



**Bristol Ageing Better Programme Board
Thursday 3rd December 2015
Clark Wilmott, Bath St**

Present: Adam Rees – BAB (AR), Alan Carpenter – AUKB (Chair) (AC), Judith Brown – BOPF (JB), Bob Maggs – RSVP (BM), Claire Miller – Linkage (CM), Mirella Brittan – CRUSE Bereavement Care (MBr), Naomi Woodspring, deputising for Robin Means – UWE (NW), Kay Russell – Bristol City Council (KR), Brian Richards – Older People’s Partnership Board (BR), Bianca Rossetti – BAB (BRo), Keith Sinclair – Carers Support Centre (KS), Steve Davies – Bristol CCG (SD), Mandie Lewis – Carers Representative (ML), Gloria Morris –BOPF and Golden Agers (GM), Zehra Haq – Dhek Bal (ZH), Guy Robertson – Positive Ageing Associates (GR), Ruth Bamford – BLF (RB)

Apologies: Ruth Richardson – BAB (RR), Mark Baker – AUKB (MB), David Cottam – St. Monica Trust (DC), Cherry Hartley – Malcolm X Elders (CH)

Not present: Mina Malpass – RSVP (MM)

Agenda items

1. Welcomes, Introductions, Apologies
2. Declarations of Interest
3. Chair’s Opening Remarks
4. Actions from last meeting
5. Director’s Report – 10 weeks on...
6. Implementation
 - A)Community Chest
 - B)Partnership Support Officer
 - C)Commissioning Timetable
7. Project Delivery
8. Evaluation and Evidence
9. Finance
 - A) Budget Headings
 - B) Virements
10. Communications
11. Risk Register Proposal
12. Community Web

13. CPCE

14. Any Other Business

15. Evaluation of Meeting

16. Date of next meeting

		Notes	Action
1.	Welcome & Apologies	All present introduced themselves. RB gave an overview of her role as Relationship Manager and explained the support that her role aims to deliver, including ensuring procedures are in line with the BLF's terms and conditions and assisting with reporting from BAB to BLF.	
2.	Declarations of Interest	<p>AC confirmed that this will now be a standing agenda item. Declaring interests at the beginning of each meeting ensures transparency for the Board. Declarations of interest include any area covered by BAB in which a member's organisation is currently working, or current or upcoming BAB tenders for a which a member is hoping to bid.</p> <p>AC declared an interest due to his wife Sylvia being involved in RSVP including its social prescribing project. BM also declared that he is involved with social prescribing through RSVP.</p> <p>GR declared an interest in bidding for the Age Friendly City Consultant contract.</p> <p>CM declared an interest due to LinkAge having been chosen as delivery partner for CDOP in Greater Bedminster and Henbury & Southmead (in partnership with St. Monica Trust and Bristol Charities respectively), with the possibility of them bidding for further CDOP contracts.</p> <p>AC made the Board aware that there may be sensitive issues discussed in the meeting, and by and large those that are identified as sensitive must be kept confidential.</p>	
3.	Chair's Opening Remarks	AC gave a short presentation reflecting on the year just gone and explaining some of the positive changes being made to the programme and its governance now that Adam is in post. Year 2 of the programme will be an incredibly exciting time for everyone and it's important for all involved in BAB to remember its mission and ambition as services begin to reach older people.	
4.	Actions from last meeting	The following point from the minutes from 29.09.15 was clarified:	BR to amend minutes

