



Bristol Women's Commission  
Committed to achieving real equality for women in Bristol



## Action Notes

<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>Bristol Women's Commission</b>	<b>12 July 2019</b>	<b>09:00 – 11:30</b>	<b>Room 1P-06, City Hall</b>
<b>Attendees</b>			
<b>Penny Gane - Chair</b>		<b>Lucy Vanburg – Action Notes</b>	
<b>Councillor Carole Johnson</b> <b>Councillor Jude English</b> <b>Cherene Whitfield – Bristol City Council</b>  <b>Sue Arrowsmith – Public Transport Consultant</b>  <b>Di Bunyan – Bristol Women's Voice</b>  <b>Lorna Dallimore – DI Avon &amp; Somerset Police</b>  <b>Jane Ginnever – Women in Business Task Group</b>  <b>Sandra Meadows – Chief Executive, Voscur</b>  <b>Helen Mott – Fawcett Society</b>  <b>Isabel Tobias – Head Teacher, Red Maids High</b>  <b>Jana Smidkova – Assistant Director, Bristol City College</b>  <b>Anna Smith – One25</b>			
<b>Apologies</b>			
1. Joanne Kaye – Unison	2. Councillor Helen Godwin	3. Councillor Marg Hickman	4. Teresa Sullivan – University Hospital Bristol
5. Shahzia Daya - WECA	6. Monira Chowdhury		

## AGENDA

	<b>Discussion Points / Outcomes &amp; Actions</b>	<b>Actions</b>
9.00	<b>Introductions / apologies / announcements</b>	Chair
	<p>Penny Gane, the Chair, opened the meeting and all present introduced themselves.</p> <p>@BWCommission – now on Twitter (to be corrected) Jane Harrington has been appointed as VC of Greenwich University</p> <p>UWE are committing to retain the same level of involvement within the Bristol Women’s Commission, and will therefore arrange for a senior female representative to replace Donna Whitehead, who has left to become Deputy Vice Chancellor in London Met</p> <p>Sarah Pullen from Trinity Mirror has moved to a different region</p> <p>An advert for ‘Director of Bristol Women’s Voice’ – a new post – has been advertised, please share widely – salary £40k.</p> <p>A Task Group Leaders Meeting is to be arranged for last two weeks of August / early September. <b>Please make every effort to attend.</b></p>	
9.10	<p><b>Sustainable Futures for girls and young women</b> <b>Guest: Jenna Holliday, Director, Catalyse Change</b> <b>(Tracy Lewis cofounder) - Presentation</b></p> <ul style="list-style-type: none"> <li>• Gender &amp; migration – gender dynamics in the movement of people.</li> <li>• Mentors required 2 – 4 hours a week.</li> <li>• Questions – can we invite the Youth Mayors to Bristol Women’s Commission?</li> </ul> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Isabel to contact Catalyse to pick up sustainability issues</li> <li>• Extend BWC invitation to Youth Mayors, for part or certain meetings, and or change dates / times to suit attendees?</li> <li>• Task Group Leaders to pick up sharing information (Di)</li> <li>• Circulate report which Helen Mott wrote for the British Council</li> <li>• <b>PG to send out details (conversation around nappies etc.)</b></li> </ul>	<p>IT PG</p> <p>HM</p>
	<p><b>Questions &amp; Answers</b></p> <p><b>How can our task groups tackle environmental issues as well as social justice?</b></p>	All

10.00	<b>BWC Minutes of 10 May 2019</b>	All
	<p><b>Actions Outstanding</b> Co Chair required for Health Task Group to assist Monira PG to report to Full Council - Report now to be November 2019</p> <p><b>Further Actions</b> Andrea Dell to be invited on to this Board.</p>	PG / LV
10.10	<b>New Terms of Reference BWC</b>	Cherene
	<p>Adding in the use of 'girls' to make the Terms of Reference more user friendly. BWC is a 'Mayoral Commission' - tied to the municipality. The City Office will be a separate, privately run organisation like Bristol Green Capital, funded through various streams.</p> <ul style="list-style-type: none"> <li>• How often do we want to review the Terms of Reference? Agreed review in twelve months?</li> <li>• Annual Report needs to be detailed within the ToR and as part of the function</li> <li>• Election of Chair and Vice Chair every three years.</li> <li>• Use 'women and girls'.</li> <li>• Role descriptions needed volunteer - PG for both assisted by Cherene.</li> <li>• Aim for September 2019 election of Chair &amp; Vice Chair</li> <li>• Summary of objectives in one paragraph for consideration for the roles.</li> <li>• Inclusion of Youth Mayor's or other young women within the Youth Council</li> <li>• 9.00 am agreed start time for future Bristol Women's Commission meetings</li> <li>• Quorum for decisions (8 excluding the Chair)</li> <li>• Organisations to be invited?</li> </ul>	<p>PG / CW</p> <p>All</p> <p>All</p>

<b>10.25</b>	<b>Girls' Conferences - Feedback</b>	Isabel Tobias
	<p>Two conferences for girls across Bristol this Summer.  <b>Year 8 – 17 June</b> – (100 attended) workshops on communication &amp; friendships / social media / female help / careers / safety on the streets. Positive feedback received.  <b>Years 10 and 12</b> – (200 attended) - Engineering Department in Bristol          Focused on Careers with 50 different careers represented from eco warrior to journalism. 3x speakers – space agency / medical researcher / robotics – Brian May.          Library in the middle – for girls to speak to different speakers.  <b>Action – PG to report to Full Council in September 2019</b></p>	PG
<b>10.35</b>	<b>Women in Business Seminar</b>	Jane G
	<p>Charter signatories are invited.          Quarterly events originally planned          From Managing Directors downwards, mainly women, six men.          Signatories to the Charter.          Hargreaves Lansdowne –  <b>20 September - Gender Pay Gap seminar</b></p>	

	<b>MP Darren Jones -</b>	
<b>10.45</b>	<b>City Listening Project</b>	Penny Gane/ Diane Bunyan
	Budget request of £2000 to be used to putting someone in post (up to £5k) for International Women's Day requested by PG, to go out to tender for specific skills. <b>All Agreed</b>  <b>Corporate Sponsors -</b>	
<b>11.00</b>	<b>Close</b>	
	<b>Future Meetings</b> <b>9.00 – 11.30</b>	
	<b>10 May</b> - Add Isabel Tobias to attendees list	
	Suggestion - Cards with names on for future meetings	
	Andrea Dell to be invited to present and explain City Office November meeting.	
	Darren Jones MP – to be invited to a future meeting	
	<b>City Leaders Breakfast</b>	
	<b>Action:</b> PG to contact Andrea Dell and ask for Task Group Leaders to be invited to the City Leaders Breakfast.	PG