

# AGENDA

**Meeting:** Salisbury Area Board  
**Place:** online  
**Date:** Tuesday 16 June 2020  
**Time:** 1.30 pm

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The Area Board welcomes and invites contributions from members of the public. Statements received in line with guidance will be made available online.

Access the [online meeting](#) here

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Please direct any enquiries on this Agenda to Lisa Moore (Democratic Services Officer), direct line 01722 434560 or email [lisa.moore@wiltshire.gov.uk](mailto:lisa.moore@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 Sven Hocking, St Martin's and Cathedral (Chairman)  
Cllr Derek Brown OBE, St Mark's and Bishopdown  
Cllr Brian Dalton, Harnham  
Cllr Matthew Dean, St Paul's  
Cllr Mary Douglas, St Francis and Stratford  
Cllr Atiqui Hoque, St Edmund and Milford (Vice-Chairman)  
Cllr Ricky Rogers, Bemerton  
Cllr John Walsh, Fisherton and Bemerton Village

## **Recording and Broadcasting Information**

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### **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.

<b>Items to be considered</b>		<b>Time</b>
1	<b>Election of Chairman</b> ( <i>Pages 5 - 6</i> )  Democratic Services Officer will open the meeting and call for nominations for Chairman for 2020/21.	<b>1.30pm</b>
2	<b>Election of Vice-Chairman</b>  To call for nominations for Vice-Chairman for 2020/21.	
3	<b>Welcome and Introductions</b>	<b>1.35pm</b>
4	<b>Apologies for Absence</b>	
5	<b>Minutes</b> ( <i>Pages 7 - 14</i> )  To confirm the minutes of the meeting held on 23 January 2020.	
6	<b>Declarations of Interest</b>  To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	<b>1.40pm</b>
7	<b>Appointments to Outside Bodies and Working Groups</b> ( <i>Pages 15 - 30</i> )  To make appointments to the Outside bodies and Working Groups as detailed in the attached report and appendices.	
8	<b>Close</b>	

## Election of Chairmen Procedure

4.9.1 The Democratic Services representative will call for nominations for the position of chairman of the area board. A Member's nomination must be seconded to be valid. A Member 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 Member elected.

4.9.3 In the case of two valid nominations the Democratic Services representative will ask for a show of hands from those Members in favour of each Member and declare the candidate receiving the majority of votes of the Members 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.

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# MINUTES

**Meeting:** Salisbury Area Board  
**Place:** Alamein Suite, City Hall, Malthouse Lane, Salisbury, SP2 7TU  
**Date:** 23 January 2020  
**Start Time:** 7.00 pm  
**Finish Time:** 9.18 pm

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Please direct any enquiries on these minutes to:

Lisa Moore (Democratic Services Officer), Tel: 01722 434560 or (e-mail) [lisa.moore@wiltshire.gov.uk](mailto:lisa.moore@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 Sven Hocking (Chairman), Cllr Derek Brown OBE, Cllr Brian Dalton, Cllr Matthew Dean, Cllr Mary Douglas, Cllr Atiqul Hoque (Vice-Chairman), Cllr Ricky Rogers and Cllr John Walsh

### **Wiltshire Council Officers**

Lisa Moore, Democratic Services Officer  
Marc Read, Community Engagement Manager  
Victoria Moloney, Head of SW Economic Recovery  
Tracy Carter, Director - Waste Management and Carbon Reduction  
Tom Dobrashian, Programme Director – Economic Recovery