		Notes	Action
		<p>Page 7: BM clarified that ‘320 GP practices’ was a typo and RSVP are working with 20.</p> <p>Otherwise the minutes were approved as a true and accurate record.</p> <p>The following action points were discussed:</p> <p>AR confirmed that the risk register is still in development and should be ready to present at the next Board meeting. BR asked for clarification on whether this will include financial or strategic risks. AR confirmed that it will include all risks, including those to finances, reputations and timetables.</p>	<p>held by Programme Management Team and on website</p> <p>AR to finalise risk register</p>
5.	<p>Director’s Report – 10 weeks on...</p>	<p>AR shared his thoughts and experiences from his 10 weeks in post.</p> <p>AR reinforced how positive the BAB partnership is, and how well relationships are working within it. There are now 159 organisations and individuals in the partnership, with close to 50 people turning up to the quarterly partnership meetings. Better Care Bristol recently asked AR to join their Board, which is a key steering group that makes judgements on issues affecting health and social care in the city. BAB will sit on the Board to advise on isolation and loneliness. Voscur are currently looking for another person to represent the third sector.</p> <p>AR explained that he is working to improve transparency to the Board and partnership, and ensure all are presented with the necessary information to get the best out of their involvement with the programme. AR is currently looking at adjusting BAB communications to improve transparency without having to increase the size or frequency of the e-newsletters. AR is developing clearer identities for the different aspects of BAB, ensuring the name BAB is associated with the partnership as a whole and the Programme Management Team (AR, RR, BRo and Silvia Jimenez Cruz (SJC), with one more team member to be appointed in the new year) are identified as supporters rather than deliverers of the programme. AR is also keen to resurrect the governance work that the Board was involved in before the programme’s launch.</p> <p>AR has also amended the positioning statements from the BAB comms strategy to the two below, to increase the focus on partnership working:</p>	

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		<p><i>“Bristol Ageing Better is a partnership of organisations and individuals working to reduce isolation and loneliness among older people in Bristol and help them live fulfilling lives.”</i></p> <p><i>“Bristol Ageing Better is a partnership of individuals and organisations working together to reduce social isolation and loneliness among older people in Bristol. We create an environment in which our partner organisations can deliver effective services, share their knowledge of what works, and be noticed by decision-makers.”</i></p> <p>AR shared that the new BAB website is due to be launched early in 2016, which will make clearer to partners and older people how they can benefit from BAB. There is also the possibility of increasing the length of partnership meetings from 2 hours to 3, to allocate more time to networking and give partners the opportunity to develop alliances. The BAB Core Group has also been renamed the Sponsors Group: this group represents the key organisations with a financial, contractual or reputational risk.</p> <p>AR shared that it’s also important that partners share best practice outside of BAB-funded activity, and work collaboratively together to maximise rather than compete for assets such as volunteers. The group discussed the possibility of adding a volunteering page to the new BAB website including details of vacancies within activities. This shall be discussed further once to model for Cities of Service’s volunteer platform has been seen.</p>	
6.	<p>Implementation</p> <p><u>A) Community Chest</u></p>	<p>AR talked through the new Board paper structure and asked for clarification questions on the implementation briefing paper. GR asked whether the focus of Schools for All Ages was moving away from intergenerational work within a school setting. AR confirmed that Bristol Council is keen for this project to incorporate more learning models. A paper outlining the new model will be brought to the January Board meeting. KR shared that lots of intergenerational work is already taking place through the Learning City initiative, such as older people dispensing careers advice to secondary school students.</p> <p>AR presented the Community Chest Decision paper (supported by the Application Form and Information For Applicants). The proposed changes are the result of negotiation with the BLF to bring the project in line with their terms and conditions. The aim</p>	AR and KR to prepare decision paper outlining changes to SFAA project.

