

AGENDA

Meeting: South West Wiltshire Area Board

Place: online

Date: Tuesday 16 June 2020

Time: 2.00 pm

Including the Parishes of Alvediston, Ansty, Barford St. Martin, Berwick St John, Berwick St Leonard, Bishopstone, Bowerchalke, Broad Chalke, Burcombe Without, Chicklade, Chilmark, Compton Chamberlayne, Dinton, Donhead St Andrew, Donhead St Mary, East Knoyle, Ebbesbourne Wake, Fonthill Bishop, Fonthill Gifford, Fovant, Hindon, Kilmington, Mere, Netherhampton, Quidhampton, Sedgehill and Semley, South Newton, Stourton with Gasper, Stratford Toney, Sutton Mandeville, Swallowcliffe, Teffont, Tisbury, Tollard Royal, West Knoyle, West Tisbury, Wilton and Zeals.

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Please direct any enquiries on this Agenda to Lisa Moore (Democratic Services Officer), direct line 01722 434560 or email lisa.moore@wiltshire.gov.uk

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 Jose Green, Fovant and Chalke Valley (Chairman)

Cllr Pauline Church, Wilton and Lower Wylde Valley

Cllr George Jeans, Mere

Cllr Tony Deane, Tisbury (Vice-Chairman)

Cllr Bridget Wayman, Nadder and East Knoyle

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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 a Chairman (<i>Pages 1 - 2</i>) Democratic Services Officer will open the meeting and call for nominations for Chairman for 2020/21.	2.00pm
2	Election of Vice-Chairman To call for nominations for Vice-Chairman for 2020/21.	
3	Welcome and Introductions	
4	Apologies for Absence	
5	Minutes (<i>Pages 3 - 14</i>) To confirm as a correct record and sign the minutes of the previous meeting held on 29 January 2020.	2.05pm
6	Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	
7	Appointments to Outside Bodies and Working Groups (<i>Pages 15 - 30</i>) To make appointments to the Outside bodies and Working Groups as detailed in the attached report and appendices.	2.10pm
8	Close	

Election of Chairmen Procedure

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

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

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

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

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

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

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

MINUTES

Meeting: South West Wiltshire Area Board
Place: Nadder Centre, Weaveland Road, Tisbury, SP3 6H
Date: 29 January 2020
Start Time: 6.30 pm
Finish Time: 9.05 pm

Please direct any enquiries on these minutes to:

Lisa Moore (Democratic Services Officer), Tel: 01722 434560 or (e-mail) lisa.moore@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Pauline Church, Cllr George Jeans, Cllr Tony Deane (Vice-Chairman) and Cllr Bridget Wayman

Wiltshire Council Officers

Lisa Moore, Democratic Services Officer
Karen Linaker, Community Engagement Manager
Judy Edwards, Commissioner for Young Peoples Mental Health Services

Town and Parish Councillors

Bishopstone PC – Mike Ash
Dinton PC – C Taylor (also for Burcombe, Donhead St Mary & Berwick St John PC's)
East Knoyle PC – P Egginton & D Jenkins
Fovant PC – A Mallalieu
Hindon PC – D Robertson
Quidhampton PC – K Taylor
West Knoyle PC – V Brockway

Partners

Wiltshire Police – Inspector P Sparrow, Inspector J Hughes & Sergeant K Harmsworth

Total in attendance: 40

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Welcome and Introductions</u></p> <p>The Vice Chairman, Cllr Tony Deane welcomed everyone to the meeting of the South West Wiltshire Area Board.</p> <p>He noted that Cllr Jose Green was unable to attend due to breaking an arm earlier that week.</p> <p>Cllr Deane would be referred to as The Chairman during these minutes only.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> • Cllr Jose Green – Chairman • Sandra Harry – Tisbury PC • Donhead St Andrew PC
3	<p><u>Declarations of Interest</u></p> <p>There were none.</p>
4	<p><u>Minutes</u></p> <p><u>Decision</u> The minutes of the previous meeting held on 20th November 2019, were agreed as a correct record and signed by the Chairman.</p>
5	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p> <ul style="list-style-type: none"> • Condolences - Former Salisbury District Council Cllr Ted Draper who passed away in December. • The 'Future of Salisbury' consultation was currently running online from 16 January to 28 February, with information on the Salisbury Central Area Framework also available in the Salisbury Library. • The next CATG meeting was on – 26th Feb, here at the Nadder Centre, at 2.00pm

