

Chippenham Area Board Working Group Local Youth Network Terms of Reference

May 2022

1. Purpose

An Area Board working group is an excellent vehicle to drive forward a local priority theme. The board will evaluate a respective priority in relation to the actions required and the existing arrangements in place prior to setting up a new working group. Where there is an existing community or partner led group addressing this priority, the Area Board should work in partnership and not create a working group of its own. Where a working group is required, the exact purpose is set out by the board via the table within appendix A.

Some example functions of an Area Board working group are set out below in relation to their respective theme. A group could be asked to:

- Research and review key data, intelligence and information related to the specific priority theme, to develop an in-depth understanding of the issue and opportunities.
- Democratically consider issues, projects and initiatives that could be developed and identify risks.
- Engage with the relevant partners to advance objectives, empowering the wider community to lead where appropriate.
- Provide regular information to the Area Board for review and further guidance.
- Address any conflicts of interest that may arise as part of the local decision making process.

2. Membership

The exact membership of a working group will be set by the Area Board but may include representatives as follows:

- City, town and parish councils
- Voluntary and community sector organisations (regional, countywide and local level)
- Wiltshire Police
- Dorset and Wiltshire Fire and Rescue Service
- Ministry of Defence
- Bath, Swindon and Wiltshire CCG, Healthwatch, Local Health Representatives
- Local businesses, Chambers of Commerce
- Schools
- Housing Associations
- Residents and resident action groups
- Other organisations, agencies and individuals that have a genuine interest in promoting the respective theme issue

The board should consider whether membership is fully representative of the local community, carefully considering the diversity and inclusion of the group. Consideration must be given where appropriate to the safeguarding procedures that must be followed (set out in 4.)

Roles of all members of the Area Board working group

All members will be required to:

- Agree to the terms of reference as set out within this document
- Take an active part in the development of the working 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 relevant to their organisation/ stakeholders/sector.
- Contribute any information that may have a bearing on positively achieving agreed objectives.
- Be mindful of the needs of the community area as a whole when providing input or making decisions
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices
- Respect all members of the working group and invited representatives.
- Work to ensure high quality safeguarding practices are followed where appropriate.

3. Structure and operation

A working group will generally comprise of no more than ten members to keep conversations and actions focussed. If nominal membership of the management group exceeds ten members, attendance at meetings should be sought by those most appropriate to the agenda. Additional attendees can be brought in as required when invited by the Chairperson.

The Chair of the group will be agreed locally and could either be the Area Board Councillor lead or another member from within the group could take on the role. A vote of members can determine the Chair where required. Further Area Board Councillors can be appointed to the group as required and as deemed appropriate by the Area Board.

An assigned Wiltshire Council Officer will support each working group. Brief notes with key actions and decisions will be recorded and reported back to the Area Board business meeting. The Councillor lead or the assigned Officer will provide verbal updates to the Area Board business meeting.

Each Area Board will set the specific remit for the working or task and finish groups, with some of the key working principles shown below.

Decisions will usually be reached by consensus, however, if necessary, these can be agreed by a vote of all group members.

Groups need to undertake particular consideration when focussing on themes that affect vulnerable or underrepresented groups of people e.g. older people, children, BAME and those with SEND. Getting the correct group membership should enable safe and appropriate engagement with the respective groups to ensure voices are clearly heard.

The frequency, location and format of group meetings and activities should be determined locally, however, it is advised that groups do not formally meet more than quarterly and complement the timings of the Area Board business meeting.

4. Safeguarding

The Area Board and its working groups have a key role in ensuring the safeguarding of all residents. Effective safeguarding involves organisations working together to prevent the risks and experience of abuse or neglect, while ensuring that the views and wishes of an individual are at the heart of decisions that affect them wherever it's possible.

Effective safeguarding is particularly critical when groups are working towards objectives that support children/ young people or vulnerable adults. It is critical that each group minimizes all safeguarding risks and is aware of the relevant local agencies to escalate any concern.

