

# AGENDA

**Meeting:** Malmesbury Area Board  
**Place:** [Access online meeting here](#)  
**Date:** Tuesday 16 June 2020  
**Time:** 2.30 pm

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**The Area Board welcomes and invites contributions from members of the public. The chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so.**

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Please direct any enquiries on this Agenda to Craig Player, Democratic Services Officer, direct line 01225 713191 or email [craig.player@wiltshire.gov.uk](mailto:craig.player@wiltshire.gov.uk)

All the papers connected with this meeting are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225) 713114 / 713115.

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## Wiltshire Councillors

Cllr John Thomson, Sherston (Chairman)  
Cllr Toby Sturgis, Brinkworth (Vice-Chairman)  
Cllr Gavin Grant, Malmesbury  
Cllr Chuck Berry, Minety

## **Recording and Broadcasting Information**

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv>. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By submitting a written statement or question for an online meeting you are consenting that this may be presented during the meeting and will be available on the public record.

The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request. Our privacy policy can be found [here](#).

## **Public Participation**

During the ongoing Covid-19 situation the Council is operating revised procedures for public participation. Members of the public can view the meeting online as detailed below.

[Public Guidance on how to access an online meeting](#)

### **Statements**

Members of the public who wish to submit a statement in relation to an item on this agenda should submit it to the officer named on this agenda no later than 5pm on Friday 12 June 2020.

Statements should:

- State whom the statement is from (including if representing another person or organisation)
- State clearly the key points
- If read aloud, be readable in approximately 3 minutes

Statements in accordance with the Constitution will be included in an agenda supplement.

## Questions

Those wishing to ask questions in relation to an item on this agenda are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm Thursday 11 June 2020 in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm Friday 12 June 2020. Please contact the officer named on the front of this agenda for further advice.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details.

	<b>Time</b>
<p>1     <b>Election of the Chairman</b> (<i>Pages 1 - 2</i>)</p> <p>To elect the Chairman of Malmesbury Area Board for the forthcoming year.</p>	<b>2.30pm</b>
<p>2     <b>Election of the Vice-Chairman</b></p> <p>To elect the Vice-Chairman of Malmesbury Area Board for the forthcoming year.</p>	
<p>3     <b>Chairman's Welcome and Introductions</b></p> <p>The Chairman will welcome those present to the meeting.</p>	<b>2.35pm</b>
<p>4     <b>Apologies for Absence</b></p> <p>To receive any apologies for absence or substitutions for the meeting.</p>	
<p>5     <b>Minutes</b> (<i>Pages 3 - 24</i>)</p> <p>To approve and sign as a correct record the minutes of the meeting held on 03 March 2020.</p>	
<p>6     <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7     <b>Appointment to Working Groups and Outside Bodies</b> (<i>Pages 25 - 44</i>)</p> <p>Outside Bodies</p> <ul style="list-style-type: none"> <li>a) Malmesbury and the Villages Community Area Partnership (MVCAP)</li> <li>b) Malmesbury Community Trust</li> <li>c) Malmesbury Local Youth Network (LYN)</li> </ul> <p>Working Groups</p> <ul style="list-style-type: none"> <li>a) Community Area Transport Group (CATG)</li> <li>b) Local Youth Network Management Group</li> <li>c) Health and Wellbeing Champion</li> <li>d) Health and Wellbeing Group</li> </ul>	<b>2.40pm</b>
<p>8     <b>Urgent items</b></p> <p>Any other items of business which the Chairman agrees to consider as a matter of urgency.</p>	

Due to the current coronavirus situation the council is continually reviewing its approach to forthcoming meetings. Please check our meetings page on a regular basis as meeting arrangements may change at short notice, and familiarise yourself with information on coronavirus at the website <http://www.wiltshire.gov.uk/public-health-coronavirus>



## Extract from Part 3 of the Constitution: Appointment of Chairmen and Vice-Chairmen of Area Boards

4.9 The chairman and vice-chairman of an area board will be appointed at the first meeting of an area board, which takes place after the annual meeting of the Council, by the unitary councillors on each area board, except in an election year where after the first meeting of Full Council a special meeting of each area board will take place to appoint a chairman and a vice-chairman.

4.9.1 The Democratic Services representative will call for nominations for the position of chairman of the area board. A councillor's nomination must be seconded to be valid. A councillor shall not be nominated in his/her absence without their written consent.

4.9.2 In the event of only one valid nomination being received the person presiding will declare the nominated councillor elected.

4.9.3 In the case of two valid nominations the Democratic Services representative will ask for a show of hands from those councillors in favour of each councillor and declare the candidate receiving the majority of votes of the councillors present and voting, to be the winner.

4.9.4 In the case of an equality of votes for the two candidates, the Democratic Services representative shall draw lots to determine the winner of the election and then declare the result.

4.9.5 In the case of three or more valid nominations being made, the Democratic Services Representative will call for a show of hands for each of the candidates. The Democratic Services representative will then announce the candidate with the least number of votes and that candidate will be eliminated (in the case of a tie for the least number of votes, the Democratic Services representative shall draw lots to determine which candidate to be eliminated). A further vote shall be taken for the remaining candidates and after each vote the candidate with the least number of votes shall be eliminated until only two candidates remain and a final vote taken.

4.9.6 The newly elected Chairman of the Area Board shall then preside over the election of the Vice Chairman in the manner described above with the ability to use a casting vote in the event of an equality of votes.

4.9.7 With the exception of an election year, the chairman and vice chairman of an area board shall remain in post until their successors are appointed.





# MINUTES

**Meeting:** Malmesbury Area Board  
**Place:** Ashton Keynes Village Hall, Park Place, SN6 6NT  
**Date:** 3 March 2020  
**Start Time:** 7.00 pm  
**Finish Time:** 8.30 pm

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Please direct any enquiries on these minutes to:

Craig Player Democratic Services Officer, Tel: 01225 713191 or (e-mail) [craig.player@wiltshire.gov.uk](mailto:craig.player@wiltshire.gov.uk)

Papers available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr John Thomson (Chairman), Cllr Toby Sturgis (Vice-Chairman), Cllr Gavin Grant and Cllr Chuck Berry

### **Wiltshire Council Officers**

Rhys Schell (Specialist Manager – Communities and Governance), Craig Player (Democratic Service Officer) and Dom Argar (Assistant Multi-Media and Graphics Officer)

### **Town and Parish Councillors**

Dauntsey Parish Council – Di Wood  
Great Somerford Parish Council – Sarah Binstead  
Ashton Keynes Parish Council – Dave Wingrove  
Minety Parish Council – Adrian Read  
Brinkworth Parish Council – Martin Evans  
Brokenborough Parish Council – Robert Tallon  
St. Paul's Without Parish Council – Roger Budgen  
Malmesbury Town Council – Kim Power

