

Better Start Bradford Partnership Board Minutes
Thursday 23 May 2024
Via Zoom

Meeting Started: 17.30

Meeting Ended: 19.20

Present:

Vipin Joshi	Community Board Member (Chair)
Humera Mahmood	Community Board Member
Gwen Balson	Community Board Member (Vice Chair)
Gazala Taj	Community Board Member
Ishaq Shafiq	Community Board Member
Salma Nawaz	Community Board Member
Rizwana Jamil	Ward Councillor, Bradford Council

In Attendance:

Gill Hart	Funding Manager, National Lottery Community Fund
Gill Thornton	Director, Better Start Bradford
Kerry Bennett	Assistant Director, Better Start Bradford
Sola Onifade	Contract & Implementation Manager, Better Start Bradford
Sarah Hinton	Board Member, Bradford Trident
Debbie Church	Programme Administrator, Better Start Bradford

Apologies for Absence:

Karen Tetley, Zakra Yasin, Carlton Smith, Marium Haque, Nagina Javaid

1. Welcome, Introductions and Apologies

Vipin welcomed everyone to the meeting and noted the apologies.

Introductions were not needed as everyone knew each other.

Members present were asked if the meeting could be recorded for minuting purposes, all members agreed. The recording will be deleted once the minutes are completed.

Vipin advised that the meeting was low on numbers and the normal rules will apply, if a decision is needed this will be emailed out, this continues from the previous meetings.

2. Minutes of the Previous Meeting – 18 April 2024

The minutes were accepted as a true and accurate record.

3. Matters arising actions table

Gill advised that the board was inquorate at the last meeting, an email detailing the recommendations were circulated, the response was all positive, here was one person who wasn't happy with the additional vice chair, the rest of the board were, technically that person wasn't a full board member they were a substitute person and the person who is the full member was positive, everything was approved.

Gill advised that the Personalised Midwifery contract review is finished. There are still meetings continuing so it is going to stay on as an action point.

Gill to follow up with Guy when he returns to work for an update on the outstanding register of interest forms.

Action: Gill to follow up with Guy.

Gill advised that the Community Board member recruitment is out to advert, the deadline is the 21st June, Gill Thornton and a couple of board members will be interviewing.

Nominations for Vice chair is on the agenda for this meeting (item 7). Gill advised that the candidate has filled in the application.

Gill advised that the Innovation Hub update had been emailed out.

4. Declarations of Interest/connections with agenda items

Nothing for this meeting.

5. “Getting to know you” session – Kerry Bennett

Kerry thanked the board for this opportunity and commented that she hadn't had to wait as long as Gill.

Kerry shared a presentation called This is me! Which was a montage of pictures of Kerry over the years.

Kerry was born in 1978 and grew up in York, she felt she was very blessed having the childhood that she experienced, with lots of love and adventures and role models in her life. Kerry said she loved being in the company of her older brother as well as food and holidays away in their touring caravan or with grandparents whilst mum and dad worked in semi-skilled jobs.

In her 20's Kerry travelled a lot exploring India, Nepal, Thailand and China, enjoyed attending music festivals and hiking in the Lake District became her happy place. Kerry worked in between to fund these adventures.

Kerry felt from a very young age that she wanted to be a nurse, joining the St John Ambulance as soon as old enough after many years of imaginary play being that nurse. It was felt that University wasn't an option, her dad described it as a waste of money and where the posh lot went. Her dad's advice was to get an

apprenticeship and earn some money, but not to do nursing as he described it, she would be a dogs body.

Kerry took up an accountancy apprenticeship which didn't last and soon finished that, unbeknown to her dad Kerry then went on to apply for nursing and got a place in Leeds. This was kept a secret until she needed a lift to get there from her dad, it was the first time Kerry had seen her dad cry when he left her at the halls of residence in Leeds, but when she qualified as a nurse was the best decision she ever made, she is as passionate now as she was when she wore her uniform for the first time on shift at St James Hospital on the Childrens renal ward.