### **Town and Parish Councillors**

Salisbury City Council – Cllr J Nettle

### **Partners**

Wiltshire Police – Inspector P Sparrow

**Total in attendance: 67**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Welcome and Introductions</u></p> <p>The Chairman, Cllr Sven Hocking welcomed everyone to the meeting of the Salisbury Area Board and invited the members of the Board to introduce themselves.</p>
2	<p><u>Apologies for Absence</u></p> <p>There were none.</p>
3	<p><u>Minutes</u></p> <p><b>Decision</b>  <b>The minutes of the meeting held on Thursday 4 November 2019 were agreed as a correct record and signed by the Chairman.</b></p>
4	<p><u>Declarations of Interest</u></p> <p>There were none.</p>
5	<p><u>Chairman's Updates</u></p> <p><b>New Carers Champion</b></p> <p>Helen Dowse had been appointed as the new Carers Champion for the area, working as a volunteer with Salisbury NHS Foundation Trust, Salisbury Medical Practice and Carers Support Wiltshire (CSW).</p> <p>Involved in the two Carers Cafes at Salisbury District Hospital and Salisbury Medical Practice. The cafes are primarily to provide help, support and information for adult Carers.</p> <ul style="list-style-type: none"> <li>• Salisbury NHS Foundation Trust (SDH) – open every Thursday from 2.30 – 4pm.</li> <li>• Salisbury Medical Practice (SMP) - held on the first Tuesday of the month in Fisherton House on Wilton Road from 10.30 to 11.30am.</li> </ul> <p><b>Salisbury Train Station</b></p>



	<p>South West Railway would like to add an additional level to the car park on the south side of the station which was already in the lease. This would be part of the Franchise Commitment to create additional car parking.</p> <p><b>Salisbury Joint Strategic Needs Assessment (JSNA)</b></p> <p>Every two to three years the Salisbury Area Board hosts an event to bring together partners and interested people, to discuss and set the priorities for the area by combining service led data with local insight and opinion. The next JSNA event for Salisbury will take place on Thursday 21<sup>st</sup> May, 7.00pm at City Hall Salisbury.</p> <p><b>Bus Shelters</b></p> <p>A contractor has been appointed and remedial works on the five shelters would follow in due course.</p> <p><b>Salisbury Climate Change Forum</b></p> <p>At the Area Board meeting on 4<sup>th</sup> November 2019, the Board called for people to come forward to form a working group to look at Climate Change issues.</p> <p>The first meeting of this newly formed group would be held as a public event on 26<sup>th</sup> February 2020, 6.00pm at the Guild Hall, where everyone was welcome.</p>
6	<p><u>Information items - To note</u></p> <p>The Chairman drew attention to the written information items, attached to the agenda or circulated at the meeting. These were:</p> <ul style="list-style-type: none"> <li>a. Wiltshire Council Updates</li> <li>b. Healthwatch</li> <li>c. Clinical Commissioning Group</li> <li>d. Police</li> <li>e. Fire</li> <li>f. SCC</li> <li>g. Salisbury BID</li> <li>h. PCC precept consultation</li> </ul> <p>The Board congratulated Amanda Newbery and the Purple Flag Team for securing the accreditation.</p>

7	<p><u>Network Rail - Proposed changes to Gramshaw Road Level Crossing</u></p> <p>Pam Elkington, Liability Negotiations Adviser for Network Rail, and Colin McGowan, Level Crossing Manager for the area presented information and answered questions on the plans for the closure of Gramshaw Road Level Crossing, and replacement with a stepped footbridge, as part of an early stage consultation.</p> <p>It was noted that: -</p> <p>The residents in the closest houses would be consulted prior to the general public consultation, mobility access would be assessed but due to the site layout a ramp may not be possible.</p> <p>A copy of the presentation is attached to the minutes</p>
8	<p><u>New Waste &amp; Recycling Service 2020</u></p> <p>Tracy Carter, Waste Management &amp; Carbon Reduction Lead Officer, gave a presentation on the proposed changes to the Waste &amp; Recycling service for 2020.</p> <p>A copy of the presentation slides are attached to the minutes.</p> <p>Key points included:</p> <ul style="list-style-type: none"> <li>• Plastic film, black plastic or plant pots of any colour would not be collected</li> <li>• Bins should be out by 7am on the day of collection</li> <li>• Some collection days would change – info available online</li> <li>• The black box would be for glass and textiles only</li> <li>• A reduction to the number of collection vehicles &amp; reduced environmental impact</li> <li>• A new materials recovery facility</li> <li>• All collections would remain fortnightly</li> <li>• online email updates available</li> <li>• For larger or additional blue-lidded bin register via the council's website via the following <a href="#">link</a></li> <li>• Wiltshire Council is a signatory to the End Destination Charter and publishes an annual return on its <a href="#">website</a></li> </ul> <p>Notes: -</p> <p>There were no electric vehicles with the capacity/range currently on the market to replace the current diesel offering but Wiltshire Council would review the market on a regular basis.</p> <p>The new vehicles collect both blue and black bins at the same time so reducing</p>