## **Partners**

Wiltshire Police – PS Kate Smith and PC Rachel Davies  
Health & Wellbeing Champion – Ellen Blacker

**Total in attendance: 32**

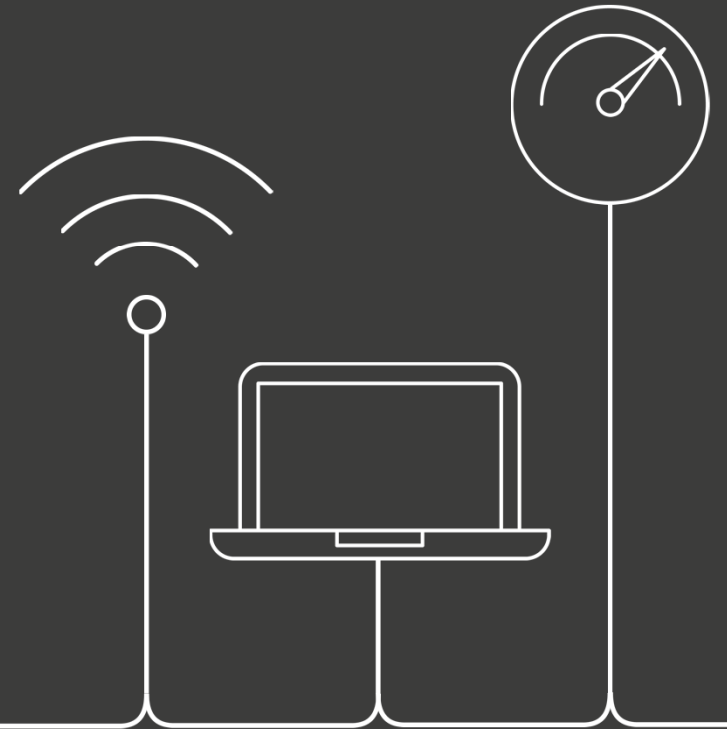
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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
16	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to Malmesbury Area Board and introduced Councillors and Officers present.</p>
17	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Penny Bell, Malmesbury Community Engagement Manager and Darren Nixon, Dorset &amp; Wiltshire Fire and Rescue Service.</p>
18	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 28 January 2020 were approved and signed as a correct record.</p>
19	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
20	<p><u>Chairman's Announcements</u></p> <p>The Chairman will provide information about:</p> <p>a) Families and Children's Transformation (FACT) Programme b) Community Governance Review Consultation</p>
21	<p><u>Blue Lights Update</u></p> <p>a) Wiltshire Police – the following points were noted:</p> <ul style="list-style-type: none"> <li>• A report would follow the meeting and would be circulated to attendees and parish councils in due course.</li> <li>• Kate Smith was introduced as the new Sergeant for the Malmesbury area.</li> <li>• February and March had been typically quiet with a low number of crimes being reported.</li> <li>• There had been a few burglaries which had been or were in the process of being dealt with.</li> <li>• Other issues had been traffic, weather or domestic related.</li> <li>• Wiltshire Police remained committed to working and sharing information with Neighbourhood Watch schemes in the area.</li> </ul> <p>b) Dorset &amp; Wiltshire Fire and Rescue Service – the written update was noted.</p>

22	<p><u>Gigaclear Ultrafast Broadband Rollout</u></p> <p>Christopher Morris, Gigaclear's Community Engagement Manager, gave a presentation on the rollout of ultrafast broadband in the Malmesbury community area. The presentation is attached to these minutes.</p> <p>Matters highlighted in the course of the presentation and discussion included: an overview of what Gigaclear does; the regions it works in; what its objectives are; the areas in the locality in which work is ongoing; help and support available to local residents; the services and packages available; future plans and engagement with parish councils.</p>
23	<p><u>Malmesbury's Local Youth Network (LYN)</u></p> <p>Cllr Gavin Grant gave an update on the work and achievements of the Malmesbury LYN over the past 12 months and its priorities for the coming year.</p> <p>It was noted that the LYN had been successfully engaging with Malmesbury School, Police Community Support, the Youth Pastor, Riverside Centre and Malmesbury Town Council amongst other local groups. It had an active programme of work which included an after school drop-in service, outreach work and an LGBT+ group.</p> <p>It was also noted that Penny Bell, Malmesbury Community Engagement Manager, had developed a survey which was undertaken by over 400 young people at Malmesbury School. The Area Board had also held a meeting in the school, in which over 120 questions were received from its students. They had highlighted several key priorities, including the need for self-defence. The LYN had worked with a community-based provider to provide a class on self-defence in the school, which had attracted over 50 attendees.</p> <p>The Dyson Institute continued to enrol young people on its Apprenticeship Undergraduate Degree Course, which was facilitated by the University of Warwick. This was entering its fourth year and would see around 160 young people arriving into the local area, many of which had been and will continue to engage with Malmesbury School.</p> <p>It was noted that a sum of £500 had been awarded to Malmesbury Abbey for its Abbey Skate Project under delegated authority.</p> <p>Parish councils and community groups and organisations were encouraged to come forward with any further grant applications for youth funding.</p>
24	<p><u>Area Board Funding</u></p> <p>Consideration was given to four applications for community area funding.</p> <p>The Area Board also discussed ringfencing £7,700 of the 2020/21 health &amp; wellbeing budget for the Health &amp; Wellbeing Champion.</p>

