

AGENDA

Meeting: Westbury Area Board
Place: Access the meeting here
Date: Tuesday 16 June 2020
Time: 1.30 pm

Including the Parishes of Bratton, Coulston, Dilton Marsh, Edington, Heywood and Westbury

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.

[Access the online meeting here](#)

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

Please direct any enquiries on this Agenda to Jessica Croman (Democratic Services Officer), direct line 01225 71822162 or email stuart.figini@wiltshire.gov.uk

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

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

Wiltshire Councillors

Cllr Carole King, Westbury North (Vice-Chairman)
Cllr Russell Hawker, Westbury West
Cllr Gordon King, Westbury East (Chairman)
Cllr Suzanne Wickham, Ethandune

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.

[Access the online meeting here](#)

[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.

Items to be considered		Time
1.	Election of Chairman To elect the Chairman of Westbury Area Board for the forthcoming year.	1.30pm
2.	Election of Vice Chairman To elect the Vice Chairman of Westbury Area Board for the forthcoming year.	
3.	Chairman's Welcome and Introductions	1.35pm
4.	Apologies for Absence	
5.	Minutes (<i>Pages 1 - 10</i>) To confirm the minutes of the meeting held on 6 February 2020.	
6.	Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	
7.	Appointment to Outside Bodies and Working Groups (<i>Pages 11 - 26</i>)	1.40pm
8.	Urgent items Any other items of business which the Chairman agrees to consider as a matter of urgency.	

MINUTES

Meeting: Westbury Area Board
Place: The Laverton, Bratton Road, Westbury, BA13 3EN
Date: 6 February 2020
Start Time: 7.00 pm
Finish Time: 9.15 pm

Please direct any enquiries on these minutes to:

Stuart Figini (Democratic Services Officer), Tel: 01225 718221 or (e-mail) stuart.figini@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Carole King (Vice-Chairman), Cllr Russell Hawker, Cllr Gordon King (Chairman) and Cllr Suzanne Wickham

Wiltshire Council Officers

Stuart Figini - Senior Democratic Services Officer
Graeme Morrison - Community Engagement Manager
Julie Anderson-Hill – Head of Service Waste and Environmental Culture & Operational Change

Town and Parish Councillors

Westbury Town Council – Ian Cunningham, Ryan Child, Sheila Kimmins, Julie Dyer, Nick Pyne
Bratton Parish Council – Nicola Morris
Edington Parish Council – John Pollard
Dilton Marsh Parish Council – Kathy Hutt, Sonja Harris

Partners

Wiltshire Police – Sgt Kevin Harmsworth
BA13 + Community Area Partnership – Phil McMullen

Others

Bratton Jubilee Hall – Ken Davis
Westbury Shed – Linda Hallawell
Wiltshire Wildlife Trust – Jessica Thimbleby
All Saints Church – Beth Thomal
Westbury AGA – Margaret Cavarina
Buy Books – Natasha Penny
Dilton Marsh Primary School – Sharon Broad, Coco Cranston
Fairfield Farm College – Fer Pidden, Ashleigh, Elani, Joe, Nathan, Ben
Sally Heritage
Roger Birnstingle
Deborah Harvey
Adrian Rendal
Debs Pepper
M Jackson
Joyce Field
Kay Pollock
Susie Atterbury
Katie Fielding
Dawn
Radek Evans
Nadia Evans
Stephen Pyne
Brenda Pyne
Judy Gilroy, Harry Gilroy
Jean Phillips, Nyah Phillips
Norman Heath
M Friend

