

AGENDA

Meeting: Devizes Area Board
Place: [Access the online meeting here](#)
Date: Tuesday 16 June 2020
Time: 2.00 pm

Including the Parishes of: All Cannings, Bishops Cannings, Bromham, Cheverell Magna, Cheverell Parva, Devizes, Easterton, Erlestoke, Etchilhampton, Market Lavington, Marston, Potterne, Roundway, Rowde, Stert, Urchfont, West Lavington and Worton.

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 Tara Shannon Democratic Services Officer, direct line 01225 718352 or email tara.shannon@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 Anna Cuthbert, Bromham, Rowde and Potterne
Cllr Peter Evans, Devizes East
Cllr Sue Evans, Devizes North
Cllr Richard Gamble, The Lavingtons and Erlestoke (Vice-Chairman)
Cllr Simon Jacobs, Devizes and Roundway South (Chairman)
Cllr Laura Mayes, Roundway
Cllr Philip Whitehead, Urchfont and the Cannings

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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.

Items to be considered		Time
1	Election of Chair (<i>Pages 1 - 2</i>) To elect a Chair for the forthcoming year.	2.00pm
2	Election of Vice-Chair To elect a Vice-Chair for the forthcoming year.	
3	Welcome To welcome those present to the meeting.	2.05pm
4	Apologies for Absence To receive any apologies for absence.	
5	Minutes (<i>Pages 3 - 6</i>) To approve and sign as a correct record the minutes of the meeting held on 16 March 2020.	
6	Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	2.10pm
7	Appointments to Outside Bodies and Working Groups (<i>Pages 7 - 26</i>) To appoint representatives to Devizes Area Board Outside Bodies and Working Groups. The Area Board is requested to: <ul style="list-style-type: none"> 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. 	
8	Urgent items Any other items of business which the Chairman agrees to consider as a matter of urgency.	

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: Devizes Area Board
Place: Devizes Hub and Library, Sheep Street, Devizes
Date: 16 March 2020
Start Time: 6.30 pm
Finish Time: 6.35 pm

Please direct any enquiries on these minutes to:

Tara Shannon Democratic Services Officer, Tel: 01225 718352 or (e-mail) tara.shannon@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Peter Evans, Cllr Sue Evans, Cllr Richard Gamble (Vice-Chairman),
Cllr Simon Jacobs (Chairman), Cllr Laura Mayes and Cllr Philip Whitehead

Wiltshire Council Officers

Dominic Argar - Assistant Multimedia Officer, Andrew Jack - Community Engagement Manager, Patrick Russell - Waste Officer, Tara Shannon – Democratic Services Officer

Town and Parish Councillors

Devizes Town Council

Partners

Total in attendance: 18

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
20	<p><u>Welcome</u></p> <p>The Chairman stated that due to the latest Government advice announced earlier in the evening regarding the Coronavirus, the members of the Devizes Area Board had decided to cancel the Area Board meeting.</p> <p>It was explained that the Board would quickly consider the grants and then the meeting would come to an end. The planned agenda for the evening would be postponed to a future meeting.</p>
21	<p><u>Minutes</u></p> <p>The minutes of the meeting on 13 January 2020 were presented for consideration and it was;</p> <p><u>Resolved:</u></p> <p>To approve and sign the minutes as a correct record.</p>
22	<p><u>Declarations of Interest</u></p> <p>Cllr Simon Jacob declared an interest in agenda item 13, in particular the grant application from Devizes Eisteddfod, as he was involved with the group. He declared that he would not take part in the debate or vote on that item.</p> <p>There were no other declarations of interest.</p>
23	<p><u>Community Area Transport Group (CATG)</u></p> <p>The minutes of the CATG meeting on 4 February 2020 were presented for consideration and it was;</p> <p><u>Resolved:</u></p> <p>To note the minutes.</p>
24	<p><u>Air Quality</u></p> <p>The minutes of the Air Quality and Transport Strategy meeting on the 4 February 2020 were presented for consideration and it was;</p> <p><u>Resolved:</u></p> <p>To note the minutes.</p>