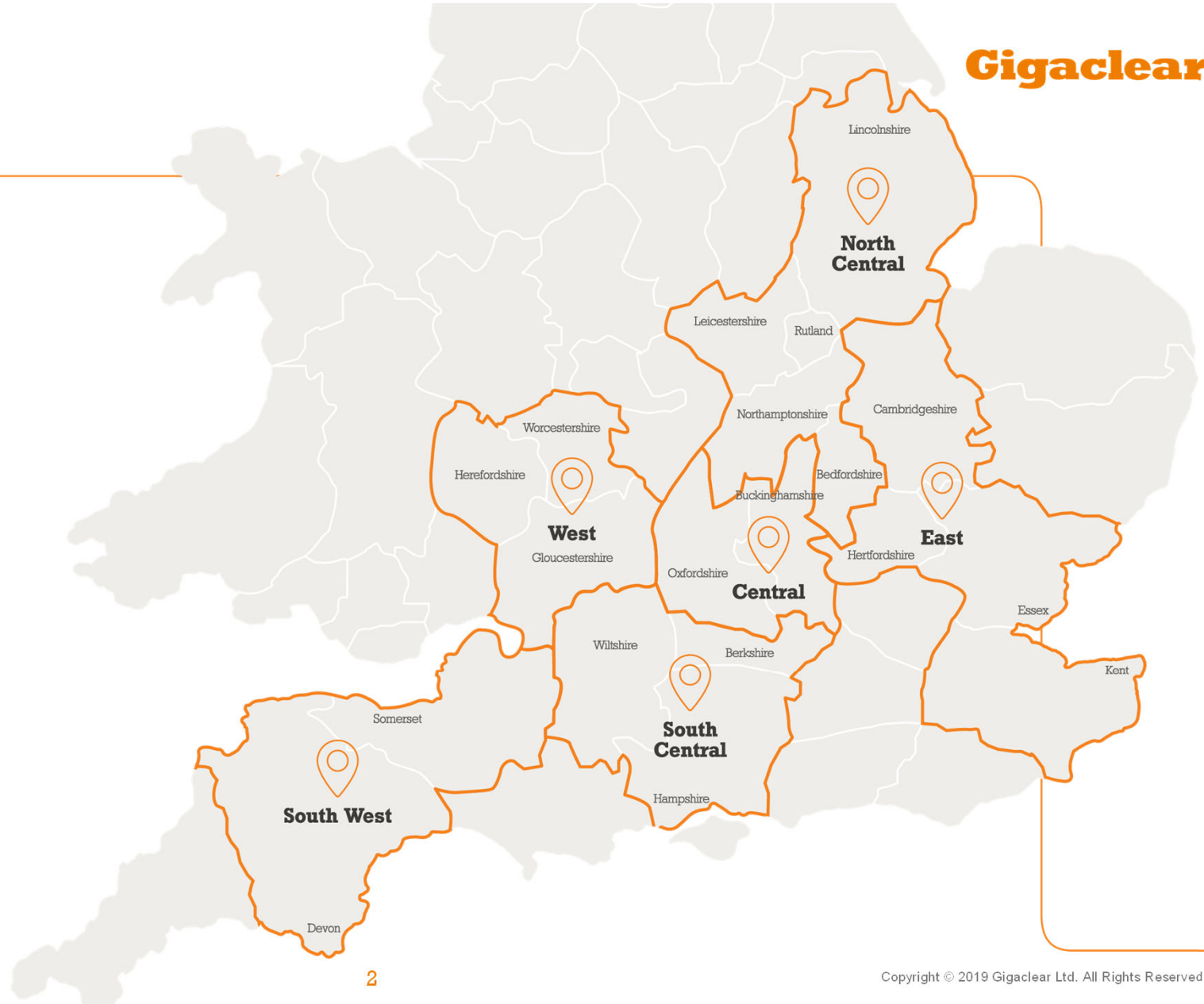
	<p><b>Resolved</b></p> <ol style="list-style-type: none"> <li>1. To award Ashton Keynes Village Hall £1,781.40 for exterior lighting.</li> <li>2. To award MVCAP £3682.02 for the Hello Network subject to match funding.</li> <li>3. To award YMCA King's Road Nursery £2,500 for the Garden Project – subject to match funding.</li> <li>4. To award Riverside Community Centre £500 for a new laptop.</li> <li>5. To ringfence £7,700 of the 2020/21 health &amp; wellbeing budget towards the Health &amp; Wellbeing Champion.</li> </ol>
25	<p><u>Partner Updates</u></p> <p>a) Health &amp; Wellbeing Champion – the following points were noted:</p> <ul style="list-style-type: none"> <li>• From April 2019 to February 2020 the Health &amp; Wellbeing Champion had 130 clients, 32 of which were in Malmesbury.</li> <li>• 10 of these clients were into their 90s and 28 were under 60.</li> <li>• 91 of these clients were women, whereas 39 were men.</li> <li>• Overall, the Health &amp; Wellbeing Champion had been in contact with 357 people.</li> <li>• Much work had done in pointing those in need to specialist advisors.</li> <li>• In supporting people to claim the benefits they were entitled to, people in the local area had become £40,000 better off.</li> <li>• £8,000 had been awarded in grant funding.</li> <li>• The Lunch Club continued to be successful and was now meeting at the Red Bull on Sherston Road.</li> </ul> <p>b) Riverside Centre</p> <ul style="list-style-type: none"> <li>• The Centre had recently signed a pledge to go single-use plastic free.</li> </ul> <p>c) Healthwatch Wiltshire – the written update was noted.</p> <p>d) Wiltshire Clinical Commissioning Group – the written update was noted.</p>
26	<p><u>Urgent items</u></p> <p>It was noted that the application deadline for Auto-Speedwatch devices had now closed. Luckington Parish Council, Minety Parish Council and Oaksey Parish Council had all come forward. As the Area Board had only purchased two previously, the possibility of discussing a third was discussed.</p>

	<b>Resolved</b> <b>To award up to £500 for the purchase of another Auto-Speedwatch device.</b>
27	<u>Evaluation and Close</u> The next meeting of the Malmesbury Area Board will be held on Tuesday, 05 May 2020, 7.00 pm at Riverside Community Centre.









We build our networks with commercial investment and through the Building Digital UK (BDUK) scheme in partnership with local authorities, such as Wiltshire Online.

We plan, design and build the infrastructure necessary to bring full fibre broadband to the most rural communities.

Once built, we offer ultrafast broadband packages to residents and businesses so they can enjoy superior speeds – all day every day.

• • • Page 11 • • •

- Previously being handled by Complete Utilities.
  - Currently in the validation stage with our contractor Avonline.
- Crudwell has 139 of 485 connections built. 48% of trenching complete.
- Milbourne has 28% of the trenching complete.
- Current estimation is a Q2 possible start date.



- Frequent updates to both Hankerton and Minety Parish Council including the current programme of works. Road Closures in Q2.
- In build since Q4 last year. Estimated completion Q1 2021.