Kerry's career over the past 25 years, has been varied and non-stop. Kerry has had the opportunity to work in the Ladies hospital in Dublin, Children's specialist hospitals in Leeds, York, London and then she went on to complete her specialist community public health nursing degree in health visiting.

Kerry has had the privilege of working with Bradford families and the Workforce for 16 years, Kerry met her husband on her one and only night out in Bradford and has never left.

Kerry has held many caseloads across the Bradford District had the pleasure of working with many colleagues, Sarah was one of Kerry's first mentors as a health visitor when Kerry qualified in Bradford. Kerry has gone on to operationally manage the health visiting service, school nursing service, children's vaccine, quality improvement roles and integrated roles, so a vast and exciting career.

Kerry went on to say one of her proudest moments was working alongside the late Dr Kate Grainger when she led the implementation of the Hello my name is campaign. This was for the Bradford district care foundation trust under the culture of passionate care. The impact this made was showcased at the NHS expo in 2015 and endorsed by Dr Kate herself. Kerry felt this was a significant moment in her career and really brought to the service of the co-production and working with communities and delivering quality services that impact outcomes for children really was what she believed in and continue her career in that before she came to Better Start Bradford.

Kerry's biggest achievement was becoming a mum after a long and heartbreaking IVF journey whilst working as a professional of welcoming daily new life as a role of health visitor and safe guarding and children taken in to care, it was a really difficult time but her little miracle was born in April 2016 and has been a whirlwind ever since.

Kerry feels being a parent has allowed her to at her children's nursing health visiting career and her time at Better Start through another lens, like any parent it is a fine balance between working full time, mum guilt, desiring to be the best role model, implementing all the evidence that is delivered on a daily basis and getting through another day is what drives her. She wants to enable parents and professionals to be able to tell their story and to be the best that they can be.

Kerry's final note on her dad who is now 86 and failing health could not be so proud of her achievements and nursing career to date and loves to hear the daily stories and all the achievements Better Start Bradford are making.

Vipin thanked Kerry and expressed what a varied career it has been but good to see it being based in Yorkshire. It gives an insight into the staff team and the quality within it. Vipin expressed when he is in national meetings, and he explains to them that Bradford is very fortunate to have the staff team we have and the experience within that team and that is why the government comes to Bradford to set the bench mark.

Vipin expressed that the time given helps the staff team use that experience at the top table to change the decisions, and as a community board, there is nothing better than what we are doing here tonight.

Vipin thanked everyone; he feels thanks are not given enough.

Humera expressed she really related to the mum guilt comment and how you just want to be there for your family and be independent and have your identity without the kids.

Gwen also thanked Kerry for sharing.

6. Home-Start end of contract review

Gill advised the board members that the Innovation Hub were unable to attend the meeting, Sola will have picked out things from the Innovation Hub report which has been circulated so people will have had the opportunity to see this.

Sola expressed that he had been banking on one of the Innovation Hub being present and he has limited his talk around evaluation to the three criteria that is report against, Sola offered to quickly go through their report as well?

Vipin advised Sola to go through his presentation and then they would just look at the highlights of the Hub report.

Sola shared his presentation.

Home-start project is in its 8th year and started in 2016, it is being implemented by the Home-start Bradford District.

It is a peer support intervention that has 2 key aims:

1. To increase access to social support
2. To improve the abilities of families to be able to cope as parents.

The contract value of the project is £580k, this is across 3 funding periods with the final period being the extension until March 2024, they have a wind down period of three months which will take the project until June 2024.

The project offers practical and emotional support to families. Sola gave an overview of the categories of families that are being prioritised. The categories were:

Parents feeling isolated.

Parents with disabilities.

Parents struggling to cope practically following childbirth.

Parents who would like help with the demands of daily family life or during difficult times where there is also a child under 4 or the parent is pregnant.

Sola advised that the evaluation that is built into the projects is a standard evaluation the three key criteria that is used for this is Recruitment, Implementation and Satisfaction, Sola gave an overview of the figures.

