

City Funds Governing Board Minutes

Time and Place: Thursday 14th February 2019, 1400-1600,

Present: Ian Barrett, Nishan Canagarajah, Sandra Meadows, Peter Morris, Ed Rowberry, Kevin Slocombe (Chairing this meeting), Sue Turner

In attendance: Taylor Meagher, Ryan Munn, Nikola Grujic

Apologies: Andy Street, Ololade Adesanya

- 1. Apologies and new declarations of interest**
- 2. Minutes of previous meeting and actions log**
- 3. Privacy policy and GDPR**

BCC has been named the data controller in the Privacy Policy created by Burges Salmon, and Taylor is the named contact. BCC need to be consulted on whether they are happy with this and agree it. The Board doesn't think we are subject to FOIs if BCC is the data controller.

Action: Kevin and Taylor to get approval from Legal re the Privacy Policy.

Agreement: Board are happy with the privacy notice subject to BCC approval.

4. No Child Goes Hungry

Nikola has been the NCGH researcher since November 2018. He updated the board on his findings so far and his proposed theory of change.



No Child Goes Hungry - Nikola FPG F



NCGH report slideshow.pptx

Quartet is putting £10K of aligned funding into Square Food Foundation for a cooking course project.

The FPG should be supporting a systematic project that tackles the root causes. There are 9 or 10 causes that should be pulled through (from the report) into the Theory of Change so you can clearly identify them.

We need to make it clear that NCGH is mainly grant but can and should be investment.

BCC are working with food production colleagues for a city wide plan that looks to solve food poverty. Blue finger land that is mostly being used by higher class cooperatives should be used to enable this. There needs to be a sustainable investment model that NCGH should

consider if we can agree community pieces of land. Production has to be linked with distribution as well.

There is a real opportunity to stop people working in silos and getting them to collaborate. The Governing Board in their own job roles can help support this.

Nikolas draft Theory of Change is a great draft to use for the other FPGs.

Conversation around involving children and parents in the community with consulting the Theory of Change before we launch so we have ownership from the community.

5. Observers for FPG's

Observers are allowed but through invitation only on an ad-hoc basis as long as you have the consent of the Chair. (Please also inform Taylor if you would like to bring an observer).

A question was raised on alternate people coming to FPG meetings if someone cannot attend. This should be at the Chairs discretion.

Agreement: Board agreed that we should have a session to edit the collaboration agreement to keep it up to date and reflect the needs of the FPG's.

6. Membership of each FPG and brief updates

Agreement: Board agreed on NCGH and Economic Inclusion. Agreed other groups as scoping members.

Economic Inclusion all members have signed the ToR and their photos will go on the website so they are now an official FPG. They have discussed a clear evidence base and Taylor is collating the evidence. The Centre for Progressive Policy is doing reports on missing skills/data. We are also asking organisations in the city for their existing data so C4PP can create a report.

Community Initiatives has 9 scoping members and Sandra is talking to 1 or 2 others. They have met once and are meeting again next week. At the next meeting they are looking to finalise the Terms of Reference and gather an evidence base so scoping members understand what the group is and what we are aiming to do. Sandra is very interested in having a researcher.

We should think about how we demonstrate the City Funds alignment with the Social Impact Fund and the One City Plan. We may need to look at the One City Plan as a Board and look at what is being aligned and what isn't.

Ryan will provide an investment update for the FPGs.

Environmental Transformation is meeting on the 1st March and has a varied skillset for scoping members. On the 25th February some of the Board are meeting to discuss the investment pipeline specific to Environmental Transformation.

Action: Taylor to arrange a meeting with the 4 FPG Chairs and Andy to link up work streams.

7. Update from Ryan on University researchers

Ryan has met with Rob Keegan who originally worked with Sue on the scoping brief for a University researcher. Each FPG will write a brief and Rob can distribute it to his network of research students. City Funds would own the research/data and could brand it and share on our website.

Rob also works with a research co-op of Masters Students who want to use research placements to benefit the community. If an FPG project wanted to do community focussed research we could use a Masters student for this. There are also lots of undergrads who are interested in projects so it would be good to be specific on the projects and open it wider.

Martin Parker is the new lead on Inclusive Employment at UoB working on a big research project. Nishan can introduce him to members of the Board who would like to meet him.

Each FPG should have a champion who will take this forward and work on the research brief with Ryan.

8. Update on action plan

BBRC have hired a Theory of Change consultant, Kate, to update the ToC and engage with key city stakeholders. She will be bringing a revised proposal to Ed and Ryan next week. Big Society Capital is meeting on the 27th March to agree on funding. Ryan is creating the metrics for the entire Fund and then FPG focussed metrics and outcomes. A workshop is being arranged for March.

The following documents have been created: draft credit policy document and procedures document, skills and competencies matrix for the investment committee (being set up soon), and a risk profiling document. Big Society Capital will comment on them in the next couple of weeks and Ed can send them to the Board for approval. Ryan and Ronnie met to discuss the policies regarding grants.

The Governing Board should be checking the strategic direction of documents, the technical/investment and legal know how will be agreed by BBRC/Burges Salmon etc.

The business case was submitted to the Director of Finance last week at Bristol City Council; these documents can be distributed after this meeting.

Action: Taylor to send out the Business Case to the Governing Board.

Investment structure and update - The investment committee should have members of the Governing Board, a BBRC representative, as well as independent experts who understand credit risk. Big Society Capital and Bristol City Council should have a position on the committee. Proposed members of the committee will come back to the Board for approval.

9. Engaging with business

Peter and Ryan agreed a way of working with Rick Sturge and the next steps for taking a proposition to businesses. They discussed a pilot group to work with and are arranging a meeting to create a brief. A question that arose was what is the demand for pro-bono expertise? Peter can speak to Ronnie and Sandra about what we are asking for. Ryan Munn can speak to some enterprise contacts about their needs.

10. AOB

The Governing Board has appointed Andy Street to be the Chair for 2 future years.

Our first annual report should be at the end of this year, we don't need one before the launch.

[This information has been redacted as it is commercially sensitive]

Taylor will be maintaining all the Declarations of Interest from now on, not Burges Salmon.

The City Office is working with the City Funds team to create a formal memorandum of understanding and this will come to the Governing Board for agreement.

11. Future meeting dates

Thursday 14th March 2019. Apologies from Kevin and Nishan.

Full list of actions:

Action: Kevin and Taylor to get approval from Legal re the Privacy Policy.

Action: Taylor to arrange a meeting with the 4 FPG Chairs and Andy to link up work streams.

Action: Taylor to send out the Business Case to the Governing Board.