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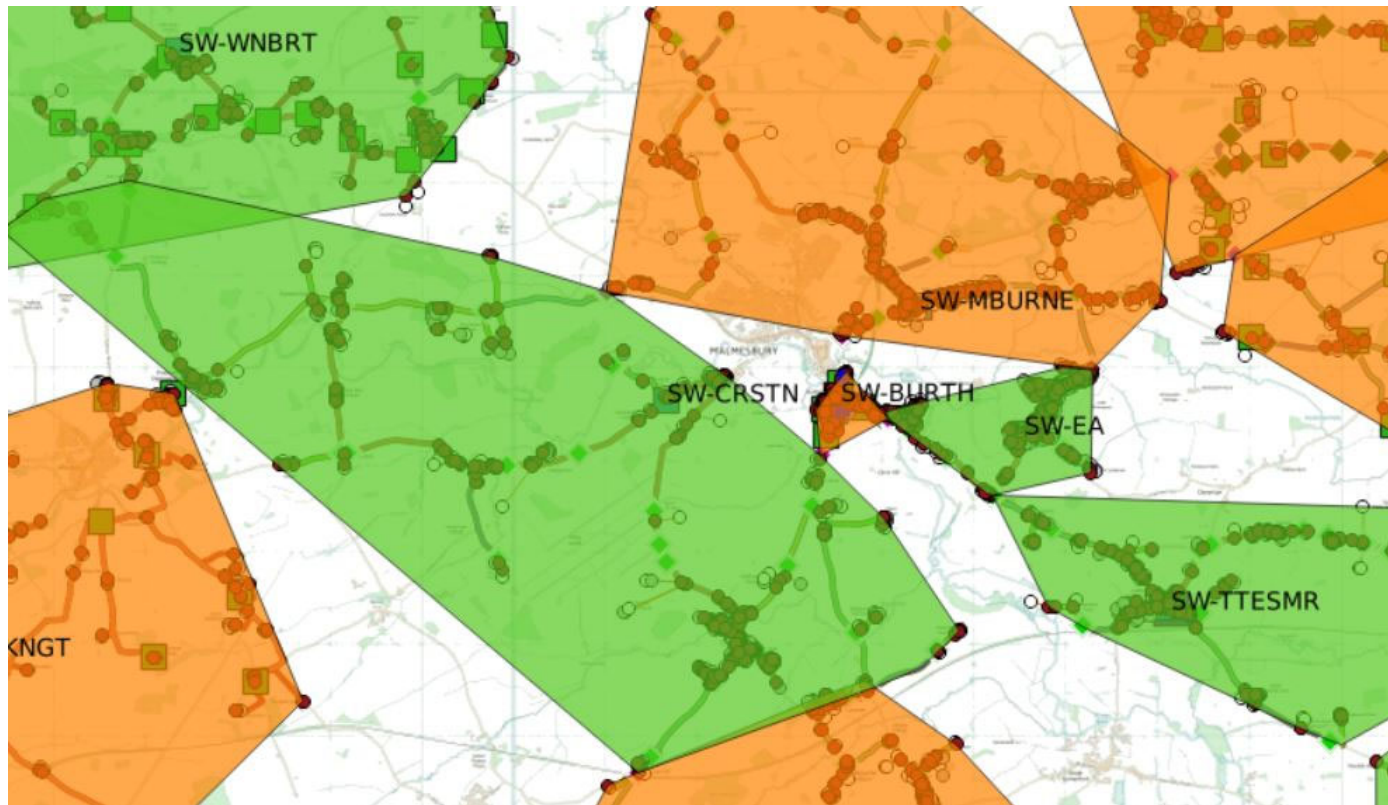
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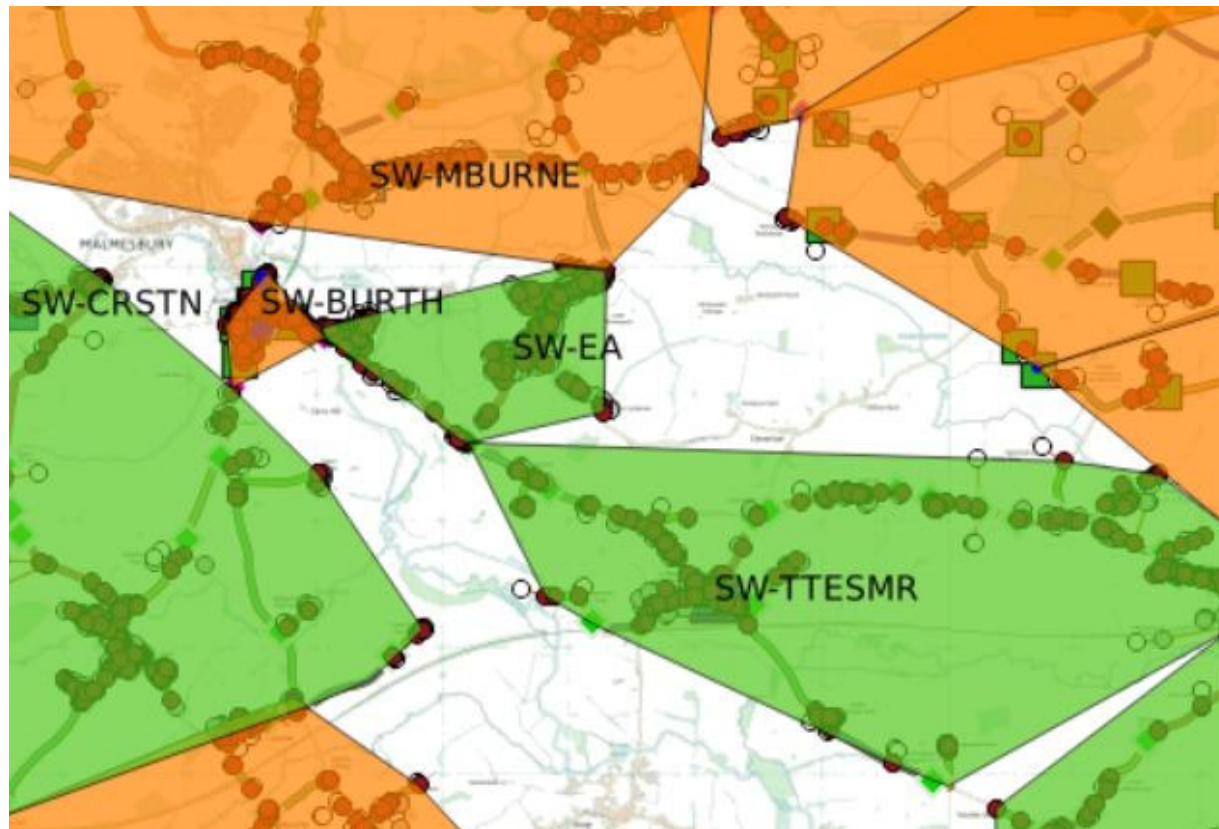
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- 353 connections of 457 built. 77% of the trenching has been completed (30,000 meters of an estimated 39,000 meters).

