**City Funds Minutes**

**Time and Place:** Wednesday 17th June, 9-11pm, Zoom meeting

**Attendees:** Andy Street (AS Chair), Phoebe Stone (PS Minutes), Sandra Meadows (SM), Edward Rowberry (ER), Kevin Slocombe (KS), Sue Turner (ST), Anna Dent (AD), Lizzi Testani (LT), Peter Morris (PM),Jari Moate (JM), Sacha Korsec (SK), Hannah Young (HY)

**Apologies:** Ololade Adesanya, Ian Barrett, Lucy Gilbert, Laura Martin, Ryan Munn

1. **Apologies [AS]**

* AS welcomed everyone to the Zoom meeting and noted the apologies

1. **New Declarations of interest [AS]**

* No new declarations of interest to report.

1. **Minutes of previous meeting and action log [AS]**

* The Board reviewed the minutes from the previous meeting. PM noted a minor error at item 9 of the last minutes regarding the pro bono report. The wider distribution of the report was not discussed. PM has sent the correct wording to LM to amend.
* ER noted that “Di Robertson” should be amended to “Di Robinson”.
* Previous actions were discussed, and the Action Log updated accordingly

**ACTION 1:** LM to amend previous minutes

**ACTION 2:** LM to remove completed actions from the Action Log

1. **Update on FPGs [FPG Chairs]**  
     
   ST – NCGH

* ST stated there had been no meeting since the last Board meeting. The grants made are in the same position and will not be utilised until after Covid19.

SM – Community Initiatives

* SM stated there had been no meeting since the last Board meeting and therefore the actions remain the same as previously.

AD - Economic Inclusion

* The next Economic Inclusion FPG meeting is scheduled for 22nd June.
* AD stated there had been no meeting since the last Board meeting. The next meeting will focus on revised priorities. Two FPG colleagues joined role and function of the FPG’s meeting which proved useful. Feedback will be brought to the Board in due course. The EI FPG will be considering the impact of Covid-19 on their priorities.

LT - Environmental Transformation

* LT stated there had been one meeting since the last Board meeting. The ET FPG is working alongside the One City Climate Strategy and the next meeting will look at refining research areas in order to provide insight. LT stated that they have received feedback on the role and function of the FPG’s and are happy with the proposals. Three additional members have joined the FGP and there is hope that more will join.

1. **Update from FPG Role and Function meeting [AS]**

* AS noted that the meeting on 5th June brought together FPG chairs and others to discuss Appendix 1 of the governance paper which was brought to the April and May Board meetings and subsequently approved at the May Board meeting, subject to conversations with the chairs and others. The notes from this meeting have been shared with Board members.
* Two main points were the focus of the meeting - a review of Clause 4.a. of Appendix 1 which addresses research; and secondly the frequency and nature of FPG meetings.
* It was agreed that resource was needed to review what research had already been undertaken and to then identify what new research might be needed.
* AS asked for any comments from other Board members.
* PM stated that the need for a review of research was clear but recognised the resourcing issues. He suggested that perhaps BBRC or Quartet could resource this, but we would need to agree the cost.
* SM stated that BSWN are leading on ‘data bank’ work already, and we need to link in with this to avoid creating something completely new or separate.
* ER suggested a potential solution which would need support from SM and ST. The Local Access Programme will need to undertake research which will differ from City Funds slightly, but ER suggested we could modify this to create a central library to solve our researching resource. ER highlighted the fact that this would not be a “quick fix” and it would take a further three months until the programme was in place.
* It was agreed that ER would explore the timing and logistics of this suggestion further. SM agreed that alignment with this Programme would be good and that it would be better to spend the time on getting it right, rather than to come up with a quick fix.
* It was suggested that if certain gaps are identified, then doctoral students could potentially fill these.
* It was noted by AS that Clause 4.d.v is a concern, in terms of the implications of providing unlimited pro bono support. The text would need to be amended to give clarity.
* All were in agreement with the proposal as it stand for six-monthly meetings, with other meetings of each FPG in between at the discretion of Chairs and members of the FPG’s.
* HY noted that there are funding pots often released that could be used for resourcing research. HY would need a list of the areas that the FPGs want to focus on, and she can then assess what funding might be available.

**ACTION 3:** ER to explore possible use of the Local Access Programme to support research review

**ACTION 4:** HY to assess possible sources of funding for research once the key areas of focus have been defined

**ACTION 5:** AS to feedback to PM and circulate an amended version of Appendix 1.

1. **IAC Update [JM]**

* The IAC met about ten days ago for a six-monthly review. There are a number of investments awaiting completion and a number of exciting opportunities emerging.
* JM raised an issue relating to a possible investment opportunity that had also been raised separately with the Mayor. It was agreed that JM would discuss and explore this further with KS off-line.
* ER noted that partnering relationships are working really well.
* KS confirmed that the Director of Finance held a similar view.
* KS suggested that we need to bring a regular quarterly update from IAC to this meeting.