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	<p><u>B) Partnership Support Officer</u></p> <p><u>C) Commissioning Timetable</u></p>	<p>of the project is still to help kickstart community activities and give opportunities to small groups or those who want to pilot original ideas. AR confirmed that the main change between the paperwork for this and other BAB-funded activity is that the paperwork does not mention sustainability, as there is the possibility of people applying for resources for one-off events. Following a discussion all agreed to something along the lines of “and how it will continue beyond the kick-start funding” to the ‘What information we need from you’ section of Information for Applicants, to encourage thinking about sustainability without tying people to it.</p> <p>AR confirmed that there is £25k of BAB funding allocated to the fund for year 1.</p> <p>All present approved the decision paper, including the renaming of the project to ‘Community Kick-start’ and the proposed model.</p> <p>AR presented the Partnership Support Officer decision paper, including the renaming of the job title from Older Peoples Engagement Worker, the increased hours and amended job description. The primary reason for the changes to the JD and hours is the need to purchase goods and services for the Community Kick-start rather than awarding grants. The amended job title reflects the fact that the Programme Management Team provides support rather than delivering services.</p> <p>All present approved the decision paper.</p> <p>AR presented the Commissioning Timetable decision paper, including the amended launch dates for the CDOP tenders and the proposed dates and target beneficiaries for further Group Work & Peer Support pilots.</p> <p>In the proposed model, delivery partners for CDOP contracts in all 14 neighbourhood partnerships will be commissioned in 2016, with all BAB-funded activity to finish by January 2020. The timescale from notifying delivery partners to beginning work has been increased due to the unexpected amount of time required to negotiate the first two contracts. Finishing all activity before the programme ends in March 2020 allows time to support sustainability.</p> <p>CM declared a conflict of interest with this decision paper, as</p>	<p>AR to make the agreed changes to Community Kickstart materials</p>

		Notes	Action
		<p>the new timetable is likely to mean that LinkAge is unable to bid for some or all contracts due to capacity.</p> <p>AR explained the reasoning behind commissioning 8 further pilot projects for GWPS for 3 further priority groups. GR asked why the category 'acquired long term health conditions' was not included as per the original Business Case. AR confirmed that this was because it was not part of the identified priority groups that were submitted to Big Lottery Fund with the final bid. The group discussed the importance of avoiding duplication with other support services in Bristol.</p> <p>All present approved the decision paper.</p>	
7.	Project Delivery	The briefing paper was understood and no clarification questions were asked.	
8.	Evaluation and Evidence	NW presented the report from the UWE Evaluation Team. NW shared that the Community Researchers have almost completed the asset mapping exercise in Greater Fishponds, with 60 assets identified. Reporting is yet to be completed, but the group has concluded that the area is richer in assets than originally thought, but still lacking in key areas. BR asked whether this project is in line with the old or new city boundaries. NW confirmed that the team are working within the new boundaries, though some services outside of the three wards have been included due to the number of Greater Fishponds residents using them. AR confirmed that the asset map will be included as part of the paperwork supplied to those bidding for CDOP in Greater Fishponds.	
9.	Finance <u>A) Budget Headings</u>	<p>AR presented the decision paper, including the revisions of budget headings and addition of budget lines. BR asked what is included in 'rent and overheads' AR confirmed that this figure was an agreed percentage of salaries in the original budget submitted to the BLF.</p> <p>AR confirmed that he has been working to make finances clearer to the Board. The budgets were set before the programme launch and cannot be changed, but the Board will now be offered greater transparency and the chance to challenge variances and virements.</p> <p>AR agreed to write descriptions of each budget headings for</p>	AR to write descriptions of each budget headings for future papers

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	<u>B) Virements</u>	<p>future papers.</p> <p>All present approved the decision paper.</p> <p>AR presented the decision paper, which included both identified under/overspends and proposed transfers between years and budget headings. The paper included 9 proposed transfers.</p> <p>All present approved the decision paper.</p>	
10	Communications	<p>AR presented the briefing paper. JB asked what the 'Klout' score referred to in the paper is. BRo explained that Klout calculates how influential an organisation is in its social media networks and on certain topics and provides a score from 0 to 100. Bab has now reached a score of over 50. SJC's goal is to reach 60 (the same as George Ferguson) by July 2016.</p> <p>AR shared that he is currently reconsidering whether the Programme Management Team should run BAB stalls at public events. It may be best in the interest of promoting the partnership to ensure more than one partner is present at a stall or to join partners' stalls. All present agreed with this thinking.</p>	
11	Risk Register Proposal	<p>AR shared that the risk register, to be presented at January's Board meeting, will illustrate the impact of identified risks and the likelihood of them happening. A risk score is calculated based on the likelihood of the risk multiplied by its impact.</p> <p>SD commented that it would be sensible to set a 'risk threshold' as AR proposes, with the agreement that the Programme Management Team will be responsible for making decisions about those risks below the threshold and the Board will discuss those above, but that the Board should still have the opportunity to discuss all significant variances in risk scores.</p>	AR TO present Risk Management proposals at the next board meeting
12	Community Web	<p>AR shared that he had been invited to speak about BAB to the CQC, who were very excited to hear about the programme.</p> <p>CCG are currently developing a project entitled Community Web which will involve sharing resources between a cluster of GP surgeries, e.g. choosing one to focus on children and another on older people, etc. BCC have asked whether BAB may be able to get involved. BAB would not be taking a financial risk if it were to get involved, but it may be seen as duplication by the wider partnership, some of whom are working on similar initiatives. AR asked for approval from the Board to look into the offer</p>	AR to engage CCG on developing conversation around Community Webs