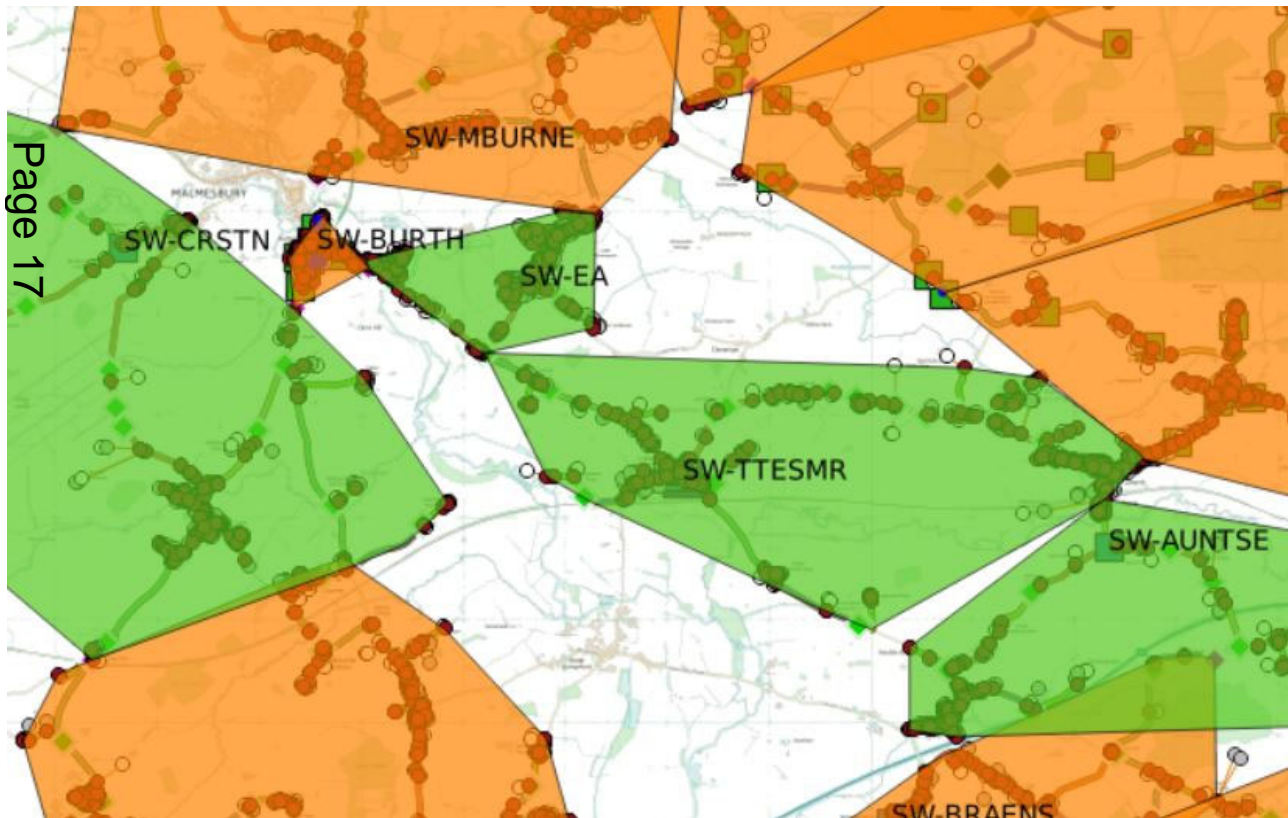


- 493 out of 497 connections built. 80% of the trenching has been completed.
- First activated in May of last year.

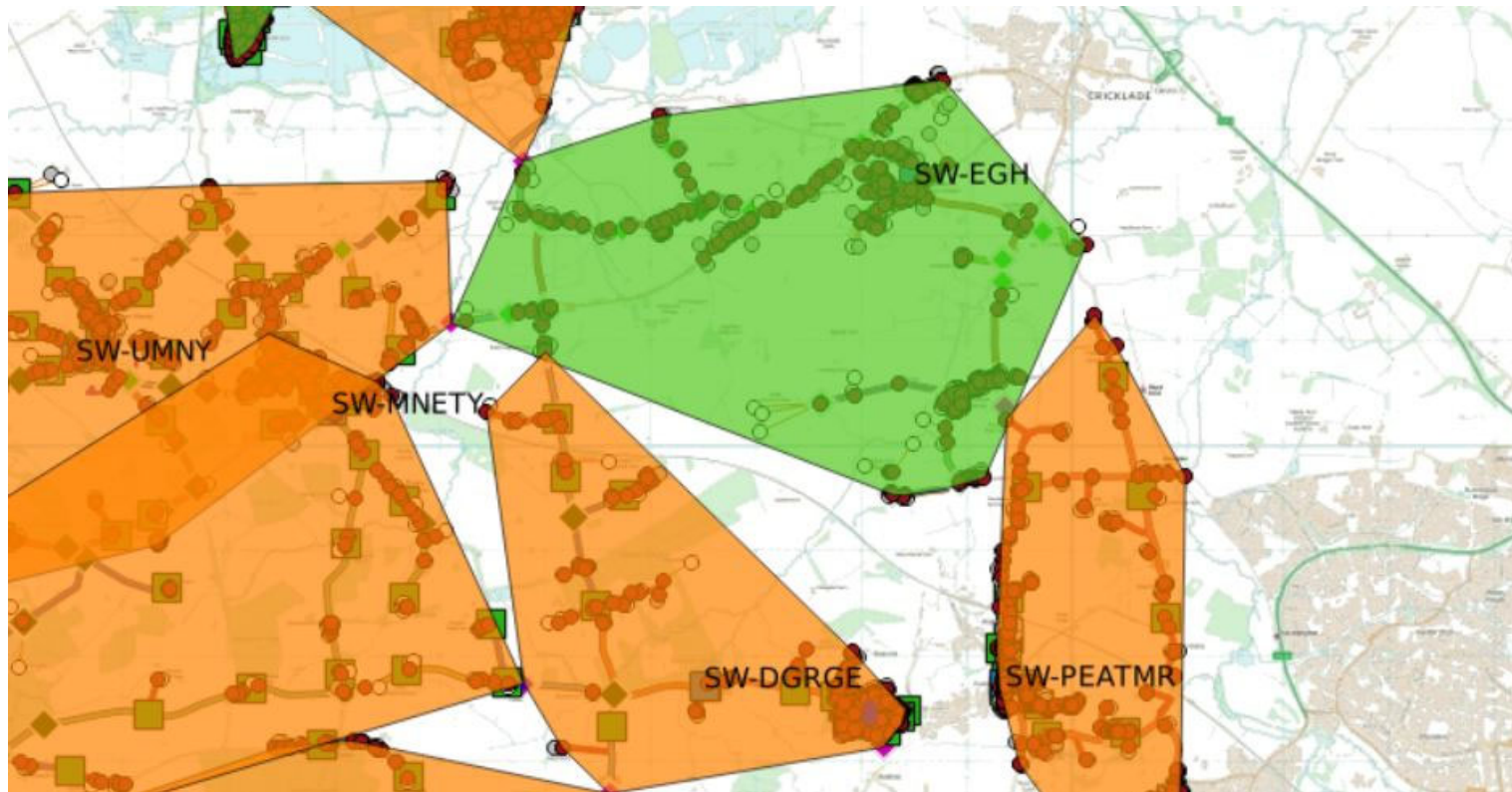




- 340 of 440 connections built. 87% of trenching completed.
- First cabinet in Wiltshire to be activated last April.
- Covers Little Somerford and Brinkworth (to Barnes Green, then Braydon.