If someone is in immediate danger you should contact the police or call an ambulance immediately on **999**. If you believe a child or young person is at risk of significant harm, neglect or injury, report your concerns to the Wiltshire Multi-Agency Safeguarding Hub (**MASH**) **0300 456 0108** or evenings and weekends **0300 456 0100**. If you are concerned that an adult is at risk of neglect or abuse, please contact Adult Social Care's Advice and Contact Team on **0300 4560111**. Evenings and weekends please contact the Emergency Duty Service on **0300 456 0100**.

When entering into agreements with voluntary and private sector organisations, working groups under the umbrella of the Area Boards need to be assured that the successful individual/organisation has the following in place:

1. Safer recruitment processes, including DBS checks; induction and supervision
2. Identified designated lead(s) for safeguarding with appropriate relevant training
3. Safeguarding policy, allegations management processes and policy; code of conduct policy
4. Child protection (where applicable) and Safeguarding training at the level appropriate to posts and roles.

5. Media Relations

Members of the working or task and finish group may not issue media statements on behalf of the Area Board. Any media statements about the work of the group should be agreed with between the group and Chair of the Area Board.

6. Review

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

Appendix A – Terms of Reference table

This table is to be completed and agreed by the Area Board when establishing/ re-establishing a working group.

Task	Area Board agreed response
Name of working group:	Chippenham Local Youth Network
Priority theme it is linked to: e.g., Environment, social isolation, young people	Young People – aged 13-19 years (up to 25 years with SEND)
Councillor lead(s):	Cllr Ross Henning
Assigned Officer lead(s):	Oliver Phipps – CEM
Date of set up:	October 2014
Date of review:	May 2022
<p>Specific scope and remit for the working group:</p> <ul style="list-style-type: none"> • What are the specific objectives? • Any particular data or intelligence the board would like considered/ investigated? • Any partners, residents or other groups it should specifically link with? • Is the group being asked to review relevant grant funding applications? 	<p>Key responsibilities for the group include:</p> <p>Facilitating and coordinating the process to design, develop, deliver and review positive activities for young people in the local area;</p> <p>Maintaining regular and effective communication between all members of the LYN;</p> <p>Developing a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area;</p> <p>Top five aims from Youth Survey Autumn 2021:</p> <ol style="list-style-type: none"> 1: Supporting positive mental health – Self esteem, anxiety and exam pressure scored highly. 2: Supporting positive activities – youth clubs, skate park and arts provision scored highly. 3: Supporting physical health – personal safety, cooking and dynamic sports scored highly. 4: Support for young people with addition needs – LGBT, SEND, and mental health conditions. 5: Accessible provision – cost, locations, and times. <p>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);</p> <p>Monitoring and reporting on the quality and effectiveness of local youth activities;</p> <p>Addressing any conflicts of interest that may arise as part of the local decision making process.</p> <p>LYN Members should: Take an active part in the development of the LYN and its aims.</p>

	<p>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.</p> <p>Take responsibility for sharing information with the LYN relevant to their organisation/ stakeholders/sector.</p> <p>Contribute any information that may have a bearing on positive activities and ensure that this is shared with the LYN.</p> <p>Champion the voice and influence of young people in decision making.</p> <p>Be open and honest and work collaboratively.</p> <p>Work to promote equality and non-discriminatory practices in all aspects of the LYNs activities.</p> <p>Respect all members of the LYN and invited representatives.</p> <p>Work to improve outcomes for young people and ensure high quality safeguarding practice.</p>
<p>Proposed membership (up to 10):</p> <p>This does not need to be an exhaustive list. The Cllr lead and local Officer can review as needed.</p>	<p>Members of the Community Area Board Young people 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</p>
<p>Any specific safeguarding guidance? Meeting directly with young people or vulnerable adults?</p>	<p>When young people are directly involved in the meeting this will be through school or VCS bodies who will hold safeguarding responsibility for the young people's involvement.</p>