

AGENDA

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

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.

Please direct any enquiries on this Agenda to Craig Player (Democratic Services Officer), direct line 01225 713191 or email craig.player@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 Peter Hutton, Cepen Park and Derriards (Chairman)
Cllr Ashley O'Neill, Queens and Sheldon (Vice-Chairman)
Cllr Bill Douglas, Hardens and England
Cllr Andy Phillips, Cepen Park and Redlands
Cllr Nick Murry, Monkton
Cllr Ross Henning, Lowden and Rowden
Cllr Howard Greenman, Kington
Cllr Melody Thompson, Hardenhuish
Cllr Clare Cape, Pewsham

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Public Participation

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

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

Statements

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

Statements should:

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

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

Questions

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

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

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

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

	Time
<p>1 Election of the Chairman (<i>Pages 1 - 2</i>)</p> <p>To elect the Chairman of Chippenham Area Board for the forthcoming year.</p>	2.00pm
<p>2 Election of the Vice-Chairman</p> <p>To elect the Vice-Chairman of Chippenham Area Board for the forthcoming year.</p>	
<p>3 Chairman's Welcome and Introductions</p> <p>The Chairman will welcome everyone to Chippenham Area Board and introduce the Councillors and Officers present.</p>	2.05pm
<p>4 Apologies</p> <p>To receive any apologies for absence or substitutions for the meeting.</p>	
<p>5 Minutes (<i>Pages 3 - 6</i>)</p> <p>To approve and sign the minutes of the meeting held on 03 February 2020.</p>	
<p>6 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7 Appointment to Working Groups and Outside Bodies (<i>Pages 7 - 26</i>)</p> <p>Outside Bodies:</p> <ul style="list-style-type: none"> a) Chippenham Multi-Agency Forum b) Chippenham Safer and Strong Communities Group c) Chippenham Local Youth Network (LYN) <p>Working Groups:</p> <ul style="list-style-type: none"> a) Chippenham Community Area Transport Group (CATG) b) Health and Wellbeing Group 	2.10pm
<p>8 Urgent items</p> <p>Any other items of business which the Chairman agrees to consider as a matter of urgency.</p>	

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

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

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

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

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

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

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

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

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

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

MINUTES

Meeting: Chippenham Area Board
Place: Sheldon School, Hardenhuish Lane, Chippenham SN14 6HJ
Date: 3 February 2020
Start Time: 7.00 pm
Finish Time: 8.45 pm

Please direct any enquiries on these minutes to:

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

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

In Attendance:

Wiltshire Councillors

Cllr Peter Hutton (Chairman), Cllr Ashley O'Neill (Vice-Chairman), Cllr Bill Douglas, Cllr Andy Phillips, Cllr Nick Murry, Cllr Ross Henning, Cllr Howard Greenman, Cllr Ben Anderson, Cllr Richard Clewer and Cllr Clare Cape

Wiltshire Council Officers

Ollie Phipps (Community Engagement Manager), Craig Player (Democratic Services Officer), Dom Argar (Technical Support Officer), Tracy Carter (Interim Waste Transition and Carbon Reduction Lead Officer), Gary Tomsett (Environmental Control and Protection Team Leader) and Steve Manning (Environmental Health Officer)

Total in attendance: 134

<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 present to Chippenham Area Board and introduced the Councillors and Officers present.</p> <p>The Area Board extended its thanks to the community groups, schools, local authorities, external organisations and local businesses which hosted displays and exhibitions before the meeting.</p>
2	<p><u>Apologies</u></p> <p>Apologies for absence were received Apologies for absence were received from Cllr Melody Thompson and Darren Nixon.</p>
3	<p><u>Minutes</u></p> <p>Resolved</p> <p>The minutes of the meeting held on 16 December 2019 were agreed a correct record and signed by the Chairman.</p>
4	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5	<p><u>Public Participation</u></p> <p>Contributions from members of the public were encouraged. There was also a suggestion box available at the meeting.</p>
6	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew attention to the written announcements included in the agenda pack:</p> <ul style="list-style-type: none"> • Great British Spring Clean 2020 • Motiv8 Children's and Young People's Service • Joint Strategic Needs Assessment • Dorset and Wiltshire Fire and Rescue Service Community Safety Plan 2021-25 • Chippenham Neighbourhood Plan
7	<p><u>Area Board Funding</u></p> <p>The Area Board considered five applications for Community Area Grant funding and one application for Youth funding.</p>

	<p>The Chairman invited a representative of the applicants the opportunity to give a brief overview of their project to the Area Board.</p> <p>Cllr Ross Henning declared an interest in Chippenham Rugby Football Club under 11s Minis' application (member of Chippenham Rugby Football Club). He declared he would participate in the debate and vote with an open mind.</p> <p>Resolved</p> <ol style="list-style-type: none"> 1. To award St. John Ambulance £1000 for first aid supporting the Chippenham community 2. To award Carer Support Wiltshire £2084 for the Care Outreach Campaign at Chippenham Community Hospital 3. To award Chippenham Rifle and Pistol Club £5000 for clubhouse improvements 4. To award Chippenham Police Cadets £94.01 for equipment. 5. To award Chippenham Rugby Football Club under 11 Minis £3800 for their mini squad 6. To award Phoenix Amateur Dance Group £799 for equipment
8	<p><u>Keynote Presentation</u></p> <p>Cllr Richard Clewer, Deputy Leader at Wiltshire Council, gave a presentation on Wiltshire Council's efforts to tackle the climate emergency.</p> <p>Matters raised during the presentation and discussion included: the acknowledgment of a climate emergency; getting Wiltshire Council carbon neutral by 2030; carbon and renewable energy baselines; Wiltshire Council's Global Warming and Climate Emergency task group; energy efficiency and energy generation; reductions in waste to landfill; reductions in greenhouse gas emissions from the Council's estate and operations; the Green Pledge (insert link); the possibility of setting up or supporting a renewable energy company; the constraints on Areas of Outstanding Natural Beauty and conservation areas; the staff working on climate change and community engagement.</p>
9	<p><u>Workshop</u></p> <p>Attendees undertook a workshop, run by Zero Chippenham, in which they were encouraged to think about what Wiltshire Council, the community and individuals can do to tackle the climate and ecological emergency.</p> <p>Matter raised during the workshop and discussion included: carbon neutral planning; retrospective renewables fittings; electric vehicle infrastructure sharing knowledge and promoting community groups; community fridges; incentivising positive actions; making use of parish and town councils; creating dedicated teams; public transport; school curriculums; recycling; possibility of raising council tax in order to tackle the climate emergency; making a clear action plan and integrating the climate emergency into the council's policy.</p>

