

AGENDA

Meeting: Southern Wiltshire Area Board

Place: Online

Date: Tuesday 16 June 2020

Time: 2.30 pm

Including the Parishes of Alderbury, Britford, Clarendon Park, Coombe Bissett, Downton, Firsdown, Grimstead, Landford, Laverstock, Ford and Old Sarum, Odstock, Pitton and Farley, Redlynch, West Dean, Whiteparish, Winterslow.

The Area Board welcomes and invites contributions from members of the public. Statements received in line with guidance will be made available online.

Access the [online meeting](#) here.

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

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 Richard Britton, Alderbury and Whiteparish
Cllr Richard Clewer, Downton and Ebbles Valley
Cllr Christopher Devine, Winterslow
Cllr Ian McLennan, Laverstock, Ford and Old Sarum
Cllr Leo Randall, Redlynch and Landford

Recording and Broadcasting Information

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv>. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By submitting a written statement or question for an online meeting you are consenting that this may be presented during the meeting and will be available on the public record. The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request. Our privacy policy can be found [here](#).

Public Participation

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

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

Statements

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

Statements should:

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

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

Questions

Those wishing to ask questions in relation to an item on this agenda are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm Thursday 11 June 2020 in order to be guaranteed of a written

response.

In order to receive a verbal response questions must be submitted no later than 5pm Friday 12 June 2020. Please contact the officer named on the front of this agenda for further advice.

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

Items to be considered	Time
<p>1 Election of a Chairman (<i>Pages 1 - 2</i>)</p> <p>Democratic Services Officer will open the meeting and call for nominations for Chairman for 2020/21.</p>	2.30pm
<p>2 Election of a Vice-Chairman</p> <p>To call for nominations for Vice-Chairman for 2020/21.</p>	
<p>3 Welcome and Introductions</p>	
<p>4 Apologies</p>	
<p>5 Minutes (<i>Pages 3 - 14</i>)</p> <p>To approve and sign as a correct record the minutes of the previous meeting held on Thursday 12 March 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 Appointments to Outside Bodies and Working Groups (<i>Pages 15 - 30</i>)</p> <p>To appoint to Outside Bodies and Working Groups as details in the attached report.</p>	
<p>8 Close</p>	

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: Southern Wiltshire Area Board
Place: Alderbury Village Hall, Rectory Road, Salisbury, SP5 3AD
Date: 12 March 2020
Start Time: 7.00 pm
Finish Time: 9.07 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 Richard Britton (Chairman), Cllr Richard Clewer (Vice-Chairman),
Cllr Christopher Devine, Cllr Ian McLennan and Cllr Leo Randall

Wiltshire Council Officers

Lisa Moore, Democratic Services Officer
Karen Linaker, Salisbury Community Engagement Manager

Town and Parish Councillors

Alderbury – J Fuller, E Hartford & J Kyles
Downton – B Cornish, D Mace & C Hall
Firsdown – B Edgeley & R Rogers
Odstock – R Parsons
Pitton & Farley – C Purves

Partners

Wiltshire Police – Inspector Pete Sparrow
Office of the Police & Crime Commissioner – Jerry Herbert, Deputy PCC

Total in attendance: 35

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
12	<p><u>Welcome and Introductions</u></p> <p>The Chairman Cllr Richard Britton welcomed everyone to the meeting of the Southern Wiltshire Area Board.</p>
13	<p><u>Apologies</u></p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> • Cllr Leo Randall
14	<p><u>Minutes</u></p> <p><u>Decision</u> The minutes of the previous meeting held on Thursday 30 January 2020, were agreed as a correct record and signed by the Chairman.</p>
15	<p><u>Declarations of Interest</u></p> <p>There were none.</p>
16	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p> <ul style="list-style-type: none"> • There had been a change to date of the next Board meeting which had been set for 7 May, this meeting would now take place on Tuesday 2 June at Winterslow Village Hall. • A Health & Wellbeing event was being planned around the theme of 'Celebrating Age' if anyone had a special contribution to make, then please contact Karen. • The 'Our Community Matters' conference scheduled for 2 April, 7.00pm at Trafalgar School in Downton – This was where people were invited to come and consider statistics for the community area and set future priorities. • Community Area Transport Group (CATG) – The next meeting was scheduled for 15 April. A budget of £6867 was still available for small schemes. Any submissions should be received by 1 April.
17	<p><u>To note the written reports and updates in the agenda pack or distributed on the night</u></p> <p>The Board noted the following written information papers attached to the agenda:</p>