	<ul style="list-style-type: none"> • Attention was drawn to the Flood Resilience Information detailed on p45 • The Our Community Matters Event was on 6th May – Karen gave further info on the event for the South West Wiltshire Community Area. • The Area Board ‘Finger Post Funding’ scheme which had been running for several years would continue into 2020/21. The Board considered the proposal made by Cllr Deane, to revert to the more simple application process, as detailed on the handout circulated at the meeting. <p><u>Decision</u> The Board approved the proposed Funding Process for Finger Post Initiative for 2020/21, as detailed in the report circulated at the meeting.</p>
6	<p><u>Partner and Community Updates</u></p> <p><u>Police</u> – Inspector Pete Sparrow, Inspector Jill Hughes and Sargent Kevin Harmsworth were in attendance to provide verbal updates in addition to the reports detailed in the agenda pack.</p> <p>Jill Hughes, Inspector for Warminster area. Covering Mere and Tisbury community areas. Background with neighbourhood policing, broad knowledge and skill set to bring to the team.</p> <p>Kev Harmsworth had worked for last 16 years in Policing.</p> <ul style="list-style-type: none"> • Community Messaging is what we like people to sign up to, we also put updates out on Facebook and Twitter. • Local priorities include work on modern slavery and county lines, where we are looking at early intervention work, to steer the young people back. • Joint working with the rural team to focus on hare coursing. • On 2nd March there was a decision to decommission the Wilton Police Station, and to replace that facility with a touchdown location of Wilton Library. • PCSO Matt Smith was rural crime trained, he had recently completed training in drone work. • There had been a rise in Catalytic converter thefts across the whole of Wiltshire. These were being sold on for money.

Questions & Comments:

- I was aware that Wilton was not in use for some time, a co-location was a good idea, but the Wilton library was not open every day.

Answer: We will be there when it is open, Police will continue to do their patrols. We would not have a key to the building so only access when it was open.

- How would the drone help ease rural crime?

Answer: It was located in Devizes, however we have rural officer trained, including Matt. It could be used for missing people and for poachers. It has night heat seeking cameras and a half mile radius.

The Chairman asked if a phot could be provided to the CEM to be used to advertise what was happening in the area.

Office of the Police & Crime Commissioner (PCC)

Deputy PCC Jerry Herbert gave an overview on the proposed increase to the precept, to deliver Policing for Wiltshire.

Community Engagement Manager

Karen Linaker gave an update on her work and projects in the area:

- Eco friendly villages: following on from the November meeting – Cllr Tony Deane would lead a local review of current projects and initiatives.
- [Waste Free February](#)
- Health & Wellbeing Group: An action plan for Dementia Awareness Week (May 2020) would be produced. Helping with the Make A Friend Be A Friend social isolation project
- Young People: helped to shape the main theme, and working with them for the 18th March Employment & Skills Event
- Community Safety Group: continued focus on speeding, and strengthening of local neighbourhood watch schemes
- Tisbury's first ever Silent Disco: would be held on 19th March, 10.30am at the Nadder Centre
- Flood Resilience Spring workshop: date to be confirmed
- Our Community Matters Conference: scheduled for 6th May, 6.30pm, at the Nadder Centre

Community Safety Group

Cllr Jeans noted that concern had been raised following the newspaper article which reported that Wiltshire was the second from bottom counties in England to produce fines for fixed cameras. The Group had decided to write to the MPs and the Leader of the Council, to ask if the cameras could be activated and for the fines be drawn back in. He noted that in the areas where the traffic moved at a

very high speed, it was not possible to have a SID.

He asked the Police if they were able to do anything in terms of enforcement?

The Chairman noted that speed cameras were there to slow the traffic, which is said to reduce accidents. Yet in Wiltshire we have the same levels of accidents as other areas that have the cameras.

Cllr Wayman added that the national papers had an article which stated that Wiltshire issued no fines for speeding. This was because it did not have fixed cameras. Our collision rate was pretty much the same as areas that have the fixed cameras. The biggest complaint that we hear is that people are distressed by people speeding through the villages.

Answer: Jerry Herbert – I attended the Strategic Road Safety Sub Group meeting with Cllr Wayman. There are a variety of different approaches that could be taken. There were other forces that issued large numbers of tickets. A small proportion of traffic fines do find their way back to the Police Force, but it had not been found to be a good way of funding.