Sola went on to give an overview of the Project implementation context and the key changes for the project, in brief these were:

Reduction in Government funding, which was a key factor, due to these cuts this affected some of the availabilities of some services to families which led to some of the families being overstretched meaning families were not able to access the services.

Changes to the immigration process.

COVID 19 and associated impacts.

Economic Downturn.

Cost of living crisis.

In terms of Key achievements Sola went through the information he had pulled out from the Innovation Hub report and gave an overview of the information shared.

In terms of challenges Sola pulled out 4 key areas and gave the board an overview of these.

Sola advised that 3 key lessons had been learned and these were shared with the board.

Case studies were provided in the report.

Sustainability/Next steps, Sola advised that as mentioned they are already in the three month wind down period it would be expected that in this period families will now have planned ending for support, Home-Start has also been successfully integrated in to Start for Life project, this will mean that there will be some sustained funding for the programme to continue, it will be different but at least Home-Start will have some resources to continue.

While this is ongoing Better Start Bradford are working closely with the project to gain further funding for them.

Based on this there are 2 recommendations these are:

1. The partnership Board approve the BSB funding for Home-Start Better Start project ends on June 30, 2024
2. The Home-Start Bradford District transition into the implementation of the Start for Life Project's male and secondary carers' workstream funded until March 2025.

Vipin asked if there were any questions.

Vipin expressed it was a very conclusive report and looking at the Hub report gave some good insight into the figures and outcomes of the projects. This was a project that always teetered on the edge, but the board knew how important it was because of what it brought. Sarah will be able to say what different it made to the communities and how it was the beginning for many families.

Gill wanted to add to what Vipin had said and that it shouldn't be underestimated how valuable the project is, a third of the referrals for the project came from Health Visitors and that is how well known and respected the project is and due to the other funding, this means it won't disappear altogether and it is optimistic there will be more to follow.

Gill expressed that the project did have a blip with Better Start and this meant that this gave an opportunity to have a very close look at it and see that the service is hugely valuable and valued by families and delivers good outcomes, it is also doing a really good service in developing volunteers from the local community.

Sarah was the chair of Home-Start for 6 years and were hugely grateful for this, there is also added bonus for volunteers. Sarah feels there is something about having trained volunteers going into homes, it's not statutory agencies, no one pointing the finger, it's just support and knowing it's tough having children and its very grass roots and very important.

Vipin asked if there were any further questions, all members had had the opportunity to read the Hub's report but happy to answer any further queries members may have.

Gill felt that the main points had been brought out by Sola but advised that it is worth reading as the next report will be the final report.

Sola wanted to express the importance of how the project has empowered the volunteers.

Vipin went through the recommendations which were:

- 1.The partnership Board approve the BSB funding for Home-Start Better Start project ends on June 30, 2024**
- 2.The Home-Start Bradford District transition into the implementation of the Start for Life Project's male and secondary carers' workstream funded until March 2025.**

Decision: The Partnership Board were all happy with these recommendations.

7. Amended terms of reference and approval of new Vice Chair.

Gill advised that there wasn't a process for this and what the board asked for at the last meeting was to approve in principle the appointment of a 3rd vice chair. The requirement was that that person would fill in an application form in the same way that the other vice chairs had done previously. This happened and Gill T and Vipin, received that form and both of them felt there was no reason to question their ability to fulfil the role.

Gill advised that if the Board were happy to go forward with the appointment of the new Vice-chair they will take on that role the beginning of June. All members present were happy with this.

At this point the terms of reference were shared.

Gill gave an overview of the main purpose which was due to having a third vice chair means that the terms of reference would need changing to accommodate this, so what has been done. As a result of this change there was a decision to have a look at the terms of reference to make sure they fit where we are at this stage in the process.

Gill advised that she would go through the terms and if anyone wants to make any changes the board have the power to do this.

Gill gave an overview of the main purpose which is at the beginning of the terms of reference.

