

City of Bradford Metropolitan District Council

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Notes of an Inquorate meeting of the Bradford Community Legal Advice Service Partnership Board held on 7 November 2007 at City Hall, Bradford

Commenced 1805
Concluded 1855

PRESENT

Members of the Board

Lynette Kirk	Manningham Project	Voluntary Sector
Dave Preston	Community Funding Unit	Bradford Council
Julie Pryke	Canterbury Advice Centre	Voluntary Sector

Also present

Rachel Hardy	Barnardo's Parents Partnership Service	Voluntary Sector
Nick Smith	Barnardo's Parents Partnership Service	Voluntary Sector
Julie Robinson-Joyce	Community Funding Unit	Bradford Council
Claire Tomenson	Secretary	Bradford Council

167. APOLOGIES

Apologies for absence were received on behalf of Councillors Howard Middleton and Adrian Naylor, Zahida Mallard, George Scully and Sue Williscroft.

168. MINUTES

As the Board was inquorate it was unable to agree the minutes of 11 July 2007 and the notes of 12 September 2007 as a correct record. It was noted that they would be included on the Agenda for the January 2008 meeting.

ACTION: *Secretary*

169. REVIEW OF THE CONSTITUTION

As the Board was inquorate it was unable to approve the Constitution, therefore, it was noted that it would be included on the Agenda for the January 2008 meeting.

ACTION: *Secretary*



170. EDUCATION ADVICE

Rachel Hardy explained that Barnardo's Parent Partnership Service (PPS) was a joint venture between Barnardo's and Education Bradford. The service had been established to provide support to parents of children with special educational needs and three people were employed to cover the whole of Bradford. Referrals were taken from parents and they were usually seen by a worker within a week. The advisors offered free, impartial advice and helped parents with exclusion, transport and school admission appeals, amongst other things.

Nick Smith reported that he was the Choice Advisor for the District and gave advice on the transfer process from primary to secondary school. His work was district wide, however, he focused on areas of Keighley and inner city areas. The post was funded by SERCO and was a statutory requirement. It was noted that part of his proactive work was to visit schools and explain the admission procedure. His reactive work involved the chasing up of families whose forms had not been handed in within the set timescale. He confirmed that he also assisted parents with appeals and worked with school based staff to ensure that they were aware of the procedure.

Julie questioned whether the Service worked with any children's or health centres. Rachel confirmed that the majority of health centres were aware of PPS, however, they may not be able to cope with the demand if additional work was undertaken. Julie indicated that she would contact those solicitors with a Legal Services Commission (LSC) education contract and request that they provide information on their roles, which would then be passed onto PPS. It was also proposed that the PPS could be placed on the CLASP Directory.

ACTION: *Julie*

Julie suggested that it would be useful for the PPS to provide a training session for Advice workers. Rachel undertook to find out whether this would be possible. Lynette added that she would send the contact details for the Advice Centre Support Group to Nick.

ACTION: *Lynette*

171. FEEDBACK

Commissioning Officer Report

Julie tabled a paper that gave an update on the following issues:

- Affordable Warmth Strategy
- Financial Inclusion Group
- Local Area Agreement
- Children and Young People's Partnership, Economic Well-being Sub Group
- Community Care
- Domestic Abuse Partnership
- CLASP Directory
- Lotteries funding
- Community Justice Centre

With regard to the Local Area Agreement, Julie Pryke agreed to follow up the issues with Terry Rooney MP.

ACTION: *Julie Pryke*

Julie highlighted the possible ideas with regard to lottery grants and indicated that there were items on the list that could be undertaken that did not involve a cost. Lynette reported that there was some funding left over from a previous lottery bid and this could provide training on education advice.

172. ANY OTHER BUSINESS

(i) Proposed Schedule of Meetings

The proposed Schedule of Meetings for 2008 was tabled. It was agreed that the dates be approved, subject to any comments from Board Members.

ACTION: *Secretary*

Chair

Note: These minutes are subject to approval as a correct record at the next meeting of the Board.

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THESE MINUTES HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER