

# 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 September 2008 at City Hall, Bradford

Commenced 1800  
Concluded 1930

### PRESENT

#### Members of the Board

Lindsey Johnson	Bradford Law Society	Private Sector
Lynette Kirk	Advice Network & Training Partnership	Voluntary Sector
Shakeela Lal	Labour Group	Bradford Council
Zahida Mallard	Voting Co-opted Member	Bradford Council
Howard Middleton	Liberal Democrat Group	Bradford Council
Dave Preston	Community Funding Unit	Bradford Council
Malcolm Sykes	Conservative Group	Bradford Council
Andy Taylor	Bradford CAB	Voluntary Sector

#### Also present

Sikander Hussain	Key House Project	Voluntary Sector
Julie Robinson-Joyce	Community Funding Unit	Bradford Council
Claire Tomenson	Secretary	Bradford Council

### 187. APOLOGIES

Apologies for absence were received on behalf of Graham Moore.

### 188. MINUTES

#### It was agreed:

That the minutes of the meeting held on 19 March 2008 be accepted as a correct record.



189. **MATTERS ARISING**

- (i) Lynette indicated that she would check to ensure the action had been undertaken (Minute 183 – Access to Services).

**ACTION:** *Lynette*

- (ii) Andy confirmed that he would chase up the issue with regard to the out of hours advice provision (Minute 183 – Access to Services).

**ACTION:** *Andy*

- (iii) Julie reported that proposals had been submitted to the Working Neighbourhoods Fund in relation to advice in Children's Centres and that any feedback would be reported to the Board (Minute 183 – Reducing Childhood Poverty).
- (iv) Lynette reported that the bid placed by the Advice Network and Training Partnership (ANTP) had been successful in the Big Lottery Bid (Minute 186(ii))

190. **REVIEW OF THE CONSTITUTION**

The current Constitution of the Board was tabled and discussed. It was noted that the reference to the 'Advice Centres Support Group' would need to be amended to 'Advice Network and Training Partnership'. Members were also requested to forward any further comments to Julie. It was then agreed that the amended document would be presented to the next meeting for approval.

**ACTION:** *Julie/Secretary*

191. **COMMISSIONING**

Dave explained the commissioning process to Members and referred them to the report presented as Appendix 1. The underlying principles, which were similar to what had been used before, would need to be agreed. The current contract finished in March 2009 and the new process needed to be initiated as soon as possible. It was noted that the Funders Sub-Group would feed into CLASP and that work around the principles of commissioning would be undertaken and presented to the Board.

Julie reported that it had been noted that Bradford had a range of community advice provision. The level of funding would be made available to different areas of work, namely specialist, generalist and communities of interest. It was intended that the commissions would be for a two year period with the contracts being issued in April 2009. To ensure that the funding matched the requirements, mapping exercises would be undertaken using a revised needs analysis which would also be adjusted for supply. Julie confirmed that all funds would be used for direct service provision and the commissioning would be jointly undertaken with the Bradford and Airedale Teaching Primary Care Trust. It was agreed that information in relation to the funding would be circulated prior to the next meeting.

**ACTION:** *Julie*

All commissioned agencies must have the Community Legal Service Quality Mark and if it was removed the funding could be withdrawn. Data collected throughout the commissioning period would be used to inform decision making and the ongoing feedback from CLASP Members would also be considered. Julie informed Members that progress on the process would be reported to the November meeting and notification would be sent to the Groups in January 2009.

**ACTION:** *Julie*

Sikander outlined the gaps in service provision in the District and suggested that different methods of delivery were explored. Julie agreed to investigate the issue.

**ACTION:** *Julie*

Andy questioned how the process would be linked into the Third Sector Review. Dave replied that a Review had been commissioned by the Corporate Improvement Committee to look at the Third Sector in Bradford. The matter was ongoing and a report was to be presented to that Committee in October or November 2008. The resources available in Bradford were to be investigated and there was to be a consultation event for the Voluntary Sector. Dave added that he was on the Steering Group that was undertaking the work.

In conclusion Dave informed Members that the Funders Group was to meet prior to the next meeting and if the Board were in agreement then the process would be progressed. Comments on the matter should be forwarded to Julie and feedback would be presented to the November meeting. He then added that the new Members would also be sent a copy of the agreements already put in place.

**ACTION:** *Julie*

## 192. INTERPRETERS

Julie reported that further work was required in relation to the provision of Eastern European interpreters. The agencies that had reported the highest demand for interpreters had been looked at and the feasibility of employing an interpreter for a particular session had been investigated. Unfortunately there were not enough quality interpreters available. Julie indicated that ideas were required as to how the matter could be progressed and added that the statistics provided by groups had not confirmed the scale of the problem.

It was noted that qualified interpreters were difficult to obtain and that there was still a need for those that could speak Eastern European languages. Lynette indicated that the reduction in requests for Eastern European interpreters could be due to the problems faced in finding anyone. She added that if an interpreter was booked for an advice session this could be publicised. Andy stated that a telephone service, similar to that of Language Line but provided by the Council, could be looked at. In conclusion Dave agreed that the matter should be progressed and Malcolm Sykes indicated that the issue could also be looked at by the Safer and Stronger Communities Committee, of which he was the Chair.

**ACTION:** *Julie/Malcolm Sykes*

**193. ROLE OF CLASP**

Julie indicated that it had been suggested that the meetings were held on a quarterly basis with more speakers being invited along. This could not be implemented at the present time as the commissioning process was underway. The profile of CLASP had been proactively raised and more people had become aware of its existence. It was also hoped that CLASP could be promoted at Area Committee meetings. Julie confirmed that a new Primary Care Trust member had been recruited and undertook to circulate the Board's current existing documents to Members.

Sikander suggested that Sarah Possingham be invited to a future meeting to speak in relation to the Housing Strategy. Julie undertook to look into arranging a speaker on this matter and specifically the homelessness strategy.

**ACTION: Julie**

It was also suggested that the Third Sector Review and community funds be placed on the next agenda.

**ACTION: Julie/Secretary**

**194. ANY OTHER BUSINESS****(i) Working Neighbourhoods Fund**

Julie reported that five bids had been compiled and submitted to a meeting of the Executive. It was believed that further work had been requested, however, a good response had been received in relation to the bids. An update on the situation would be circulated to Members.

**ACTION: Julie**

**(ii) Officer Report**

Julie tabled a report which updated Members on the Local Area Agreement and Working Neighbourhood Fund; the CLASP Directory; Financial Inclusion and Affordable Warmth Strategy.

**(iii) Safer and Stronger Communities Improvement Committee**

Malcolm Sykes invited representatives of the Board to attend a future meeting of the Safer and Stronger Communities Improvement Committee in order to publicise the role of CLASP.

**ACTION: Julie**

Chair

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