In terms of the membership this is set out in the Partnership Agreement which is a balance of 10 members who are from the statutory sector and 10 members of the local community. Gill advised that the Partnership agreement hasn't been updated for a long time, Gill has updated most of it, it is about to be circulated to everyone as we need to verify particularly the names of the statutory partners, that the names of people who are representing those partners are the correct names.

Action: Gill is in the process of circulating the Partnership Agreement.

Gill advised it might be worth members having a look over the agreement, it is a lengthy document, it is important that members know the agreement as we move to the end of the project.

In terms of the Chair Person and this being a Community Representative and that the Director of Children's services or their representative will chair in absence of the elected Community Representative, Gill advised that there hadn't been a time where Vipin hadn't been present to chair, Vipin thinks there was only once, Gill advised that at present there isn't a representative present from the Children's services, which Gill is part of the point to sending out the partnership agreement out to chase up this representation, it is noticed that there are none of the partners present tonight.

Vice chairs has now changed to up to 3, this is now Gwen, Samina and Humera.

The Governance structure was not attached.

Action: Gill to send the structure diagram out after the meeting.

Decision making, the decision-making protocol was not attached.

Action: Gill to send the decision-making protocol after the meeting.

In terms of reporting Gill advised that these minutes of the Partnership Board and all minutes are sent to all partners and the lottery. The programme report to the lottery every quarter.

Gill gave an overview of the remit, which is laid out in the terms of reference, these are open to change by any member of the board or additions if anyone wants to add anything.

Vipin asked if anyone had any suggestions or questions, Vipin expressed that there are a couple of things to look at:

1. If Vipin isn't available to chair now that there are 3 vice chairs, one of these covers instead of a representative from Children's services.

Ishaq wanted to check a couple of things, he was happy with what has been proposed but had a couple of questions, one was does it have to be 50% board members or could it be that it needs to be at least including partners plus 6 community board members? Sometimes when decisions are made that 50% is quite high to be quorate.

Gill asked that what was being suggested was that it is specified what proportion of each? Ishaq advised that 50% of partnership so does this mean everyone involved, could this be changed to say includes at least 6 board members and the chair to make it less onerous to get decisions through. Ishaq is aware that it needs to make sure it doesn't dilute too much so that there is limited accountability.

Vipin felt the suggestion made was a good idea but the way to do this was to possibly bring the number down to 8 but it needs to have 4 partners and 4 board members to make the board quorate.

Gill didn't want to suggest this would happen but there is a risk of this happening that if the number are reduced too far there may be a probating question/conflict of interest which would make the board inquorate. If this route was followed need to make sure the business can be done efficiently.

Gill advised that if this route were taken the statutory partners would need chasing which is going to happen, Ishaq asked who were the statutory partners that weren't attending? Gill advised that there are only 2 not engaging at all, the Police and the Care trust. Gill is meeting with Michelle Holgate from BDCT and will chase them to get them back, Children's services, BIB and Public Health, these do attend regularly but unfortunate they aren't attending today, maternity haven't attended for a while.

Discussions around the attendance of Bradford District Care Trust was held and Michelle and Dawn Lee are both aware of the work and are fully supportive but getting them to meetings has been challenging.

Gill advised that there is a question to put to Mariam Haque and Charlotte Ramsey to ask them if they would like representation from both children's services and the Children and Families Trust, this would need to come back to the board for the change, but it would make sense as the programme has dealings with them both.

With regards to the quoracy Ishaq asked whether this decision should be made now?

Vipin advised that there are 2 actions which need to be done these are:

1. Gill to chase up the strategy partners and make them aware that the board do require them to attend or for them to send a deputy, they are committed to it and promised to join and are a board member from long standing.

2. Look at the numbers being dropped to 8, 4 community and 4 partners so the transparency is still there, and good governance and the day-to-day business can be done by the board.

Members were asked if they were happy with this.

All members were happy with these two recommendations.

8. Strategy Day – 8 July 2024.

Kerry shared her presentation with the board.