	<p>the number of vehicle runs.</p> <p>Residents urged to report when bins are not returned to the house from which they were taken so that the contractor / collection team could be advised.</p> <p>The blue recycling bags blow around the streets when empty.</p> <p>A copy of the presentation is attached to the minutes.</p>
9	<p><u>Salisbury Central Area Framework / High Street Fund Updates</u></p> <p>Victoria Moloney, Head of South Wilts Economic Recovery &amp; Tom Dobrashian, Programme Director for Economic Recovery presented updates on:</p> <p><b>Salisbury Central Area Framework (CAF)</b></p> <ul style="list-style-type: none"> <li>• A consultation would run from 16 January to 28 February 2020</li> <li>• Exhibition about the CAF and other projects would be on 29 January, 2:30 to 7.00pm, at the United Reformed Church.</li> <li>• Displays also available at the Library 16 January - 28 February</li> </ul> <p><b>High Street Fund (HSF)</b></p> <ul style="list-style-type: none"> <li>• Draft business case due in March</li> <li>• Full business case in June</li> <li>• Decisions anticipated in Autumn 2020</li> <li>• Emerging proposals include: <ul style="list-style-type: none"> <li>○ Fisherton Street City Gateway Enhancements</li> <li>○ Station Quarter</li> <li>○ Transport Accessibility</li> <li>○ Illuminating Salisbury</li> <li>○ Heritage Artisan Arcade</li> </ul> </li> </ul>
10	<p><u>Area Board Funding</u></p> <p>The Board considered the following funding bids:</p> <p><b><u>Community Area Grants Budget 2019/20:</u></b></p> <p>Sarum Academy – Climbing Wall – requested £5,000</p> <p>The Board supported part funding towards this project, on the understanding that there would be a concession for young people from locally deprived areas, and suggested the applicant approach two neighbouring Area Boards for additional funding contributions.</p> <p><b><u>Decision</u></b>  <b>Sarum Academy was awarded £3000 towards the Climbing Wall project.</b></p>

**Reason** – *The application met the Community Area Grants Criteria 2019/20*

Able Hands Together CIC – Barn Project – requested £5,000

The Board supported part funding of 80% of the requested amount, to reflect the 80% of participants which were reported to come from the Salisbury area.

**Decision**

**Able Hands was awarded £4000 towards the Barn Project.**

**Reason** – *The application met the Community Area Grants Criteria 2019/20*

Milford Preservation Group – River Bourne Island Project – requested £1,000  
David Lovibond.

**Decision**

**Milford Preservation Group was awarded £1000 towards the River Bourne Island Project.**

**Reason** – *The application met the Community Area Grants Criteria 2019/20*

Hoodwink Theatre – Seniors Silent Disco – requested £3055

**Decision**

**Hoodwink Theatre was awarded £3055 towards the Seniors Silent Disco project.**

**Reason** – *The application met the Community Area Grants Criteria 2019/20*

Safer & Supportive Salisbury – Salisbury's Hidden Figures Pilot Project – requested £5,000