The Community Speedwatch (CSW) system was our preferred way to reduce speeding in our villages. In the last 12 months, the PCC had invited the Chief Constable to target enforcement action where possible, now that there was a better idea of where speeding was takes place. The Local Inspectors know their areas well.

We were also looking to the Chief Constable to provide a specific unit to support the CSW teams.

The Chairman asked Jerry to feedback that more support of the CSW volunteers was needed.

It was noted that in Bishopstone, there had been a group of CSW volunteers up until October, when it ceased to operate due to feeling unsupported in their efforts. They felt that the Police did not give adequate support.

In the areas where CSW was not an option, could they have something other than a SID?

Answer: Jerry – There were two aspects to having a CSW, first was the traffic count, which needed to pass a certain threshold. Then secondly a risk assessment. Some sites were deemed too dangerous, but that did not mean a Police Officer could not make a visit there.

Youth Update

Rowland Hughes introduced himself, from the Landscape Partnership Scheme. He had met with Jaki and the young people and was keen to further develop joint working with them.

	<p><u>Grant Awards Update</u></p> <p>Mike Ash – Bishopstone Parish Council - Playtrail We had a play train in the village which was rotting, so we approached the Board for 50% of the project cost to replace the equipment. We firstly went out to consultation to find out what the village wanted. It came back that we should have a play trail. This project has been well received by local residents and people visiting our village. Thank you to the Board for the grant.</p> <p>Liv McLennan – Moving Music - Tisbury We achieved our five aims.</p> <ol style="list-style-type: none"> 1. Participants experienced a greater social connectedness with others in their community through taking part in regular structured music and movement sessions. 2. Participants increased their existing instrumental and musical skills 3. Participants had an increased sense of wellbeing through participating in a community music and movement project 4. Participants increased their regular physical activity as a result of attending the project 5. Participants experienced greater enjoyment of physical activity as a result of attending the project <p>The Chairman thanked the speakers for their presentations.</p>
7	<p><u>Main Theme - Young People's Mental Health</u></p> <p>The Chairman introduced Heather Newton, Member for Youth Parliament, who gave an introduction to the item.</p> <p>We took part in a survey for people aged 11 – 18 years, where young people were asked to input their opinions. Over a million responses were input in to the survey, and Young People’s mental health was the third top issue.</p> <p>It is recognised that we will all know someone that is affected by mental health issues.</p> <p>Judy Edwards, Wiltshire Council Commissioner for Young Peoples Mental Health Services provided information on iThrive, the CAMHs service, other commissioned services and activities, and local data on the need in this area.</p> <p>Wiltshire Council wrote its Strategy in 2015. Transformation Plan was updated annually. Since 2015 this had attracted additional funding year on year. Part of my role is to make sure that this funding is invested properly.</p> <p><u>NHS – Long Term Plan:</u></p> <ul style="list-style-type: none"> • Roll out of Mental Health support teams – working with schools • 16-25 mental health services – address the needs of this age group

- Crisis Mental Health services

CAMHS for this area – covered by 6 GP surgeries:

- Mere Surgery
- Silton Surgery
- Hindon Surgery
- Tisbury Surgery
- Wilton Surgery
- Orchard Partnership

Of the 132 referrals for support received from this area, 36 of those from a GP.

Karen explained that work with the young people had been taking place over the last few months, it was vital that their views were heard. Some of the young people working with Jaki at Seeds4Success had been invited to take part in a question and answer session around key issues.

Youth Panel & Q&A Session

What Impacts on mental health?

- Education has a big impact. The pressure of deciding what to do with study choices and what directions to go and your exams.
- Transition from child to an adult.
- It is eye opening how many young people I know who are exposed to drugs and alcohol.
- Education, social groups and past trauma.
- The lack of resources outside of school, we are told we are loitering but there is nothing to do. No activities, and the cinema is too expensive. The library closes at 5pm, not that you can hang out there.
- People get wound up in drugs and alcohol as there is nothing else to do.

Where do you access support from?