		Notes	Action
		<p>further – AR will keep all Board members informed as conversations develop.</p> <p>All present gave their approval for AR to investigate the opportunity.</p>	
13	CPCE	<p>AR gave an update on CPCE. AR reminded the Board that the aim of CPCE is to work with people who receive personal budgets for health and social care and connect them with community activities.</p> <p>It had previously been agreed to consider launching CPCE in Southville and Southmead.</p> <p>AR met with Ritchard Brazil (RB) and Mike Hennessey (MH) about next steps and they have now proposed to run the CPCE work in Southmead and Easton as these wards are more in line with the DERiC’s socio-economic criteria, and that already has a wealth of well-publicised community activities.. AR will speak to Simon Hankins from SCDA to let him know that Greater Bedminster will likely no longer receive this funding.</p> <p>The CPCE budget also includes money to run BAB’s own CPCE project, which will be a chance to try a new, less prescriptive model. RB and MH are happy for BAB to run DERiC-funded projects as well as its own.</p>	AR to speak with SCDA to inform them of change of CPCE areas.
14	Any Other Business	<p>BM asked whether Avon & Somerset Police are currently a BAB partner, and whether it would be appropriate for them to be represented on the Board. AR confirmed that he is in talks with the Police about getting them involved in BAB, and will keep the Board updated.</p>	
15	Evaluation of Meeting	<p>All present agreed that the new agenda and Board papers structure works really well.</p>	
16	Date of next meeting	<p>The below meeting dates were presented:</p> <p>Tuesday 26th January 2:00—4:00 Tuesday 5th April 2:00—4:00 Tuesday 7th June 2:00—4:00 Tuesday 26th July 2:00—4:00 Tuesday 27th September 2:00—4:00 Tuesday 29th November 2:00—4:00</p>	

<u>What</u>	<u>Who</u>	<u>Deadline</u>
Amend minutes from 29.09.15 held by Programme Management Team and on website to reflect 20 rather than 320 GP practices on page 7	BRO	08.12.15
Finalise risk register	AR	19.01.16
Prepare decision paper outlining changes to SFAA project	AR	19.01.16
Write descriptions of each budget headings for future papers	AR	19.01.16

<u>What</u>	<u>Who</u>	<u>Deadline</u>
Amend minutes held by Programme Management Team and on website	BRO	08.12.15
Submit decision paper regarding Risk management procedures	AR	19.01.16
Prepare decision paper outlining changes to SFAA project.	AR/KR	19.01.16
Make the agreed changes to Community Kickstart materials	AR	04.01.16
Complete descriptions of each budget headings for future papers	AR	19.01.16
AR to engage CCG on developing conversation around Community Webs	AR	26.01.16
AR to speak with SCDA to inform them of change of CPCE areas.	AR	10.12.15

Glossary of acronyms and organisations

AUKB: Age UK Bristol

BAB: Bristol Ageing Better

BCC: Bristol City Council

BAB Board minutes 03.12.15

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/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

SP: Social Prescribing