

Brighton and Hove BME CVS Infrastructure Network

A report of the Workshop Findings

Saturday 16th and Sunday 17th September 2023

Introduction

- This presentation sets out the agreed principles and way forward for the Brighton and Hove, Black and Ethnic Minority Community and Voluntary Sector Infrastructure Network {Working title} (B&H, BME, CVS Infrastructure Network)
- It reflects the findings of the 2-day workshop on the 16th and 17th September at BMECP. Those organisations, people and their roles present included:
 - BMECP: Nason Bimbe (Trustee)
 - Bridging Change: Nora Mzaoui (Director)
 - B&H Muslim Forum: Asmat Roe (Trustee)
 - Euro-Mernet: Unit Ozturk (Director)
 - Mosaic: Nikki Jumaine (Trustee)
 - Racial Harassment Forum: Dr Anusree Biswas Sasidhara (Trustee)
 - Sussex Racial Equality Action Project: Judy Richards (Director)
 - Brian Pote-Hunt (Facilitator-Ottaway Strategic Management Limited)
 - Neha Holmes B&HCC
- The workshop started with an agreement as to the ground rules of the weekend session and a presentation of the findings of the BRM CVS engagement report in May for B&HCC.
- The agenda for the two days included:
 - Setting a vision for the BME CVS in the City
 - Discussing and agreeing the core Values of the 'Network, Alliance, Partnership, Consortium'
 - Agreeing the roles of the steering group
 - Agreeing a way forward for the Network
 - Agreeing what is needed to enable the Network to function
 - Recognition of the capacity of the Steering Group members and a review of the need for staff
 - Develop a JD, Person Spec and process for the recruitment of the staff member
 - Agreeing the working practices (in principle of the Steering Group)
 - Agreeing those most likely to 'Host' the Worker
 - Agreeing a short and medium term workplan

Vision Core Values and Operational Structures

There was universal agreement to work together to build an entity that can provide infrastructure support the city's BRM CVS. The points below are based on principles agreed by the organisations that attended the workshop.

Visions

A **BME CVS** that is successful, competitive, robust and sustainable, serving the needs of the BME communities in the city.

A **BME CVS Infrastructure body** that is the 'go to' organisation to support a vibrant BME CVS to succeed, expand and effectively provide for the BME communities of the city.

Core Values

An organisation that is ethical, built on a commitment of anti-racism,, respecting equity, diversity and inclusion.

An organisation that is trusted, professional, transparent, efficient and which delivers.

An organisation that reflects the needs of the BME CVS in the city and which achieves excellence, and which is respected by all.

Structures

The working group were not prepared to agree a specific partnership structure at this stage. Stressing the need to do more work and to engage with a wider audience of BME CVS organisations to secure greater support and for it to be inclusive in its reach across the BME CVS.

There was a recognition that this is a process that will take time, but that to proceed the group would need to develop a work plan which can secure B&HCC funding to deliver a development programme, to enable the entity to progress and grow. There was agreement that the alliance, consortium, partnership or network would need to work to develop its scope and range of potential interventions over a longer period not wanting to be tied into an artificial timescale which is driven by funding alone.

NB the working group chose to use the term Black and Minority Ethnic.

Agreed Operational Direction and Way forward

Steering Group

- It was agreed that the 'workshop members' would undergo a transition to become the Network's Steering Group.
- The Steering Group would take the principles from the workshop and work up the proposals for the B&H BME CVS Network
- The Steering Group would develop a proposal to the Council (using much of this presentation) to commit funds to enable the employment of a FT Project Development Worker (JDs and Person Spec to follow) and PT Admin.
- A 'host' organisation from the Steering Group would 'employ' the Project Development Worker.
- The Steering Group would set the work agenda/plan and would provide strategic support to the Project Development Worker

B&H BME CVS Network

- The Steering Group, with the support of the Project Development Worker and B&HCC would develop the B&H, BME, CVS Infrastructure network through community engagement
- The B&H, BME, CVS Network would run some 'infrastructure' activities including workshop to target BME CVS awareness of grant and TSC funds available in 2023-24.
- Engagement with the BME CVS would also focus on infrastructure and organisational support needs and the Steering Group would build up programmes accordingly which would form the content of the TSC bid submission.
- There was a desire to widen the Steering Group. A recognition that refugee and younger/older BME CVS organisations should be represented.