**Decision**

**Safer & Supportive Salisbury was awarded £5000 towards Salisbury Hidden Figures project.**

**Reason** – *The application met the Community Area Grants Criteria 2019/20*

Salisbury BID – Empty Shop Window Dressing – requested £5,000  
Robin McGowan

**Decision**

**Salisbury BID was awarded up to £5000 towards the Empty Shop Window scheme.**

**Reason** – *The application met the Community Area Grants Criteria 2019/20*

Community Transport South Wiltshire - Community Transport computer replacement and upgrade – requested £ 1257.50

**Decision**

**Community Transport South Wiltshire was awarded £1257.50 towards a Computer replacement.**

**Reason** – *The application met the Community Area Grants Criteria 2019/20*

**Youth Funding Budget 2019/20:**

South Wilts Grammar School – The Hearing Project – requested £1050  
Our goal is to make Salisbury the first deaf friendly city in Europe.

**Decision**

**The Board supported the Recommendation of the LYN to award £1050 to the Hearing Project – SWGS.**

Area Board Initiative – Sarum Ward Xmas – requested £250

**Decision**

**The Board noted that an awarded of £250 had been made under Delegated Powers on 14 November 2019, to the Sarum Ward Christmas Initiative, due to the project taking place before the next Area Board meeting.**

Wiltshire Creative – Take Over Festival – requested £5,000

**Decision**

**The Board supported the Recommendation of the LYN to award £5000 towards the Take Over Festival 2020.**

Salisbury Live – Salisbury Live 2020 – requested £2900

**Decision**

**The Board supported the Recommendation of the LYN to award £2900 towards Salisbury Live 2020.**

Harnham Schools Association – Harnham Slope Fun Run – requested £430  
(12<sup>th</sup> July – all ages welcome. 1k 3k 5k runs available)

**Decision**

**The Board supported the Recommendation of the LYN to award £430 to the Harnham Slope Fun Run for 2020.**

Barford Hornets – Set up costs for youth team – requested £987  
(The Lyn recommended awarding £1500)

**Decision**

**The Board supported the Recommendation of the LYN to award £1500 to the set up costs of the Barford Hornets Youth Team.**

Family Counselling Trust – Wiltshire Mental Health – requested £2600  
(The Lyn recommended an additional £1000)

	<p><b><u>Decision</u></b>  <b>The Board supported the Recommendation of the LYN to award £3600 to the Family Counselling Trust.</b></p> <p><b><u>Health &amp; Wellbeing Group (HWG) Budget 2019/20:</u></b></p> <p>Community Transport South Wiltshire – Supporting Isolation and Loneliness for Vulnerable People – requested £1000</p> <p><b><u>Decision</u></b>  <b>The Board supported the recommendation of the HWG to award £1000 to Community Transport SW.</b></p> <p>TEDx Salisbury – requested £1000</p> <p><b><u>Decision</u></b>  <b>The Board supported the recommendation of the HWG to award £1000 to Tedx Salisbury 2020.</b></p> <p>Dance Six-0 – Dancing for health for the elderly – requested £1440 (HWG recommended a 50% reduction – award £720)</p> <p><b><u>Decision</u></b>  <b>The Board supported the recommendation of the HWG to award 50% of the project request and awarded £720 to Dance Six0.</b></p> <p>Salisbury Older People’s Champion – Silver Salisbury 2020 Steering Group &amp; Programme Planning – requested £975</p> <p><b><u>Decision</u></b>  <b>The Board supported the recommendation of the HWG to award £975 towards the Silver Sunday Steering Group for 2020.</b></p>
11	<p><b><u>Close</u></b></p> <p>The Chairman thanked everyone for attending and noted that the next meeting of the Salisbury Area Board would be held on Thursday 26<sup>th</sup> March 2020, 7.00pm at City Hall, Salisbury.</p>
<p><b><u>Attachments: Slides</u></b></p>	

Salisbury Area Board  
16 June 2020

### Appointment to Outside Bodies and Working Groups

#### 1. Purpose of the Report

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2020/21.