	<ul style="list-style-type: none"> • Wiltshire Council Updates: <ol style="list-style-type: none"> 1. Community Governance Review 2. Changes to Kerbside Collections 3. Coronavirus – advice & info links 4. Better deal for bus users 5. Council Tax online • Healthwatch Wiltshire • Clinical Commissioning Group • Current consultations: • http://www.wiltshire.gov.uk/council/consultations.htm
18	<p><u>Matters of Community Wide Interest</u></p> <p><u>Grants Showcase</u></p> <p>The Board received an update from previous grant applicant, James Dwyer, from GUL (God Unlimited).</p> <p>GUL had been awarded £5,000 towards an expansion of services at their outdoor therapy centre which was based in Shrewton. The centre provides outdoor activities for young adults with learning difficulties, which come to them via referrals from 50 schools across the county.</p> <p>Staff work with these young people who are struggling for a variety of reasons and provide activities in the outdoors.</p> <p>Last year 108 users came from the Southern Wiltshire area.</p> <p>User breakdown:</p> <ul style="list-style-type: none"> • 70% had mental health conditions • 20% had physical conditions • 10% other <p>The funding helped to provide a new low rope course with 15 elements. This was used for all different types of therapy and was proving to be a huge benefit and asset to the centre.</p> <p>A new roof on the barn meant that there were now no leaks and it had enhanced the whole site, whilst also creating a dry corridor where they were now able to display information.</p> <p>The site toilet block had also been refurbished and upgraded.</p> <p>James thanked the Board for the funding and welcomed anyone that wished to visit the site to come along.</p> <p><u>Questions:</u></p>

- Do you have any info on outcomes – case studies?
Answer: Yes, we conduct annual surveys and collate information on everyone that comes through the site.
- It is good to see your hands-on attitude
Answer: We are proud to have built the site from scratch ourselves.
- Where are you based?
Answer: We are based in Shrewton, opposite Appleford School.

Community Policing – local issues and priorities

Pete circulated a written report at the meeting, and made the following points:

Stop & Search – as detailed in the report, Salisbury CPT had the highest number of stop searches outside of Swindon. This was all down to county lines drug dealing. This showed the demand that it has on our resources.

Business Burglary – Teams had made an inroad here, with three significant arrests. The number of new offences had now significantly dropped.

Distraction Burglary – There had been a recent spate in incidents where people had pretended to be an electrician. Investigations took us to an individual in Bristol, when we made an arrest we found details of the addresses which had been targeted.

An event was being held on 19 March at City Hall, Salisbury – this was for anyone running a hotel or bed and breakfast, with the purpose of educating people how to identify at an early stage people who were extorting under age individuals for sex.

Questions:

- You report a success in tackling burglaries to business, has there been any increase in policing in the rural areas, as in Redlynch there have been some incidents?
Answer: We are aware of those incidents; however Redlynch had a difficulty geographically due to the time it takes to get there. We are out there and we are patrolling it.
- Was there an update on the Smartwater offer?
Inspector Sparrow had met with Cllr Britton and Karen earlier in the week to look at the costings provided by Smartwater, if the product was bought in bulk.
- Had there been many responses back from the public on the offer?
Answer: We are not at that stage yet. We are still investigating options. The initial offer was for PCs to buy in bulk and then to recover the cost as they were passed on to households. We need an organisation to deal