The workshop's interpretation of infrastructure support

- Includes advice, support, and learning and networking opportunities for VCS Organisations:
 - Advice, support and development.
 - Communications, media, social media
 - Finding venues and office space.
 - Finding equipment, resources and printing services.
 - Funding, fundraising and management of finances.
 - Governance support (incl. constitutional and trustee support and training).
 - IT support
 - Membership, newsletters etc.
 - Monitoring and evaluation.
 - Networking and partnership brokering.
 - Policy development and practice support (HR, ethics, H&S, safeguarding, E&D).
 - Recruitment and selection.
 - Recruiting, training and working with volunteers, events.
 - Research and Intelligence
 - Sector wide voice and representation.
 - Other priorities to be reviewed and defined by the Steering Group

The Project Development Worker (PDW) Full Time

JD

- To project management the delivery of the agree workplan.
- To support the development of the steering group and the network.
- To develop and run relevant events to be hosted for the Network.
- Provide reports to the Steering Group, the statutory sector and the BME CVS.
- Undertake research and intelligence about the BME CVS needs in the city.
- Support the Networks' Communications and PR needs.
- Establish office systems, databases and coordinate the Steering Group and Network's IT and reporting systems.

Person Spec

- Design, development and networking skills.
- Knowledge of the BME CVS.
- Knowledge and experienced of working with statutory sector and the community and voluntary sector.
- Communications and PR Skills.
- Organisational skills, time management.
- Experience of working to a management committee.
- Supervisory skills.
- Team building, diplomacy and mediation skills.
- Interpersonal skills.
- Prepared to work OOH.
- Strong written and oral communications skills.

Staff support

- A **host** orgainsation to 'employ' the PDW.
- Need for **support and direction** from the Steering Group.
- A **line management lead** (primary lead, secondary lead, etc) to be nominated by the Steering Group to ensure the PDW have day to day support and direction, where needed. NB this need not be the host orgainsation.
- The group also felt that there would be a need for some **admin support**, and this may be a request in the proposal to the council.

Modus Operandi for the Steering Group

Key agreement reached

Meetings

- Decisions to be made by consensus where possible but by majority voting if consensus is not reached.
- Steering Group meetings to be chaired by a rotating chair from amongst its membership.
- Quorum based on 2/3s of Steering Group's membership.
- Attendance and voting can be by replacements from the Steering Group organisations represented.
- Meetings to be calendarized 3-4 months in advance. Papers sent a week in advance.
- Frequency of meeting are dependent on the agreement of the Steering Group but initially at least once per month
- Steering Group can establish time limited/short life working groups with authority to complete discrete pieces of work
- Agendas may be both closed to the Steering Group itself and open to a wider audience including invitees where needed.

ToR/MoU

- Membership would apply to B&H BME CVS organisations that are black led.
- Collectively work to steer the development of the network.
- Pool Resources to support the development of the B&H BME CVS Infrastructure network.
- Steering Group to be time bound until it needs constitutional establishment.
- Steering Group to work with other partners in the CVS where relevant, including allies in the mainstream CVS, also to establish partnerships to deliver support for the BME CVS

Hosting the PDW

- It was agreed that only 3 organisations are best placed to host a staff member.
 - BMECP
 - B&H RHF
 - Bridging Change (NB Bridging Change if the worker is happy to be a sole trader)
- This role would include: the provision of office space, IT, Mobile Telephone, Laptop and operational overheads (travel/room booking etc). These costs would be reimbursed through the project budget.
- The Host organisation should not profit from the project worker and should not get the project worker to work on anything other than the Steering Group's workplan.

Work Plan

Short Term to Mar 24

- Develop and sign off funding agreement with B&HCC.
- Draft and agree JD/PS/Advert and establish S&R processes.
- Undertake community engagement and research the BME CVS to verify needs.
- Support organisations to consider partnership approaches to funding applications.
- Establish IT systems.
- Draft and prepare PR and comms materials.
- Prepare policy documentation ready for funding applications.
- Establish some infrastructure support activity including:
 - Run an event with the BME CVS to review funding opportunities including TSC and community grants programme as well as other available sources
 - Based on research deliver some targeted/thematic action learning sets

Medium Term Apr 24- Mar 25

- Prepare funding application for the TSC
- Deliver a programme of workshops with the BME CVS
- Establish referral procedures for BME CVS to infrastructure support available in the city

Longer Term From Mar 25 onwards

- Programme to be based on the proprieties emerging from the BME CVS
- Develop and deliver and agreed funding programmes from successful applications

Summary of Outcomes

- The workshop confirmed its agreement to work together as a Steering Group to develop the B&H BME CVS Infrastructure Network. To this end it:
- Agreed a vision for the BME CVS and the Network and core values for itself.
- Agreed way forward to develop a Steering Group and Network.
- Agree a menu of Infrastructure support activity for the Network.
- Agreed outlines for a JD and Person Spec for a FT Project Development Worker.
- Agreed 'modus operandi' for the Steering Group.
- Agreed potential organisations to 'host' the Project Development Worker.
- Agreed short term and medium work plan.