Total in attendance: 52

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Westbury Area Board.</p>
2.	<p><u>Apologies for Absence</u></p> <p>There were no apologies.</p>
3.	<p><u>Minutes</u></p> <p><u>Decision</u> The minutes of the previous meeting were agreed as a correct record and signed by the Chairman.</p>
4.	<p><u>Declarations of Interest</u></p> <p>The following declarations of interest were made at the meeting:</p> <ul style="list-style-type: none"> • Cllr Carole King declared a personal interest in agenda item 11 – Community Area Grants and the grant for the BA13+ Partnership in her capacity as Chair of the Partnership. • Cllr Gordon King declared a personal interest in agenda item 11 – Community Area Grants and (i) the grant for the BA13+ Partnership in his capacity as a member of the Partnership and (ii) Westbury Heritage Society as he was a member of the Society.
5.	<p><u>Update on Wiltshire Council Action in Response to Climate Emergency</u></p> <p>The Area Board received a presentation from Cllr Richard Clewer – Deputy Leader of the Council and Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing, Climate Change and Military-Civilian Integration, outlining Wiltshire Council’s climate emergency response.</p> <p>Cllr Clewer made the following points during his presentation:</p> <ul style="list-style-type: none"> • Climate Emergency <ul style="list-style-type: none"> ○ That in February 2019 Wiltshire Council resolved to: <ul style="list-style-type: none"> ▪ Acknowledge that there is a climate emergency ▪ Seek to make the county of Wiltshire carbon neutral by 2030 ▪ Establish carbon baseline and renewables baseline ▪ That Wiltshire Council’s Cabinet was committed to make Wiltshire ▪ Council carbon neutral by 2030

	<ul style="list-style-type: none"> • That Wiltshire Council had: <ul style="list-style-type: none"> ○ Invested in energy efficiency and energy generation on the council's estate of £5.2m ○ Investment of £3.5m for canopy based solar panels ○ Investment of £12m to convert street lights to LED lighting ○ Reduction in waste to landfill from 56% in 2008-09 to 16% in 2018-19 ○ Reduced greenhouse gas emissions from council's estate and operations from 26k tCO_{2e} in 2014-15 to 16k tCO_{2e} in 2018-19 ○ Carbon neutrality is now the goal within a suite of related strategy documents – <ul style="list-style-type: none"> ▪ the Carbon Reduction Strategy; Local Plan Review; Local Transport Plan ▪ Review; Air Quality Strategy; and the Swindon and Wiltshire Local Enterprise ▪ Partnership's Local Industrial Strategy and Local Energy Strategy. • Friends of the Earth found Wiltshire Council to be the best performing local authority in England and Wales. • The Council is encouraging residents to make a "Green Pledge" by way of a simple everyday actions, sign up here http://www.wiltshire.gov.uk/greeneconomy-climate-emergency <ul style="list-style-type: none"> ○ Leave the car at home and walk more ○ Take shorter showers and turn off taps when brushing teeth ○ Try and use as little single-use plastic as possible ○ Use a reusable cup ○ Use bags for life ○ Recycle as much as you can ○ Turn off lights when not using them ○ Install a smart meter to help you manage energy use <p>For more information visit: http://www.wiltshire.gov.uk/green-economy-climate-emergency Cllr Clewer responded to a number of comments and questions, in particular the monitoring of air quality in Warminster Road, the impact on Westbury of the weight restrictions to Cleveland Bridge in Bath and previous examples of Energy Companies achievements.</p> <p>The Chairman thanked Cllr Clewer for his presentation.</p>
15.	<p><u>Sustainability at Wiltshire Wildlife Trust</u></p> <p>The Area Board received a presentation from Jessica Thimbleby, Wiltshire Wildlife Trust about how the Trust are developing sustainable ways of working.</p> <p>Jessica spoke about the following issues:</p>

	<ul style="list-style-type: none"> • How Wiltshire Wildlife Trust reduces its carbon footprint • The appointment of a Sustainability Officer • The development and implementation of a sustainability plan • Rebranding Waste Education through social media and Community engagement <p>The Chairman thanked Jessica for the presentation.</p>
6.	<p><u>Climate Forum</u></p> <p>The Community Engagement Manager (CEM) introduced the round table discussion about Climate Change and encouraged those attending to identify types of local action to ensure Westbury contributes towards Wiltshire's goal of becoming carbon neutral by 2030.</p> <p>In addition to the round table discussion, the Area Board heard from Margaret Cavarina about the impact of the gasification plant on the Westbury community and how the plant would significantly add to the carbon footprint of Wiltshire.</p> <p>The attendees discussed action that could easily be undertaken locally and shared their views between the groups. The CEM agreed to compile the ideas raised for further discussion at a future meeting of the Area Board.</p>
7.	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew attention to the following written announcements included in the agenda pack:</p> <ul style="list-style-type: none"> • Motiv8 Children and Young People Service • Joint Strategic Needs Assessment
8.	<p><u>Partner and Community Updates</u></p> <p>The Area Board received and noted the following updates from key partners:</p> <ul style="list-style-type: none"> • Wiltshire Police – Sgt Kevin Harmsworth presented a verbal report to the Area Board. Sgt Harmsworth commented on changes to the local force structure and was pleased to report that there would be an increase in officers and resources for the area neighbourhood policing team. • Dorset and Wiltshire Fire and Rescue Service – The written report was received and noted. • BA13+ Community Area Partnership – The written report was received

