

# City of Bradford Metropolitan District Council

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## Minutes of a meeting of the Bradford Community Legal Advice Service Partnership Board held on 17 January 2007 at City Hall, Bradford

Commenced 1800

Concluded 1905

### PRESENT

#### Members of the Board

Jan Curry	CHAS Housing Aid	Voluntary Sector
Lynette Kirk	Manningham Project	Voluntary Sector
Zahida Mallard	Voting Co-opted Member	Bradford Council
Councillor Adrian Naylor	Conservative Group	Bradford Council
Dave Preston	Community Funding Unit	Bradford Council
Liz Reveley	Bradford ACSG	Voluntary Sector
George Scully	Bradford & Airedale PCT	Health Sector

#### Also present

Javed Ashraf	Key House Project, Bradford	Voluntary Sector
Sikander Hussain	Key House Project, Keighley	Non-Voting Co-opted Member
Julie Robinson-Joyce	Community Funding Unit	Bradford Council
Andy Taylor	Bradford CAB	Voluntary Sector
Claire Tomenson	Secretary	Bradford Council

### 125. APOLOGIES

Apologies for absence were received on behalf of Councillor Howard Middleton.

### 126. MINUTES

#### It was agreed:

That the Minutes of the meeting held on 8 November 2006 be accepted as a correct record.

### 127. MATTERS ARISING

It was noted that these were covered by substantive items on the agenda.



## 128. **REVIEW OF ACTION PLAN TARGETS TO END OF DECEMBER 2006**

The Board went through the targets contained within the Action Plan with particular reference to those with a December timescale. Additional points are noted below:

### **Tackling Financial Inclusion**

It was reported that a small amount of funding had been made available by the Economic Partnership for joined up working between Bradford and District Credit Union and the advice sector and a debt training course and that the contract with the Advice Centre Support Group (ACSG) was nearly completed. The majority of the work commissioned was for financial literacy work with accredited providers.

### **Shared Futures**

Julie confirmed that the issue regarding access to legal advice in relation to domestic violence was being progressed. There would also be financial implications for the advice sector through increased referrals.

With regard to reducing child poverty, it was noted that the issue was still being addressed. Two information officer posts had been funded by Children's Information Link and were working in children's centres

### **Ensure Availability of Resources for Training, Infrastructure Support and Publicity**

Andy commented that they were looking to provide more training in relation to the Bradford Advice Centre Support Group.

In conclusion Dave acknowledged the good progress made to date.

## 129. **SOCIAL POLICY REPORT**

Julie updated the Board on the issues raised at a meeting with the Homelessness Team. She stated that they were still interested in the project in existence in York and a skills exchange with relevant departments. Other schemes had also been highlighted and it was agreed that it would be useful for the Team to undertake discussions with the Housing Department.

Liz then drew Members attention to the minutes of a meeting held with Job Centre Plus (copy attached as Appendix 1). She reported that significant changes were to take place during 2007, one of them being that as from the end of January all claims could be dealt with in a single telephone call. A '0800' number would be introduced in March and the claims process clarified. It was noted that a visit to a Call Centre and Benefit Centre would be arranged. Research had been undertaken and the majority of clients wished to make claims via the telephone, however, a procedure for paper claims had also been introduced. Other issues had been discussed including the access to interpreters. Liz confirmed that a commitment to meet quarterly had been agreed and that progress was being made.

## 130. **ADVISORY SUB-GROUP PROGRESS REPORT**

The notes of the meeting of the Advisory Sub-Group held on 12 December 2006 were tabled (copy attached as Appendix 2).

Lynette highlighted the points discussed at the meeting. In relation to an issue regarding advice for lottery research, she reported that two responses had been sent, however, a reply had not been received. Dave suggested that the person involved was contact by telephone.

**ACTION:** *Julie*

### 131. COMMISSIONING

Dave explained that the draft Commissioning Report had been tabled (copy attached as Appendix 3) in order for Members to consider future commissioning arrangements, however, it was noted that the details could not be confirmed until the budget had been set by the Council on 1 March 2007. He stated that the report set out the principles and agreed specifications. It was hoped that the three year commissioning would continue, though this was dependant upon the decision made on 1 March. There were also one year agreements for areas where there were contractual issues. Julie added that there were no major changes to the service specification, only that points had been made clearer. With regard to the Quality Mark, she reported that it was still in place, however, other options had been identified should the Legal Services Commission (LSC) no longer support it.

In conclusion Members were requested to read the document and present any feedback to Julie by 30 January 2007.

**ACTION:** *All Members*

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