#### 2. Background

- 2.1. The Area Board is invited to appoint Councillor representatives to the Outside Bodies listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.
- 2.2. The Area Board is also invited to reconstitute the Working Groups set out in **Appendix B**, with the Terms of Reference set out at **Appendix C**, and to make appointments to these groups.
- 2.3. Similarly, the Area Board is invited to appoint a named Champion to work with the Area Board and Health and Wellbeing Group for 2020/21.

#### 3. Main Considerations

- 3.1. In 2010 all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of Reference are set out in Appendix C.
- 3.2. Some Area Boards have a Local Youth Network (LYN) to facilitate positive activities for young people in the community area. Terms of Reference are set out in Appendix C.
- 3.3. Some Area Boards have also established working groups to consider and facilitate the development of Health and Wellbeing Centre proposals. Where these have Terms of Reference it is for the Area Board to determine and amend where required.
- 3.4. From 2015, Area Boards have been able to establish a local Health and Wellbeing Group to consider health and wellbeing priorities in their local area. These groups are sub-groups of the Area Board and their Terms of Reference can be found in Appendix C.
- 3.5. A key role within the Health and Wellbeing Group is that of the local 'Champion' who works with the Area Board to address priorities for older people and carers, further details on this role can be obtained on request from the officer named on this report.

- 3.6. Area Boards may have established other working groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

## **4. Financial and Resource Implications**

- 4.1. None.

## **5. Legal Implications**

- 5.1. Some appointments carry responsibilities and duties, for example, those which involve becoming a trustee. Councillors are advised to seek advice on individual appointments if required. [Protocol 3](#) of the Council's Constitution sets out Guidance to Members on Outside Bodies.

## **6. Safeguarding Implications**

- 6.1 Processes are in place to ensure Disclosure and Barring Service (DBS) checks are undertaken as appropriate.

## **7. Environmental Impact of the Proposals**

- 7.1 None.

## **8. Equality and Diversity Implications**

- 8.1 None.

## **9. Delegation**

- 9.1 By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.
- 9.2 The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

## **10. Recommendation**

- 10.1 The Area Board is requested to:
  - a. Appoint Councillor representatives to Outside Bodies as set out at Appendix A;
  - b. Agree to reconstitute and appoint to the Working Group(s) as set out in Appendix B; and



- c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C.
- d. To appoint a Carer and Older People's Champion for the Area Board.

[Lisa.moore@wiltshire.gov.uk](mailto:Lisa.moore@wiltshire.gov.uk)

**Appendices:**

Appendix A – Councillor appointments to Outside Bodies and Working Groups

Appendix B – Working Group Membership

Appendix C – Terms of Reference for Working Group(s)

**Unpublished background documents relied upon in the preparation of this report**

None.

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Name of Outside Body	Number of Reps Required	Names of Reps
Parish of Salisbury, St Thomas & St Edmund Parish Endowed Charities for the Relief of Need	1	
Plain Action (Previously Sustain the Plain)	1	
Salisbury Business Improvement District	1	
Salisbury Air Quality Action Group	1	
Five Rivers Strategic Management Group	1	
Salisbury Crime and Community Safety Group	1	
Salisbury Child Wellbeing Group	1	
Salisbury Community Energy	1	
Salisbury Conservation Advisory Panel	1	
Salisbury Cycling Liaison Panel	1	
Salisbury International Arts Festival	1	
Salisbury Trust for the Homeless	1	
Salisbury Walking and Disabled Group	1	
Salisbury Womans Refuge	1	
St Edmunds Arts Trust	1	
The Vale Health and Wellbeing Centre	1	
Working Groups		
Salisbury CATG	1	
Salisbury Local Youth Network	1	
Salisbury Health & Wellbeing Group	1	

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**Appointments to Working Groups**  
**Salisbury Area Board 2020/21**

Community Area Transport Group:

Councillor Sven Hocking

LYN Management Group:

Councillor Derek Brown

Health and Wellbeing Group:

Councillor John Walsh

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## **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.

## **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 their 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.

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