- 316 of 441 pots built across the build. 62% of trench completed.
- Cabinet activated in December of last year.



- 182 connections built out of 204.
- Cabinet activated in November of last year.






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- ✓ Parental control
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<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p style="text-align: center; font-weight: bold;">Vxshuidvw63</p> <p style="font-size: 0.8em;">Ideal if you're a light internet user looking for a reliable connection and a seamless online experience.</p> <ul style="list-style-type: none"> <li>• 30Mbps download average speed</li> <li>• 30Mbps upload average speed</li> <li>• Gigaclear powered by Linksys router</li> </ul> <hr/> <p style="font-size: 1.2em; color: #e67e22;">"6&lt;shuþ rþk</p> <div style="text-align: center;">  </div> <p style="font-size: 0.8em; margin-top: 10px;">MESH READY</p> </div>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p style="text-align: center; font-weight: bold;">Xouidvw433</p> <p style="font-size: 0.8em;">Suitable for a connected home with multiple users. Experience a high-quality connection with impressive speeds.</p> <ul style="list-style-type: none"> <li>• 100Mbps download average speed</li> <li>• 100Mbps upload average speed</li> <li>• Gigaclear powered by Linksys router</li> </ul> <hr/> <p style="font-size: 1.2em; color: #e67e22;">"77shuþ rþk</p> <div style="text-align: center;">  </div> <p style="font-size: 0.8em; margin-top: 10px;">MESH READY</p> </div>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p style="text-align: center; font-weight: bold;">Xouidvw633</p> <p style="font-size: 0.8em;">Perfect for making the most of your connection. A seamless ultrafast experience with our Smart WiFi included.</p> <ul style="list-style-type: none"> <li>• 300Mbps download average speed</li> <li>• 300Mbps upload average speed</li> <li>• Gigaclear powered by Linksys router with Smart WiFi included</li> </ul> <hr/> <p style="font-size: 1.2em; color: #e67e22;">"7&lt;shuþ rþk</p> <div style="text-align: center;">  </div> <p style="font-size: 0.8em; margin-top: 10px;">SMART WIFI WITH MESH TECHNOLOGY</p> </div>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p style="text-align: center; font-weight: bold;">K shuidvw&lt;33</p> <p style="font-size: 0.8em;">The package that tops them all. Ideal for a tech-heavy household that wants the best speed and the ultimate online experience.</p> <ul style="list-style-type: none"> <li>• 900Mbps download average speed</li> <li>• 900Mbps upload average speed</li> <li>• Gigaclear powered by Linksys router with Smart WiFi included</li> </ul> <hr/> <p style="font-size: 1.2em; color: #e67e22;">":&lt;shuþ rþk</p> <div style="text-align: center;">  </div> <p style="font-size: 0.8em; margin-top: 10px;">SMART WIFI WITH MESH TECHNOLOGY</p> </div>
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# ADVOCACY PROGRAM

## 1. Village Hub Scheme – Connecting the Heart of the Community

- Free connection to one village hub per community
- Four events per year
- On-site branding
- Regular source of PR opportunities
- Dedicated landing page
- Online application and renewal process

## 2. Broadband Advocacy

- Registration referrals
- Community-focused incentives
- Dedicated landing page
- Information packs
- Regular source of PR opportunities
- Online application process



WIFI PASSWORD CARD



OUTDOOR SIGNAGE

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### Wiltshire Council Outside Bodies

Outside Body Title	Appointed By	Why Rep Needed	Organisation Aims	Meeting Schedule	Voting Rights	Representative(s) needed	Representative(s)
Malmesbury & Villages CAP	Malmesbury Area Board	N/A	N/A	N/A	N/A	N/A	N/A
Malmesbury Community Trust	Malmesbury Area Board	Trust deed states that two Wiltshire Council representatives are appointed by Director of Social Services.	Help and assistance to the elderly.	4	Yes	2	Cllr John Thomson
Malmesbury LYN	Malmesbury Area Board	So young people can present ideas to councillors and Wiltshire Council.	Youth issues and democracy; to enable young people to present ideas to councillors and the council.	4	Yes	1	Cllr Gavin Grant Cllr John Thomson Cllr Chuck Berry Cllr Toby Sturgis





## **Appointments to Working Groups** **Malmesbury Area Board**

### Community Area Transport Group:

Cllr John Thomson (Wiltshire Council)  
Cllr Toby Sturgis (Wiltshire Council)  
Cllr Gavin Grant (Wiltshire Council)  
Cllr Chuck Berry (Wiltshire Council)  
Roger Budgen (St Paul Malmesbury Without PC)  
Ellen Blacker (Little Somerford PC)  
Elizabeth Threlfall (Brinkworth PC)

### LYN Management Group:

Cllr John Thomson (Wiltshire Council)  
Cllr Toby Sturgis (Wiltshire Council)  
Cllr Gavin Grant (Wiltshire Council)  
Cllr Chuck Berry (Wiltshire Council)  
Ollie Phipps (Wiltshier Council)  
Rachel Davies (Wiltshire Police)  
Jordan Rose (Wiltshire Police)  
Richard Spencer-Williams (Malmesbury Town Council)  
Paul Smith (Malmesbury Town Council)  
Kim Power (Malmesbury Town Council)  
Francesca Vandelli (Malmesbury Town Council)  
Andrew BeeBee

### Health and Wellbeing Champion:

Ellen Blacker

### Health and Wellbeing Group:

Cllr Chuck Berry (Wiltshire Council)  
Kim Power (Malmesbury Town Council)



## **COMMUNITY AREA TRANSPORT GROUP (CATG)**

### **TERMS OF REFERENCE**

#### **Membership of the CATG**

The CATG will normally be made up of not more than 10 members from the following groups:

- Members of the Area Board
- Town and Parish Council representatives
- Community representatives

Representatives should act as a conduit between their organisations and the CATG by putting forward the views of the body they represent and providing feedback to its members regarding the work of the CATG. The group members will also need to be mindful of the needs of the community area as a whole when making their recommendations, as not all councils and groups can be represented on the CATG.