25	<p><u>Local Youth Network</u></p> <p>The grant application for Youth funding was considered and it was;</p> <p><u>Resolved:</u></p> <ul style="list-style-type: none"> • To grant Wiltshire Special Needs Fun Days, £500.00, towards Wiltshire Special Needs Fun Days 2020.
26	<p><u>Health and Wellbeing Group</u></p> <p>The applications for Health and Wellbeing funding were considered and it was;</p> <p><u>Resolved:</u></p> <ul style="list-style-type: none"> • To grant Devizes Rotary, £1,901.66, towards the Devizes Community Area Be Active Day, 2020. • To grant Sustainable Devizes, £592.00, towards the Devizes Area Repair Café • To grant Wiltshire Centre for Independent Living (CIL), £1000.00 towards connecting people in Devizes. <p>Cllr Whitehead explained that if any of the projects were cancelled due to the current situation then the funds would be returned to the Area Board.</p>
27	<p><u>Area Board Funding</u></p> <p>The applications for Community Area Grant funding were considered and it was;</p> <p><u>Resolved:</u></p> <ul style="list-style-type: none"> • To grant Devizes Eisteddfod, £962.93, towards Lavington School Stage Drapes. • To grant Devizes and District Foodbank, £879.97, towards ICT equipment and software. • To note the following applications already awarded under the delegated authority of the Community Engagement Manager: <ul style="list-style-type: none"> ○ Devizes to Westminster Canoe Race, £790.90, Devizes to Westminster Canoe Race Awareness-raising material. ○ Devizes Open Doors, £1,171.49, ICT equipment upgrade. <p>The Chairman stated that unfortunately the Devizes to Westminster Canoe Race had been cancelled. He requested that Andrew Jack, Community Engagement Manager contact the applicant to see what funds had already been spent.</p>
28	<p><u>Close</u></p>

	The Chairman thanked those who had attended.
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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.

Tara Shannon
Democratic Services Officer
Tel: 01225 718352
E mail: tara.shannon@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.

Outside Bodies

Outside Body Title	Appointed By	Why Rep Needed	Organisation Aims	Meeting Schedule	Voting Rights	Reps Needed	Representative (s)
Devizes & District Association for the Disabled Executive Committee	Area Board - Devizes	To continue representation for the disabled in the community and bring local knowledge.	Provide support and assistance to the disabled	12 meetings per year	Yes	1	Cllr Sue Evans
Devizes Development Partnership	Area Board - Devizes	Local and public sector representation and take on development required in the town.	Steer the work of the Town Centre Manager. Economic and social development of the Devizes area	6 meetings per year	Yes	1	Cllr Richard Gamble (Cllr Peter Evans additional representative as required)
Devizes Leisure Centre Group	Area Board - Devizes	Informal meeting to work with local members	Informal	4 meetings per year	N/A	2	Cllr Simon Jacobs, Cllr Sue Evans and Cllr Peter Evans

Appointments to Working Groups Devizes Area Board

Community Area Transport Group (to be run in tandem with the Air Quality & Transport Strategy Group):

- Devizes Community Area Partnership Representative
- Devizes Town Council Representative
- Parish Council Representatives
- Area Board Representatives- Cllr Richard Gamble (Lead) and Cllr Peter Evans
- Officers to support as necessary.

Air Quality and Transport Strategy Working Group (to be run in tandem with the CATG)

- Area Board Representatives - Cllr Richard Gamble (Lead) and Cllr Peter Evans
- Devizes Town Council Representatives
- Parish Council representatives as appropriate
- DCAP Representative
- Trust for Devizes Representative
- Simon Thompson
- Community volunteers
- Officers to support as necessary.

The Local Youth Network (LYN)

- Community Engagement Manager - Andrew Jack
- Devizes Area Board - Cllr Laura Mayes (Lead) and Cllr Simon Jacobs
- Devizes parishes Representatives
- Devizes School Governor
- Voluntary and Community Sector Representative
- Devizes Community Policing Team Representatives
- Devizes Town Council Representative
- Youth for Christ Representative
- Lavington School Representative
- Devizes School Representative
- Rowdeford School Representative
- Downlands School Representative
- Dauntsey School Representative

Devizes Health and Wellbeing Group

- Health and Wellbeing Chairman - Cliff Evans
- Health and Wellbeing Vice-Chairman - Keith Brindle
- Area Board Representatives - Cllr Simon Jacobs and Cllr Peter Evans
- Community Engagement Manager - Andrew Jack
- Devizes Town Council Representative

- Representatives from community groups/volunteers
- Officers to support as necessary

All Councillors are welcome to attend any of these Working Group meetings to maintain their awareness.

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,
- 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.

Positive Activities for Young People

Local Youth Network (LYN) Terms of Reference

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.