	<p>The Chairman thanked Sheldon School, Cllr Nick Murry and Zero Chippenham for facilitating the workshop. Individuals, community groups, local authorities and local businesses were encouraged to work collaboratively to tackle the climate emergency.</p> <p>It was noted that a report detailing the findings of the workshop will be considered at the next Area Board meeting.</p>
10	<p><u>Community Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ol style="list-style-type: none"> 1. Wiltshire Police – the written update was noted. 2. Dorset & Wiltshire Fire and Rescue Service – the written update was noted. 3. Healthwatch Wiltshire – the written update was noted. 4. Wiltshire Clinical Commissioning Group – the written update was noted. 5. Carer’s Champion – the following points were noted: <ul style="list-style-type: none"> • The Area Board was encouraged to consider the needs of the most vulnerable and deprived areas of Chippenham when setting council tax precepts. • Attendees were encouraged to facilitate local ecosystems by implementing hedgehog highways where they can.
11	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>
12	<p><u>Evaluation and Close</u></p> <p>The next meeting of Chippenham Area Board will be held on Monday 23 March 2020 7.00 pm at Yatton Keynell Village Hall.</p>

Wiltshire Council Outside Bodies

Outside Body Title	Appointed By	Why Rep Needed	Organisation Aims	Meeting Schedule	Voting Rights	Representative(s) needed	Representative(s)
Chippenham Multi-Agency Forum	Chippenham Area Board	Area Board member representation on the working group	To facilitate collaborative working across services, teams and thresholds in order to ensure children and young people achieve good outcomes.	4	No	1	Cllr Ross Henning
Chippenham Safer and Strong Communities Group	Calne Area Board	Area Board member representation on the working group	To identify local needs, priorities and outcomes and make recommendations to the Area Board.	4	No	2	Cllr Peter Hutton Cllr Nick Murry
Chippenham Local Youth Network	Chippenham Area Board	To engage with young people and help champion their issues and ideas to councillors and council.	Youth issues and democracy.	4	Yes	4	Cllr Peter Hutton Cllr Melody Thompson Cllr Ross Henning Cllr Ashley O'Neill

Appointments to Working Groups
Chippenham Area Board

Community Area Transport Group:

Cllr Ross Henning (Wiltshire Council)
Cllr Ashley O'Neill (Wiltshire Council)
Cllr Bill Douglas (Wiltshire Council)
Cllr Nick Murray (Wiltshire Council)
John Scragg (Chippenham Town Council)
Lesley Palmer (Grittleton PC)
Angela Williams (Biddestone PC)

Health and Wellbeing Group:

Cllr Peter Hutton (Wiltshire Council)

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

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

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

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

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

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

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

Appointment of CATG Members

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

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

Media Relations

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

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

Meetings

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

Officer Support

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

Terms of Reference

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

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

Terms of Reference

1. Small scale transport schemes – discretionary funding

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

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

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

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

(Cabinet Member Decision HT-026-11)

3. C & UC roads speed limit review

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

(Cabinet Member Decision HT-027-11)

4. Waiting restrictions

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

(Cabinet Member Decision HT-031-11)

5. 20mph speed restrictions – review and implementation

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

(Cabinet Member Decision HSB-007-13)

6. Other decisions

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

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

September 2014

1. Purpose

Definition of a Local Youth Network

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

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

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

2. Membership

The LYN may include representatives of:

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

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of young people

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

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

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

Roles of all members of the LYN

All members will be required to:

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

3. Structure and operation

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

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

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

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

The management group will be supported by:

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

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

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

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

Key responsibilities for the management group include:

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

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

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

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

4. Media Relations

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

5. Review

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

Community Area Health and Wellbeing Group Terms of Reference

1. Purpose

Definition of a Health and Wellbeing Group (HWG)

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

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

2. Membership

The Health and Wellbeing Groups may include representatives of:

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

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of people

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

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

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

Roles of all members of the Health and Wellbeing Groups

All members will be required to:

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

3. Structure

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

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

The management group will generally comprise of:

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

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

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

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

4. Responsibilities of the Health and Wellbeing Groups

Key responsibilities for the Health and Wellbeing Groups include:

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

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

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

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

5. Funding

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

6. Media Relations

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

7. Review

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

Volunteer Role Description

Older People & Carers Champion

Purpose of the role

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

Furthermore volunteers will be asked to:

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

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

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

Volunteer Skills and Qualities Checklist

Older Peoples Champion:

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

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