	<p>with the mechanics. We will feed back when we have more of a proposal on how we can move this forward.</p> <ul style="list-style-type: none"> • Cllr Devine noted that there had been some dirt bike thefts in Winterslow. He felt there should be more rural patrols and would like to see a change in strategy. <p><u>Karen Linaker - Community Engagement Manager Updates:</u></p> <ul style="list-style-type: none"> • Great British Spring Clean (GBSC) 2020 litter picking – this year the initiative would run for a month, rather than the usual weekend. If any community group would like to run an event, let Karen know, so that she could help with the provision of some kit to help. • Community Payback – This scheme had been operating in the south, mainly with churches. There was the potential for them to help with the Community Litter pickers this year. Get in touch with Karen for further information. • The Smartwater Pilot scheme presented at the last Area Board was a work in progress, further updates to follow. • Eco-friendly villages project update – This was moving along in our community area and Rosie Wilkinson had started work on a directory of all the things that were already happening. She would be making contact with people in due course. • Make a Friend be a Friend Project – A project had launched in Wilton, once that was underway we would start one in the southern area. • Downton antisocial behaviour – Karen was working with a whole set of professionals to form a community project to support some of the individuals into a positive activity. <p>People were then invited to take part in an interactive vote to identify the top 3 priority issues for the area. The top three were:</p> <ul style="list-style-type: none"> • 27% - Older people • 16% - Health & Wellbeing • 16% - Transport
19	<p><u>Policing in Wiltshire</u></p> <p>Deputy Police & Crime Commissioner, Jerry Herbert and Inspector Pete Sparrow, gave a presentation on the organisation and resourcing of Community Police Teams in Wiltshire.</p> <p>Operation Uplift is the national announcement of a further 20,000 Police Officers to be achieved by March 2023. The Police service had been asked to introduce 2,000 extra Officers by March 2020, rising to 6,000 extra by March 2021. Operation uplift was also known as 'Boris' Bobbies'.</p>

	<p>A year ago, there were 934 warranted Police Officers in Wiltshire. That number would rise to 1050. It would take time before those Officers were available and delivering on the street. We recruit and train Officers here in Wiltshire and had an intake of 20 new Officers that came in last year.</p> <p>Those Officers were on a 12 week tutorship programme that finished this year and were now on a probationary period for a further 2 years.</p> <p>The reality was that 150 Officers were required to be in and trained in one year to achieve to the desired numbers.</p> <p><u>Allocation of Community Policing and Resources</u></p> <p>Until recently we had 7 CPT across Wiltshire and Swindon. This model was revised in 2019 and Swindon was split off under a new model.</p> <p>The South Policing team had split in to two, with the Amesbury area and the Salisbury area. There were now eight areas overall now.</p> <p>Also investing heavily in those Officers that you will most frequently see in your communities and looking at how Neighbourhood Policing (NHP) works within particular areas. This has allowed us to re-distribute our Officers.</p> <p>Now in the South, Pete had 7 Sergeants in the neighbourhood area, 40 PC's, 7 Local Crime Investigators and 15 PCSOs.</p> <p>There was now the right mix of Officer's to support the range of demands we have.</p> <p>The back page of the Police report included a list of the Team in more detail.</p> <p>There was more work still to be done, but hopefully this information helps to show where we are going with NHP, the direction given to the Chief Constable was to support Community Policing.</p> <p>The Chairman noted that the Police and Crime panel exercised a degree of oversight over the allocation of resources, on how and why they change.</p> <p><u>Questions and comments included:</u></p> <ul style="list-style-type: none"> You may have increased the Officer numbers by 2 but I cannot see anything that says you are going to give me more rural patrols. <p>There are some serious issues around drug dealing in Salisbury which need to be prioritised. Think you do a pretty good job.</p>
20	<p><u>Highways Investment Programme</u></p> <p>The Board considered the programme of works as detailed in the attached draft report. The document had already been circulated to all parish councils for</p>