	<p>and noted.</p> <ul style="list-style-type: none"> • Town and Parish Councils – <ul style="list-style-type: none"> ○ Westbury Town Council – The written report was received and noted. ○ Bratton Parish Council – A verbal update was received. In particular comments were made about the Parish Council’s use of a speed indicator device, pre-school re-opening in February and the number of houses allocated to Bratton as part of the overall Housing Sites Allocation for Wiltshire.
9.	<p><u>Changes to Kerbside Collection</u></p> <p>The Chairman welcomed Julie Anderson Hill – Head of Service, who made a presentation detailing the changes to kerbside collections. Key points of the presentation focused on:</p> <ul style="list-style-type: none"> • Blue lidded bins currently took plastic bottles, pots, tubs and trays, cardboard boxes, food cartons and drink cartons. The changes to collections meant that the blue lidded bins would also be taking paper, food cans, drink cans, aerosols and foil. • Black boxes would continue to collect glass and textiles. • Implementing the changes meant that recycling would be easier for residents and reduce the number of collection vehicles as they could empty the black box and blue lidded bin at the same time. • A new materials recovery facility to sort through mixed recycling was currently being built. • The collections would remain fortnightly and residents could sign up online for email updates and order larger/ additional blue lidded bins here: www.wiltshire.gov.uk/rubbish-and-recycling-collection-changes • If Town/ Parish Councils or community groups required more information in the form of an article, information for websites of social media pages, posters or for officers to attend local meetings, then they should email wasteandrecycling@wiltshire.gov.uk • Wiltshire Council was a signatory to the End Destination Charter and published an annual return on its website: http://www.wiltshire.gov.uk/what-happens-to-recycling <p>In response to questions asked it was noted that:</p> <ul style="list-style-type: none"> • A label would be sent to every household confirming which materials could go into the blue lidded bins with notification of their new collection day. In addition, electronic calendars of collection dates would be available. • Currently there were no plans to recycle plastic film, although once a viable solution was available it would be considered. • The council’s approach to food waste was to focus on minimising and reducing amounts of food through planning portion sizes, freezing meals,

	<p>composting etc. The government planned to pass a bill for all local authorities to collect food waste although a previous consultation suggested that residents did not want a separate food bin.</p> <ul style="list-style-type: none"> • The collection of spare black boxes and the impact of the Environment Bill <p>The Chairman thanked Julie Anderson Hill for the presentation and responding to questions raised.</p>
10.	<p><u>Police and Crime Commissioner - Precept Consultation</u></p> <p>The Chairman welcomed Deputy Police and Crime Commissioner (DPCC), Jerry Herbert.</p> <p>The DPCC gave a presentation on the current precept consultation and commented on the following main points:</p> <ul style="list-style-type: none"> • The role of the PCC was to represent the residents of Wiltshire and Swindon, hold the Chief Constable and Force to account and to cut crime while delivering effective and efficient policing. • In 2019, 41 police officers had been recruited, it currently took 3 years to recruit, train and post new officers; the PCC has been working on building stronger links with communities; and, built a cyber-crime team to tackle the growing threat with particular focus on child sexual exploitation. • The proposed precept increase was for residents to pay an extra 84p per month. This would maintain the current services, enable more officers to be recruited and to meet increased costs such as inflation. • The consultation could be accessed here: https://www.surveymonkey.co.uk/r/8NQQJFW • A meeting of the PCC had met earlier in the day and had agreed to set the precept as proposed by the Commissioner. <p>The DPCC responded to a question about the recruitment of police officers and how the numbers compared to the number of police officers in 2010. The DPCC explained that in real terms the force was still down by 200 police officers compared to 2010.</p> <p>The Chairman thanked the DPCC for his very informative presentation.</p>
11.	<p><u>Community Area Grants</u></p> <p>Members considered seven applications for the Community Area Grants Scheme funding as detailed in the agenda pack. A number of applicants gave a brief statement about the reasons for their grant request.</p>