- You hear about bad experiences your friends have had with going to the teachers or pastoral care at school, so no one wants to do it. Also you can be shamed for seeking support. Or pushed away when you do speak to a teacher or pastoral support.
- Other young people do approach me for support rather than going to an adult. As a young person it is hard to know where to signpost to.
- Clubs, cadets, karate, community systems support people more than the professionals who are set up to give the support.
- Stereotypes – wouldn't want to be the odd one out.
- Feeling scared and the pressure of what will happen if they do ask.
- Organising a way for all young people to be able to communicate with

one person is what is needed.

- Having open conversations about mental health is helpful.
- To not be told that we are being over dramatic and over the top.
- Pastoral support is the last route, a family friend or people you already are close with, like the club workers would be first choice. But they need training in how to deal with this.
- I may go to friends and they may come to me but need to be careful not to overload myself.
- Chatting to strangers on the internet – they are anonymous and are sometimes more direct.

Do you use online resources?

- No wouldn't really use them.
- There is something called Shout – I like the idea of being able to text someone anonymously.
- Waiting for a reply for several days isn't good.
- Having the same form tutor for the entire time at a school can help to build a trust and relationship, enabling me to go to them.

Karen thanked the young people for their input in this discussion.

The Chairman noted that two groups had been mentioned, the Cadets and Jaki through Seeds4Success. He invited the Cadet leaders to introduce themselves.

Questions and Comments included:

- The Cadets were looking for an alternative venue to hold their meetings to enable them to expand the sessions and training options.
- Peter Waterman from Wiltshire Libraries raised awareness of a service which was not widely known about. People could access lists of suggested books on mental health in a section headed 'reading well young people' online. There were 35 titles which had been specifically chosen to help young people dealing with a variety of issues. The books could be ordered in to local libraries.
- Cllr Church – Cabinet Member for Children and Education, thanked the young people for talking so openly and honestly. She planned to take the information back and share it, with the possibility of liaising with other Area Boards to replicate the session in other areas.
- The Chairman added that the South West Wiltshire was a big enough of a community area to take this topic up and schedule something more, outside of the Area Board.
- Cllr Wayman asked whether there were local mentoring schemes?

	<p><u>Answer:</u> At my current school a mentoring scheme had just been established.</p> <ul style="list-style-type: none"> • Police – There were opportunities for the neighbourhood teams to work more with the cadets. Would like to turn around any negative experiences you have had with the Police. • Jaki – We also spoke about the education system and that it was set up around attendance. So, a young person who was experiencing mental health issues, may not go to school, and end up being home schooled due to pressures put on to the parents by the schools. There can be bullying, and they end up refusing to go back to sch. Parents are encouraged to sign papers to start home schooling. They are then out of the system. <p><u>Answer:</u> Chairman – That issue needs a different forum than the Board. This meeting is aimed at spreading the message through our villages and parishes.</p> <ul style="list-style-type: none"> • I have been out of school for a year now due to mental health issues. My mother was threatened with fines. <p><u>Answer:</u> Cllr Church - No one wants any child out of school. We are aware that there is a little bit of a culture of off rolling, more in primary than secondary schools. Head Teachers were now working together to find the right school for a child that has been found to be struggling in another. This is a huge project we are working on.</p>
8	<p><u>Area Board Funding</u></p> <p>Ebbesbourne Wake Parish Council – Fingerpost replacement – requested £400</p> <p><u>Decision</u> The Board awarded £400 to Ebbesbourne Wake Parish Council towards the Fingerpost replacement.</p> <p><i>Reason</i> <i>The application met the Community Area Grant Criteria for 2019/20.</i></p> <p>Barford St Martin Defib Group – Village Defibrillator – requested £1464.20</p> <p>The applicant noted that they had raised enough funds to purchase three defibs. The grant request was now for training and sustainability.</p> <p>Cllr Wayman noted that the Board had previous run training sessions as part of an initiative. It was proposed that this type of initiative should be investigated with the view of running a second round, to be offered out to all parishes to put people forward.</p>

The Board would work with the CEM to form a proposal for a training session.

Decision

The Board refused the application and instead agreed to investigate funding a training session which would be made available to all parishes.

Able Hands Together CIC – Barn Project – requested £5000

Additional financial information had been requested by the Councillors and had been circulated by email.

The applicant gave an overview of the service, which would run from the barn. The work gave young people with learning needs the skills they needed to get jobs. It was confirmed that this was a charity and not a business.

Cllr Church had visited the current location. It was clarified that the application was to fund the new barn which was required due to moving sites to a farm where the landowner was giving up some land. It was also confirmed that Wiltshire Council used the charity for its commissioning service for adults.