**ACTION 6:** KS and JM to meet to discuss a specific opportunity raised with the Mayor off-line and explore other opportunities for collaboration going forward. JM to also touch base with ST, LG, SM and SK.

**ACTION 7:** JM to bring the first quarterly report to the meeting on 14th August. Invite Victor Tettmar, Chair of the IAC, to present the report.

1. **Fundraising update [SK]**

* Senior representatives from a number of national funding organisations will be meeting next Wednesday (24th June) with the Fundraising Group, who will present and then open up the meeting for discussion with the overall aim of encouraging partnering with City Funds.
* SK noted that Marvin will be attending the meeting to provide a welcome and background to City Funds.
* HY confirmed that SK will be following up with all the funders attending the meeting to discuss how they can support the initiative.
* ER stated that at the weekly Bristol Funders meeting the willingness is there to explore partnering, but we need to bring these conversations to a head in order to secure funders’ involvement with City Funds.
* HY suggested that ER and AS should join next week’s Fundraising Advisory meeting in order to outline the journey so far and seek advice on how we can secure the best outcome for City Funds.
* SK noted that the intention is there to update the website in August and increase the reach of social media on Twitter, as well as creating a LinkedIn website in the next weeks and months.

**ACTION 8:** AS and ER to attend the next Fundraising Advisory meeting (HY to confirm date and time)

1. **Unitary Grants Panel Update [ST/SK]**

* ST and SK reported for Lucy who was not able to attend the meeting today. The UGP met for the first time just last week. There is currently £1.4million in the pot. At this stage it is likely that the fund will be looking to offer grants of up to £20,000 over two years, with grants starting at around £5k – £10k. Lucy will update the guidelines and circulate to the UGP to move things forward.
* ST recommended that there should be a good number of non-FPG members on the panel to create diversity, with training offered to new members to help support them where needed.
* There was a brief discussion on whether these members should be paid. This needs to be discussed further.
* Lucy to present Thriving Places update at the next meeting.

**ACTION 9:** LG to update UGP funding guidelines and circulate

**ACTION 10:** LG to present update on Thriving Places work to next Governing Board meeting.

1. **City Funds & Diversity, Equity and Inclusion [ST]**

* ST noted that we should be leading the way on this important issue and if our policies are not appropriate in order to facilitate this, now is the time to address them.
* ST stated that Quartet have a clear policy on this issue, and we also need to review our own policy so as to work towards better practice. ST noted that there are three main issues to address: processes, attitudes and power.
* We need to assess whether the processes we have in place take into account differences in diverse communities so as to be able to make decisions on investment and grant that are truly equitable.
* Attitudes relate to the ‘voices’ of the Governing Board and whether a wide enough range of experience is being brought to the table. How can we bring greater diversity to the Board?
* When looking at power we should be evaluating how we shift more power towards those effected by the decisions we make.
* SM inputted her thoughts on working in an equal and inclusive way. It is essential we don’t look simply at working within a framework, but that we actively choose ways of working that end systemic racism and inequality. We can’t be sure that we haven’t inherently disadvantaged people from BAME communities and we have a responsibility to look at where any barriers lie, even if they are unintentional. The process should be methodical and essentially based on discussions that stem from having lived experiences shared by new members at Board meetings.
* ER agreed and stated that it is important we apply the outputs from Thriving Places work correctly from the very beginning to set an example for the future.
* LT noted that this must be more than just “tweaking around the edges”; she also noted that it is important to prioritise women, particularly as they have been disproportionately affected by Covid19. We should also consider resourcing the BAME communities to increase their capacity.
* SM pointed out that we need to connect with BAME leadership to better understand where these issues lie, so that we are gathering knowledge and information to help us take this forward.
* SM asked whether City Funds will be releasing a statement regarding the Black Lives Matter issue. SM also encouraged City Funds to align with key organisations across the city that lead and speak into issues of race and equality.
* ST suggested we convene a strategy day to bring in wider discussion and consultation to make sure we are up to date with social inequality issues.
* KS noted the need to align our actions to our mission; understanding our history as a city, including issues linked with displaced working classes and BAME communities, will help us as an organisation.
* SK mentioned the report that BSWN produced recently focussing on the accessibility of funding for BAME communities; this would be a good starting point.

**ACTION 11:** AS to follow up to develop an approach to addressing these issues.

1. **Risk Register and operational plan [ER]**

* Ololade had circulated the updated Risk Register prior to the meeting, this included the additional risk: “Failure to ensure grants/investments reach sufficiently diverse range of communities”. ER took us through the Risk Register section by section.
* Ed asked the Board for feedback on the Risk Register.

**ACTION 12:** All to provide feedback on the Risk Register and suggest any changes or additions.

1. **AOB**

* There were no items for AOB

1. **Future meeting date [AS]**

* Thursday 9th July, 14:00-16:00