Recommendations to the Area Board will usually be reached by consensus but if necessary these can be agreed by a show of hands by those representatives present at the meeting.

The group will normally be chaired by a Wiltshire Councillor. Membership of the CATG will cease when a member ceases to hold the stated office as when first appointed.

The CATG may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

#### **Appointment of CATG Members**

Appointment of members to the CATG will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the CATG (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However it is preferred that the same representative attends if possible to ensure consistency of membership.

#### **Media Relations**

Members of the CATG must not issue press statements on behalf of the Area Board.

Any press statements about the work of the CATG should be agreed between the Chairman of the CATG and the Chairman of the Area Board.

### **Meetings**

It is recommended that the CATG meet at least four times a year. Meetings are intended to be limited to the Membership set out above, and is open to other members of the Area Board who wish to attend. It can be open to public if the Area Board wishes. It should be noted that CATG is an advisory body, it does not exercise delegated decision making powers.

### **Officer Support**

Meetings will be attended by relevant officers from Wiltshire Council including a senior transport planner, a senior traffic engineer and a local highway maintenance engineer as necessary. Additional support will be provided outside of the meeting by the Corporate Office Business Support unit, as per Area Boards.

### **Terms of Reference**

The CATG has no formal decision making authority on operational matters or budget expenditure but acts as an informal discussion forum making recommendations to the Area Board. Recommendations must be agreed at a full CATG meeting before being brought to the next Area Board for approval.

The CATG's terms of reference are set out at Appendix A:

**Terms of Reference**

1. Small scale transport schemes – discretionary funding

To make recommendations to the Area Board to determine priorities and levels of expenditure required for small scale transport schemes in the community area. A discretionary highways budget has been allocated to the board by the Cabinet Member for Highways and Transport. The funding allocation is for capital funding and can only be used to provide new and improved highway infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport and improve traffic management. It cannot be used to fund revenue functions such as maintenance schemes or the provision of passenger transport services. Schemes considered by the CATG should have first been raised through the community issues system and endorsed by the relevant town or parish council.

In choosing their local transport schemes Area Boards will need to be mindful of the priorities of the Local Transport Plan and the likely availability of future funding for implementation.

*(Cabinet Member Decision HT-021-10)*

2. Small scale transport schemes – substantive funding

To submit bids for funding from the centrally held substantive funds. A scheme qualifies as substantive if the estimated cost is in excess of the total discretionary amount available.

*(Cabinet Member Decision HT-026-11)*

3. C & UC roads speed limit review

To make recommendations to the Area Board as to the priority routes for review on C Class and unclassified roads in accordance with the guidance issued by the Cabinet Member for Highways.

*(Cabinet Member Decision HT-027-11)*

4. Waiting restrictions

To make recommendations to the Area Board regarding waiting restrictions in areas where the Town or Parish Councils do not wish to undertake this function.

*(Cabinet Member Decision HT-031-11)*

5. 20mph speed restrictions – review and implementation

To make recommendations to the Area Board as to the priority routes/areas for review and implementation of 20mph speed restrictions in accordance with the guidance issued by the Cabinet Member for Highways.

*(Cabinet Member Decision HSB-007-13)*

6. Other decisions

To make recommendations to the Area Board regarding any other local highways issues when requested.

# Positive Activities for Young People Local Youth Network (LYN) Terms of Reference

September 2014

## 1. Purpose

### Definition of a Local Youth Network

A Local Youth Network (LYN) is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate a range of positive activities across the community area. Young people play a central role in all aspects of the LYN.

Local Youth Networks will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for positive activities for young people should be deployed.

The obligations of the Community Area Board are set out in the *'Leaders Guidance for Community Area Boards on Positive Activities for Young People'*.

## 2. Membership

The LYN may include representatives of:

- Members of the Community Area Board
- Young people (see below)
- Schools
- Town and Parish Councils
- Community and voluntary organisations and groups
- Police
- Health organisations
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of young people

All representatives must be subject to appropriate safeguarding requirements.

### The participation and involvement of young people

Young people must play a central role in all aspects of the LYN including the design, development, delivery and review of the local positive activities offer.

LYNs are encouraged to use a variety of methods to ensure young people participate and are involved in decision-making processes. Existing Youth Advisory Groups (YAGs) may provide a useful forum for involving young people, although the decision to retain these groups is for local determination.

LYNs must ensure that consultation with young people is representative and takes into account the views and needs of underrepresented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

## **Roles of all members of the LYN**

All members will be required to:

- Take an active part in the development of the LYN and its aims.
- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the LYN relevant to their organisation/stakeholders/sector.
- Contribute any information that may have a bearing on positive activities and ensure that this is shared with the LYN.
- Champion the voice and influence of young people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the LYNs activities.
- Respect all members of the LYN and invited representatives.
- Work to improve outcomes for young people and ensure high quality safeguarding practice.

### **3. Structure and operation**

The wider LYN may come together at events, workshops, youth fairs, meetings and consultations, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller management group will take responsibility for coordinating and planning the LYNs activities. The Chair of the group will be decided locally (and could be a young person). The group will include a member of the Community Area Board, who will work with the Chair to present recommendations and provide updates on progress at Area Board meetings.

The management group will generally comprise of no more than ten members including:

- The chairperson and such other Area Board representatives as wish to attend
- Young people (at least 2)
- A local school representative
- Voluntary/community sector representative
- Any other key stakeholders identified locally

The management group will be supported by:

- The Community Youth Officer
- The Community Area Manager / Community Engagement Officer
- Such other officers as may be appropriate

The appointment of members (excluding officers) to the management group will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the management group (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However, it is preferred that the same representative attends if possible to ensure consistency of membership.

If nominal membership of the management group exceeds ten members, attendance at meetings should be sought by those most appropriate to the agenda.



Key responsibilities for the management group include:

- Facilitating and coordinating the process to design, develop, deliver and review positive activities for young people in the local area;
- Maintaining regular and effective communication between all members of the LYN;
- Developing a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area;
- Making recommendations to the Community Area Board on how positive activities funding should be deployed (to include evaluating grant requests and identifying suitable suppliers of positive activities);
- Overseeing the work plan of the Community Youth Officer;
- Monitoring and reporting on the quality and effectiveness of local youth activities;
- Addressing any conflicts of interest that may arise as part of the local decision making process.

Recommendations to the Community Area Board will usually be reached by consensus but if necessary these can be agreed by a vote.

The management group may invite representatives from local organisations/agencies to its meetings etc to provide expertise or to share local knowledge on activities, projects and programmes in the area.