Cllr Church moved the motion to award the full amount of £5000. This was seconded by Cllr Wayman. The motion was not carried.

The Chairman noted that the applicant had also approached Salisbury Board and Amesbury Board for funding, and that Salisbury had awarded 80% to match the reported 80% of users coming from Salisbury area.

Cllr Jeans supported the project, however felt that it should have been funded centrally from Trowbridge. He moved the motion of a reduced award of £3000. This was seconded by Cllr Deane.

Before voting, the Chairman took comments from the floor:

- I have listened to those young people this evening. There is a need to support people like this. This is coming to our area and a much-needed service. We should balance this against the capita – this should be supported.
- We should think ourselves lucky that the applicant wants to move this to our part of Wiltshire, it is so far reaching in its ideas.

The Chairman suggested an amendment to the motion to award £3000 now and to invite the applicant to return in the new financial year to apply for the remainder once the scheme was up and running and could present evidence of the benefits to the people of this community area.

It was noted that until the barn was funded, it could not be built, and therefore the service could not operate. This grant was to fund the barn.

The Chairman allowed further input from the public.

- I relate to the comments regarding this being funded from central Trowbridge, however it was initially incorrectly put forward, as the applicant had put her own financial investment in, and it is a charity not a business. She has two children with autism. This is in our area and accessible for us in our village so would be an asset.
- I work for the Youth Service, I know young people from this area who have to travel an hour to get to a placement. There are no facilities in this area.

Cllr Jeans withdrew his motion.

Cllr Church moved the motion of £4999. This was seconded by Cllr Wayman.

The Board voted on the motion.

Decision

The Board awarded £4999 to Able Hands Together CIC towards the Barn project.

Reason

The application met the Community Area Grant Criteria for 2019/20.

East Knoyle VH – Toilet refurb project – requested £5000

Decision

The Board awarded £5000 to East Knoyle Village Hall towards the Toilet refurb project.

Reason

The application met the Community Area Grant Criteria for 2019/20.

Teffont Parish Council – Fingerpost restoration – requested £145

Decision

The Board awarded £145 to Teffont Parish Council towards the Fingerpost restoration.

Reason

The application met the Community Area Grant Criteria for 2019/20.

Youth Funding

The Board considered a bid from Seeds4Success for £172 to top up the previously awarded funding for Monday Night Youth sessions at the Nadder Centre.

Decision

The Board allocated £172 to Seeds4Success

	<p><u>Area Board Projects</u></p> <p>The Board considered a bid from Cllr Tony Deane, for up to £4000 to be ringfenced, for the Real Madrid Soccer Camp initiative at the Nadder Centre.</p> <p>Karen noted that there was only £7,900 in the Community Area Grants budget remaining for 2019/20 and suggested that £2,000 of the ringfenced money in the SID budget be used to make up the shortfall following the decisions to award the Able Hands grant and East Knoyle Village Hall Grant which totalled £9,999.</p> <p>The Board discussed this option and agreed that if required the SID budget would be released back into the main funding pot to accommodate the shortfall.</p>
9	<p><u>Close</u></p> <p>The next meeting of the South west Wiltshire Area Board will be held on Wednesday 18 March 2020, 6.30pm at the Nadder Centre, Tisbury.</p>

South West Wiltshire Area Board 16 June 2020

Appointment to Outside Bodies and Working Groups

1. Purpose of the Report

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

2. Background

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

3. Main Considerations

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

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

4. Financial and Resource Implications

- 4.1. None.

5. Legal Implications

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

6. Safeguarding Implications

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

7. Environmental Impact of the Proposals

- 7.1 None.

8. Equality and Diversity Implications

- 8.1 None.

9. Delegation

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

10. Recommendation

- 10.1 The Area Board is requested to:

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

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

Lisa.moore@wiltshire.gov.uk

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	Number of Reps Required	Names of Reps
None listed at present		
Working Groups		
SWW CATG	1	
SWW Local Youth Network	1	
SWW Community Safety Group	1	
SWW Health & Wellbeing Group	1	

Appointments to Working Groups
South West Wiltshire Area Board

Community Area Transport Group:

Councillor Tony Deane

LYN Management Group:

Councillor Pauline Church

Health and Wellbeing Group:

Councillor Jose Green

Community Safety Group

Cllr George Jeans

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.

