from accusations of conflict

		The Chair gets the casting vote
		The Deputy Chair of BAB will always be an Older Person and a member of BOPF
		The Board meets every 2 months
		Standing sub groups are noted in the Terms of Reference and their governance documents aligned
		Provision to be made for task and finish groups with delegated responsibility from the Programme Board e.g. The Governance Group
		The Board members should be made up of at least 50% older people