	<p>information.</p> <p><u>Question:</u> There were areas with roads that need repairs due to the impact of the weather we have had. These were not currently on the lists; do you think there would be more money from central government to help with this?</p> <p><u>Answer:</u> There were a lot of areas that needed work, there was likely to be some more money, but that would not be enough to cover all of the extra erosion.</p> <p><u>Decision</u> The Board approved the Highways Investment Programme for the Southern Wiltshire Area for 2020/21.</p>
21	<p><u>Dementia Friendly Villages</u></p> <p>Karen Linaker, Community Engagement Manager introduced the themed item and explained that the Board wished to explore what was currently available in terms of dementia friendly provision in the community area.</p> <p>Speakers from local groups were in attendance to share examples of local activities provided by their group, and the challenges involved in encouraging more people living with dementia to attend.</p> <p>The aim of the item was to look at ways to work better together to overcome those challenges and achieve more for people living with dementia.</p> <p><u>Babs Harris, Chief Executive – Alzheimers Support Wiltshire</u> We run services across the whole county, where we support people in their own homes as well as in organised groups. We are sponsored equally by the NHS and Wiltshire Council.</p> <p>The GPs make referrals to our Dementia advisors. When a referral comes in, we call the person within three days and make an appointment to go and visit them in their own home. Sometimes we are told that there is a support network in place, a spouse or family members. We usually check back in 6 months, as quite often the picture has changed. At that point we can point the person to the right resources.</p> <p>Our three individual day clubs are our flagships. There will also be one in Salisbury in Scotts Lane before the end of the year. Every day is governed by what the users want to do. We have many community activities.</p> <p>We did carry out a gap analysis and thought the area was covered, however we are happy to come and put something on if a gap is identified.</p> <p>We have also worked with Laverstock Memory group for many years.</p> <p>We have a one to one home support service. Matching people with dementia to something that interests them most.</p>

Elizabeth Bartlett – Laverstock Memory Group

Alan and Judy were group members. They spoke about the benefits of attending the group to themselves.

Alan explained that he had been diagnosed 10 years ago. One thing he enjoyed about the sessions at Elizabeth's house was that there were about 10 people in the group, all with the same condition. He explained that you learn to live with dementia, but that one of the changes was that you lose your driving license. Suddenly when that happens, the difficulty that presents.

The carer is vitally important and the effect on that person needs equal consideration as the person living with dementia. The couple of hours I get to spend in my group are the only 2 hours a week I get to spend without my wife.

I have concerns that my wife is trying too hard to look after me, and my wife gets to spend two hours with the other carers each week which is valuable.

Judy was a nurse and had moved to the village. Her daughter was then transferred out of the area, which left her with no one. The GP referred her to the group and since then it has made a big difference. Since she started attending the group she feels better about having dementia.

It is useful to hear the voices of people that live with dementia.

Jeremy Parsons – Downton & Barford Day Centre

Jeremy looks after the day centre which began in 1980 with 25 attendees. We set out to provide care and company to people living on their own, not solely those living with dementia. The Day centre had found that more and more of their members did have dementia, with some members coming to them as referrals from the GP. Part of the offer was to provide a good lunch and a sherry.

Julia Whitmarsh – Downton Good Companions

Julie was part of a committee that ran the group. The session was on a Tuesday afternoon for 2 hours a week.

Attendees play card games or scrabble. We had a visit from a member of the Yetis who came to entertain the group. At Christmas there were carols and in January there was a visit from the primary school to help the Group to celebrate its birthday. Other activities included organised outings. Members are those that live alone, the majority did not have dementia.

John Matthews – Downton Link

The Downton link was one branch of a network of 43 link schemes across Wiltshire. Due to ill health, mental or physical, or loss of a partner, the use of a vehicle can be lost. This is where the link scheme was able to step in.

