

# 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 12 September 2007 at City Hall, Bradford

Commenced 1810  
Concluded 1930

### PRESENT

#### Members of the Board

Zahida Mallard	Voting Co-opted Member	Bradford Council
Councillor Howard Middleton	Liberal Democrat Group	Bradford Council
Councillor Adrian Naylor	Conservative Group	Bradford Council
Dave Preston	Community Funding Unit	Bradford Council
George Scully	Bradford & Airedale tPCT	Health Sector
Sue Williscroft	Bradford Law Society	Private Sector

#### Also present

Sikander Hussain	Key House Project, Keighley	Non-Voting Co-opted Member
Lai Kwan	Adult Services	Bradford Council
Julie Robinson-Joyce	Community Funding Unit	Bradford Council
Claire Tomenson	Secretary	Bradford Council

### 158. APOLOGIES

Apologies for absence were received on behalf of Councillor Imran Hussain and Andy Taylor.

### 159. MINUTES

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



160. **MATTERS ARISING**

- (i) Dave confirmed that he had followed up the issue of authorisation and that the matter was still being dealt with by the Council's Legal Services Department. Howard Middleton suggested that Jo Miller be contacted and asked to progress the issue. (Minute 151)
- (ii) With regard to the allocation of £15,000 for commissioning of work in Eastern European communities Julie reported that the Funders Group had met and discussed the matter and Julie had undertaken to progress the issue. The provision of the interpreters would be for a trial period. (Minute 154)

161. **REVIEW OF THE CONSTITUTION**

The current Constitution of the Board was tabled and discussed and no amendments were made.

As an associated issue Dave reported that George would be absent for the next two meetings and that she was to check whether the Care Trust wanted to send a representative in her place. George was also to discuss membership of the Board following the re-structure of the Care Trust.

The following membership changes were also noted:

- Andy Taylor to represent Bradford Citizens Advice Bureau
- Julie Pryke to represent Canterbury Advice Centre

**ACTION: Secretary**

**Note: 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 November meeting.**

162. **REVIEW OF ACTION PLAN TARGETS TO END OF AUGUST 2007**

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

**Promoting Independence**

Work was ongoing.

**Access to Services**

In relation to education advice, Howard Middleton informed the Board of the Advocate employed by Education Bradford and suggested that he be invited to a future meeting. He confirmed that he would contact Julie with his details.

**ACTION: Howard Middleton/Julie**

**Training**

Sikander outlined the ESF funding and Job Centre Plus schemes.

## **Mapping**

Julie explained that she was to revise the CLASP directory and place it on the website.

Dave requested that the item be placed as a standard item on the agenda.

**ACTION: Secretary**

## **163. SOCIAL POLICY REPORT**

Julie tabled a briefing note on the Social Policy issues that had been highlighted during April to June 2007.

Julie explained that no listings had taken place in Keighley of Appeal Tribunal Hearings and this was causing hardship and difficulties. In order to try and resolve the issue, Julie and Sikander indicated that they would send a joint letter.

**ACTION: Julie and Sikander**

Sue reported that problems were occurring where houses were being signed over if the owner was in debt. Julie replied that she would ask the advice centres for social policy case studies on this topic.

With regards to Job Centre Plus, it was noted that there were still issues and Julie indicated that she would contact them to find out why the meetings had not taken place.

**ACTION: Julie**

Sue confirmed that in relation to planning issues the Small Claims Court could be used.

Julie noted that she would follow up the cases regarding Council benefits and reported that she was trying to identify an organisation which was campaigning on the issue of Incapacity Benefit to pass on the incapacity benefit cases that had been received.

**ACTION: Julie**

## **164. CLASP ADVISORY SUB-GROUP**

Julie reported that in an attempt to re-invigorate the sub group they would be looking at single issues and inviting other people to attend the meetings. The first issue focussed on would be Community Care.

## **165. FEEDBACK**

### **Building Communities Partnership**

This item was deferred to the next meeting.

**ACTION: Secretary**

## **Older Peoples Action Group on Economy, Employment and Learning**

Zahida informed the Board that the Economy, Employment and Learning Action Group was one of five sub-groups. At their last meeting members had examined the provision for benefits take up for older people and proposals had been put forward, however, the issue had not been progressed as yet.

Zahida also highlighted an area of work being undertaken by the Service Improvement Team regarding worklessness and indicated that there may be some money available.

## **Commissioning Officer Report**

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

- Affordable Warmth Strategy
  - a pilot was to be undertaken in the Great Horton area.
- Financial Inclusion Group
- Sustainable Community Strategy
  - mandatory for Bradford Council.
  - infant mortality was a critical issue.
- Children's and Young People's Partnership Economic Well-being Sub Group
  - Julie was now attending the meetings and had submitted proposals.
- Community Care
  - issue to be discussed at the next CLASP Advisory Sub Group meeting.
- Be Involved
  - project by Bradford Vision.
  - scope for voluntary sector.

## **Area Committees**

Julie stated that it would be beneficial for the CLASP Board to have awareness of the issues discussed by the Area Committees and indicated that in return presentations outlining the work of CLASP could be given to Area Committees.

Howard Middleton reported that the agendas for Area Committee meetings were usually lengthy and they had very little funding available, however, he then identified that there could be an opportunity for CLASP to obtain some funding from the Neighbourhood Action Groups.

Adrian Naylor confirmed that he would arrange for CLASP Board members to be invited to the Keighley Area Committee meeting to be held in October 2007.

***ACTION: Adrian Naylor***

## **166. ANY OTHER BUSINESS**

### **(i) Legal Services Bill**

Sue gave a brief outline of the Legal Services Bill and explained that it was now an Act. Its introduction meant that legal services could be provided not just by solicitors. The legal profession was also no longer able to regulate itself and be a Trade Union. She reported that a new compliant system had been established which was very customer service orientated and that the Law Society was now more proactive for solicitors. Sue reported

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that fixed fees would commence in two weeks time for legal aid solicitors and that next year solicitors would have to bid to continue legal aid work.

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