It was noted that it had been a while since there had been a strategy day that the board had attended and would be a good way to re-engage the partners and a commitment was made to make this happen.

Kerry proposed that this has been thought about and the timeline and series of events that need to happen but to work towards a strategy day on 8 July, this will be facilitated by Sarah Wilson to help shape the thinking and facilitate the day, the attendees would be the partnership board and the programme team.

The purpose of the day would be to re-engage and inspire a full team approach in delivering the best legacy for Better Start Bradford.

Kerry gave an overview of her presentation.

Kerry advised the discussion for today was to gauge the appetite for the day and to also to explore what board members would want to come away with on that day and help to shape the day so that everyone gets out of the day what they want.

Kerry wanted to open the discussion to the members to look at the proposal of a strategy day is agreed, work towards 8 July and how to shape this and what else the board want to be involved in.

Vipin asked members if there were any questions for Kerry & Gill, Vipin reiterated that it had been a while since there had been one, they used to be every couple of years, they are a great way to see where we started, where we are at and what we hope to achieve, Vipin expressed he is looking forward to it and it is long overdue.

Ishaq asked if it would be a full day? Kerry advised that it would be 10am – 3pm to ensure the time together. Ishaq wanted to understand what would be discussed, personally for him it would be good to know what projects are still live, what learning has been received and what is the legacy. At the stage the programme is the focus is on where the money is going, need to incorporate some of the learning, there are a lot of things to celebrate, use the strategy day to look around sustainability and legacy, what will the programme look like post programme, where are the partners and connections that will help sustain the work.

Gill confirmed this is exactly what is being looked at, once the day is booked there will be more detailed programme that will be shared and if possible, some documents maybe shared in advance.

Sarah felt it was also important to include how we feed back to the community. Look at what the legacy is for the whole community. Kerry has noted these suggestions to be fed into the day.

Decision: All agreed that the 8 July is required, and members are happy to do this.

Vipin asked if there anything else Gill and Kerry needed from the board, Gill advised they would come back to the board if there was.

Gwen was thinking around community engagement and whether we need to look at successes what went right, what didn't, what are the lessons learned, this was a big part of the project. Gill advised this view is shared and the legacy of the programme is that the community is at the heart of it and have been since the beginning and has been a critically important part of it and ideally that would be the legacy. This really is a massively significant factor, but it also the data and information and all the learning and things that have changed as a result of what has been done.

Vipin expressed that we need to look at what will be discussed in the final couple of weeks to be able to show that work has been delivered to the partners and communities.

9. Start for Life Update.

Kerry shared the presentation, and an overview was given. Kerry thought it would be a good opportunity to provide a high-level update on the Family Hub and Start for Life and offer as this is mentioned on a number of occasions on updates where projects are. The presentation will look at How Better Start Bradford are providing the foundations to the Bradford offer.

The presentation included a video that was shared with the members and gave a flavour of how BSB have been involved. Kerry set the context and remind people that Bradford was 1 of 75 local authorities awarded the funding, the funding is jointly overseen by the department of education and the department of health and social care.

It is a real focus on the first 1001 days from birth up to 2 years. The vision of the programme is to make services more accessible, better connected and more relationship centred for all families and families hubs are at the heart of communities bringing together services to contribute to the reduction of health inequalities and education outcomes including those that most need support. This is the golden thread through BSB and the Start for Life Programme.

Kerry showed the key stages of the offer and gave an overview.

Kerry wanted to remind everyone that as an ABS site influenced lots of thinking behind the offer, Andrea Leadsom attended an event and Dr Matt Price who was

the lead for Little Minds Matter. Projects were able to be brought together and showcase the learning to date and what could be upscaled at pace.

Kerry advised that the publication for the Start for Life offer was in March 2021, BSB has been part of the journey since day dot to shape the delivery plan and build on the foundations of what has been offered.

Kerry gave an overview of the Start Life Programme and the funding strands for this and the additional workstreams within start for life.