There to support vulnerable and elderly for who public transport was not an

	<p>option. Those involved with the Link were volunteers and the scheme received no public funding and relied on donations from its clients.</p> <p>We would like to hear from anyone that would be interested in becoming a volunteer driver. Currently only two of our clients have dementia.</p> <p>The chairman thanked everyone who had spoken. The challenge for the Board would be to try and work out how it could best support these different groups and activities, or to maybe bring different groups together for their mutual support.</p>
22	<p><u>Area Board Funding</u></p> <p>The Board noted the remaining budgets for 2019/20 which were:</p> <ul style="list-style-type: none"> • Community Area Grants - £5,395 • Youth Projects - £250 • Health & Wellbeing – £5,200 • Community Area Transport Group - £6,867 <p>The Board considered three applications for funding as detailed in the report attached to the agenda.</p> <p>Winterslow Village Hall – requested £5000 towards a new heating system.</p> <p>The Parish Council had contributed £5000 towards the project.</p> <p>The required radiators would be on a 16 week delivery, so if deferred until the next Area Board meeting, that would mean that they would not arrive until after the summer holidays and the applicant intended to use the holidays to complete the installation.</p> <p>Cllr Devine supported the project, adding that the hall was the hub of the community.</p> <p><u>Questions:</u></p> <ul style="list-style-type: none"> • Have you considered solar panels? – <u>Answer:</u> Yes our roof is covered in them. <p>The Chairman proposed the board should support the full £5000 from the new financial year 2020/21 budget.</p> <p><u>Decision</u> Winterslow Village Hall was awarded £5000 (from the 2020/21 budget) towards the new heating project.</p> <p><i>Reason</i> <i>The application met the Community Area Grant Criteria for 2019/20.</i></p>

Odstock Parish Council – requested £6000 towards Nunton’s children’s playground replacement.

Within the recreation ground there was a playground used by the under 10’s. It was also used for other events. The playground had to close before Christmas due to safety grounds. The timber supports had severe rotting.

We also need to get the orders in for a 12 week delivery, so we also cannot defer the funding request, as we need to have the installation done in time for use in the warmer weather.

We think the total will cost would be about £25K and we are £6k short.

Questions:

- We do need to make sure that parishes are planning ahead for these sorts of repairs. I would urge all parishes to look ahead.

The Chairman proposed that the project be awarded the remaining funds from the Community Area Grants budget of £5395 and the remaining funds in the Youth Budget of £250, to allow this project to go ahead.

Decision

Odstock Parish Council was awarded £5395 (CAG budget) + £250 (Youth budget) towards the Nunton children’s playground replacement project.

Reason

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

Laverstock Memory Support Group requested £1500 towards the Group transition.

John Bartlett gave an overview of the service which had been provided this from his home for last 11 years.

We aim to work together with Alzheimer’s Support in a transition to best move the provision forward. The application was for the transition work.

Questions:

- Did the transition phase have a start and a finish date? Answer: Summer term, new financial year, then end when the responsibility had moved across.
- This money is to induct co facilitators, what does that mean? Answer: the group needs to be run, currently my wife leads one group and I lead the other. We also produce newsletters each term.
- We should be proud to have helped this organisation which has helped many people in our area. The Board should support the transition of this group to its new form so it could continue to provide the important

	<p>service.</p> <p>Cllr McLennan supported the project and proposed the full amount requested.</p> <p><u>Decision</u> Laverstock Memory Group was awarded £1500 of Health & Wellbeing funding towards the Groups Transition Process.</p> <p><i>Reason</i> <i>The application met the Community Area Grant Criteria for 2019/20.</i></p> <p><u>Health & Wellbeing Funding</u> The Board also considered the recommendation to earmark £3500 of funds from the Health & Wellbeing 2019/20 budget to assist with future projects and events relating to older people’s loneliness, isolation and other associated priorities, including strengthening dementia friendly villages and support for carers, as set out in the report attached to the agenda.</p> <p>The CEM clarified that it would leave £200 remaining. The Board decided to increase the amount to £3700.</p> <p><u>Decision</u> The Board allocated £3700 from the Health & Wellbeing budget 2019/20 towards Older People s Projects.</p>
23	<p><u>Close</u></p> <p>The Chairman thanked everyone for coming and closed the meeting.</p>

This page is intentionally left blank

Southern 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 (if applicable).
-

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
Brian Whitehead Sports Centre	1	Cllr Clewer
Working Groups		
Southern Wilts CATG	1	Cllr Britton
Southern Wilts LYN (Youth Group)	1	Cllr McLennan

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.

Appointments to Working Groups
Southern Wiltshire Area Board

Community Area Transport Group:

Councillor Richard Britton

LYN Management Group:

Councillor Ian McLennan

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.