	<p>Resolved:</p> <ol style="list-style-type: none"> 1. That the following Community Area Grant applications be agreed: <ol style="list-style-type: none"> a. Bratton Jubilee Hall Management Committee – Request for £5,000 towards Bratton Jubilee Hall b. Bratton Parish Council – Request for £2,100 towards a speed indicator device c. Westbury Parochial Church Council – Request for 1337.50 towards Saints Alive d. Westbury Heritage Society – Request for £991 towards the Westbury Heritage Centre Relocation Project e. The Laverton Institute – Request for £755 towards the Abraham’s Kitchen f. BA13 Community Area Partnership – Request for £350.11 towards catering equipment for community use g. Westbury Town Council – Request for £1,424.50 towards a defibrillator at Station Road, Westbury 2. That the following grant applications, agreed by the Community Engagement Manager under delegated powers be noted: <ol style="list-style-type: none"> a. Westbury Town Council – Request for £412.65 towards the Community Fridge b. Westbury Walking Netball Group – Request for £100 towards Volunteer host training course c. The Independent Living Centre – Request for £3,000 towards ILC – Benefits Advice Service.
12.	<p><u>CATG Minutes - 24 January 2020</u></p> <p>The Area Board received the notes of the Westbury Community Area Transport Group (CATG) meeting held on 24 January 2020.</p> <p>Resolved: Notes the discussions and updates outlined in the minutes of the meeting held on 24 January 2020, in particular:</p> <ul style="list-style-type: none"> • Priority 4b) Issues 6667, 6939 and 6562 – B3098 Bratton Road – to note the update and item removed • Priority 4c) White lining issues – Edington - to note the update and

	<p>item removed</p> <ul style="list-style-type: none"> • Priority 5a) Bus Layover – B3097 – Hawkeridge Road and Link Road – To note • Priority 5c) 18-19 1 Oldfield Road, Westbury - to note the update and item removed
13.	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>
14.	<p><u>Future Meeting Dates and Close</u></p> <p>The next meeting of the Westbury Area Board will be held on 23 April 2020 at The Laverton, Westbury BA13 3EN.</p> <p>Future Meeting Dates: Thursday 4 June 2020, venue to be confirmed. Thursday 23 July 2020, venue to be confirmed. Thursday 8 October 2020, venue to be confirmed.</p>

This page is intentionally left blank

Westbury 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.
-

Jessica Croman
Democratic Services Officer

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.

Name of Outside Body	Internal/External	Appointed by	Number of Reps Required	Names of Reps
Westbury Community Area Partnership	External	Westbury AB	2	Cllr Carole King Cllr Gordon King
Westbury Ham Community Project (Eden Vale Youth Centre Project)	External	Westbury AB	1	Cllr Gordon King
Warminster and Westbury CCTV Committee	External	Westbury AB	1	

Appointments to Working Groups
Westbury Area Board

Community Area Transport Group:

Councillor Russell Hawker
Councillor Gordon King

Wiltshire Police
Westbury Town Council
Bratton Parish Council
Dilton Marsh Parish Council
Coulston Parish Council
Edington Parish Council
Heywood Parish Council
Community Area Partnership

Health and Wellbeing Group:

Councillor Gordon King

Graeme Morrison – Community Engagement Manager
BA13+ Partnership
PfP (Places for People) leisure centres: Westbury Pool – Colin Larrigan and
Leighton Recreation Centre – Keith Brunsten
Sandie Lewis – Older People's Champion
Deb Griffin – Health Trainer
Management team of the White Horse Health Centre
Dorothy House
Alzheimer's Support Wiltshire
Westbury 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.

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.