Kerry updated members that the main site for where the Start for Life offer can be seen is hosted by Family and Young People Information. The site shows the projects that have been upscaled within the district now.

Kerry highlighted working with the local authority have how BSB have been upscale at pace and having had contacts with these organisations to be able to have contract variations, wanted to demonstrate the added value that BSB brings and when we say that the expertise from the programme to support the Start for Life roll out with, Kerry gave an overview of this.

Kerry expressed that she wanted to demonstrate the added value not only of our projects taking shape and rolling out across the district but what the programme team can offer the start for life team and the wider district.

Kerry gave an overview of the visit by Andrea Leadsom and how successful Bradford have been for the Start for Life work.

Kerry expressed that there are a number of further opportunities and Kerry will touch on some of that in the PMG report when the high lights are covered that those initial funding streams, but because of the great work that has been demonstrated and the data and the qualitative evidence that has been provided for the Start for Life team, many of the projects have been offered additional funding where they have been able to upscale further. Kerry gave a couple of examples where this has happened.

Kerry asked if there were any questions.

Gill added that some changes in government sooner than anticipated and one of the concerns for Start for Life was that it wasn't known what would happen next whether it would be extended or something else put in its place. There is a good chance that more will be known in the Autumn which will help some of the things that Kerry finished with in what happens next, which will allow us to work with the projects, LA's and our partners to help think, design and develop some of those things, this is likely to be the case regardless of what happens in the election.

Vipin thanks Kerry for her very comprehensive report.

10. Programme Monthly Report.

Kerry shared the May report and gave an overview of the key themes. The report had been shared prior to the meeting for people to have had a look through.

2.0 Key Highlights and Impacts: The MESCH programme has now been upscaled with the district and now sits back with the Bradford District care Trust, Kerry advised that a joint presentation to talk about the learning and journey and the approach that had been taken on the development of MESCH and the next steps of how it will be upscaled to the district which was very useful to inform partners about MESCH. It is a great forum to continue to link in to, to share learning.

Kerry went on to advise the project has been busy contributing to a number of calls to actions and informing national policy briefings, coordinated by colleagues in national children's bureaus, an overview of this was given.

Kerry gave an overview of the Workforce and Community of Practice; the FACE team presented their work done over the last 6 months and highlighted the successes.

3.0 Local strategic influence: Henry Smith Charity, Gill and Kerry met with them, they reached out to help their thinking and learning and how they go forward around their grants processes, it was a really information two way discussion learning from them and share our programme and learning to date.

Kerry expressed a key success of the Bradford Literature festival and how BSB have become really involved in this this year and progress the relationship, this year BSB have been able to be involved in the planning and thinking of what the offer is this year. BSB have been able to contribute to this and the programme and it can be seen that the Comms team have been working really closely with theirs to get key messages across.

3.2 Implementation: Kerry gave an overview.

3.2.2 Project Monitoring and Evaluation in the Reporting Period. Kerry gave an overview.

3.4 Transformation and Change. Kerry gave an overview of the Workforce Development and Volunteering, Kerry encouraged board members to attend the Virtual live learning if they were able to.

3.5 Communication and Marketing. Kerry advised that the Comms team have done some good publications, in terms of resource and learning there is more to come.

3.6 Family and Community Engagement. Kerry gave an overview of the work undertaken and the events that have taken place.

4.0 Sustainability and Legacy. This has been touched on a lot at the moment and working towards the timeline that have been previously mentioned. An overview was given.

7.0 Knowledge transfer – this highlighted another blog to read in members' own time.

This was a high-level whistle top tour of the work that has been happening and some up and coming dates and milestones to come and report on at the next meeting.

Vipin thanked Kerry for the report and asked if anyone had any questions/anything to add.

11. AOB

Nothing for this meeting, Vipin asked everyone if they had felt able to participate in the meeting, all agreed they had. He thanked everyone for attending and the efforts given are appreciated.

12. Date of next meeting.

The next meeting is on Thursday 20 June 2024, 9.30am -11.30am.

The meeting closed at 19.20pm.