The frequency, location and format of LYN activities should be determined locally, however it is recommended that the management group meets at least six times per year.

#### **4. Media Relations**

Members of the LYN may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the LYN should be agreed with between the LYN and Chairperson of the Community Area Board.

#### **5. Review**

These terms of reference are subject to change and may be reviewed by the Leader on an annual basis.



## **Community Area Health and Wellbeing Group Terms of Reference**

### **1. Purpose**

#### **Definition of a Health and Wellbeing Group (HWG)**

The Health and Wellbeing Group is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate well-being across the community area. People and organisations living and working in the community play a direct role in setting the agenda for this group.

HWGs will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for activities should be deployed.

### **2. Membership**

The Health and Wellbeing Groups may include representatives of:

- Members of the Community Area Board,
- Older Peoples Champion,
- Carers Champion,
- People from the community,
- Town and Parish Councils,
- Health and social care commissioners,
- Community and voluntary organisations and groups,
- Community transport providers,
- Police,
- Fire and rescue services,
- GP Practices,
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of older people.

All representatives must be subject to appropriate safeguarding requirements.

#### **The participation and involvement of people**

People living in the community must play a central role in all aspects of the Health and Wellbeing Groups including the design, development, delivery and review of the local activities.

Health and Wellbeing Groups are encouraged to use a variety of methods to ensure people participate and are involved in decision-making processes. Existing groups may provide a useful forum for involving people, although the decision to retain these groups is for local determination.

Health and Wellbeing Groups must ensure that consultation with people is representative and takes into account the views and needs of under-represented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

#### **Roles of all members of the Health and Wellbeing Groups**

All members will be required to:

- Take an active part in the development of the Health and Wellbeing Group and its aims.
- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the Health and Wellbeing Group relevant to their organisation/ stakeholders/sector.
- Contribute any information that may have a bearing on activities for older people and ensure that this is shared with the Health and Wellbeing Group.
- Champion the voice and influence of people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the Health and Wellbeing Groups activities.
- Respect all members of the Health and Wellbeing Group and invited representatives.
- Work to improve outcomes for people and ensure high quality safeguarding practice.

### **3. Structure**

The Health and Wellbeing Groups should come together on a quarterly basis, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller management group will take responsibility for coordinating and planning the Health and Wellbeing Groups activities. The Chair of the group will be decided locally and could be any member of the Group. The group will include a member of the Community Area Board, who will work with the Chair to present recommendations and provide updates on progress at Area Board meetings.

The management group will generally comprise of:

- The Chairperson
- Older Persons Champion/ Carers Champion
- Community Engagement Manager
- Commissioning representative (Community Commissioner)

The appointment of Councillors (excluding officers) to Health and Wellbeing Groups will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

Where required, the Chairperson and Community Engagement Manager may appoint additional people to the management group if it is felt there involvement would be important for the function of the group.

Alternative people can represent people at the management group, however, it is preferred that the same representative attends if possible to ensure consistency of membership.

### **4. Responsibilities of the Health and Wellbeing Groups**

Key responsibilities for the Health and Wellbeing Groups include:

- Awarding grants that support the priorities identified in the local Joint Strategic Needs Assessment (JSNA).
- Ensuring that any grants and activities take into account any applicable safeguarding implications.

- Making recommendations to the Community Area Board on how priorities for funding should be determined (to include evaluating opportunities for applying for grants)
- Monitoring and reporting on the quality and effectiveness of local activities and grants.
- Based on the JSNAs, local intelligence and Area Board priorities coordinating joint working to deliver these objectives.
- Addressing any conflicts of interest that may arise as part of the local decision making process.

Recommendations to the Community Area Board will usually be reached by consensus but if necessary these can be agreed by a vote.

The management group may invite representatives from local organisations/agencies to its meetings etc to provide expertise or to share local knowledge on activities, projects and programmes in the area.

## **5. Funding**

Area Boards will have an annual revenue budget allocated to them. The Health and Wellbeing group will advise the Area Board on how these funds should be allocated. Health and Wellbeing Groups will be able to bid, apply for funding from other sources and would also be expected to feedback to commissioners on priorities for the Countywide contracts.

## **6. Media Relations**

Members of the Health and Wellbeing Groups may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the Health and Wellbeing Groups should be agreed with between the Health and Wellbeing Groups and Chairperson of the Community Area Board.

## **7. Review**

These terms of reference are subject to change and should be reviewed by the Cabinet Member for Adult Care and Health on an annual basis.



## Volunteer Role Description

### Older People & Carers Champion

#### Purpose of the role

The Council wishes to encourage Area Boards to identify champions in each of the county's community areas who will have a key role in representing the views of older people and carers at both a local and county wide level.

Furthermore volunteers will be asked to:

- Talk to and seek the views of older people and/or carers in their local communities on matters related to services provided by the Council or NHS and represent these views at area boards.
- Work with area boards and local voluntary groups to encourage joint working and share experience to help new local groups set up.
- Advocate for older people and/or carers and be a focal point for identifying what service improvements or developments are required.
- Link with and report to the Community Engagement Manager.
- Talk to older people or carers to obtain their views about services. They will represent these views at Area Board meetings or other meetings as requested and discuss with the Council and CCG Commissioners the priorities for older people or carers and work with them on service improvements and developments.
- Provide a focus for the exchange of views and information between older people and/or carers and the Council's adult care and housing services.
- Work with the Area Boards on service improvements and developments to meet the needs of people in community areas.
- Attend area boards to report back on older people and carers issues.
- Attend meetings with other champions and the Council.
- Participate in induction training and ongoing personal development where appropriate. This will include mandatory elements essential for carrying out the role, such as safeguarding which must be completed prior to any volunteering taking place

- Use appropriate claim forms when claiming mileage or expenses
- Comply with Health and Safety Regulations.
- Register as a Wiltshire Council volunteer
- Registration with Fleet Services if the role includes driving on behalf of Wiltshire Council

*Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are asked to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.*



## Volunteer Skills and Qualities Checklist

### Older Peoples Champion:

- An ability to make a minimum commitment, as specified per role description.
- An understanding of the issues facing older people in today's society, especially loneliness and social exclusion
- An ability to comply with all relevant policy guidelines.
- An ability to maintain boundaries concerning the role and relationship with members of the community
- An ability to listen and communicate with people.
- An ability to recognise own limits of knowledge and responsibility and to be willing to seek advice and support from the Community Engagement manager or other relevant staff.
- A willingness to participate in induction training and team meetings wherever necessary.
- A commitment to non-judgemental practices.
- A willingness to undertake an enhanced disclosure check with the disclosure and barring service (DBS). The organisation will arrange to cover the cost of this.

*Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.*

