AGENDA

Meeting:	PEWSEY AREA BOARD
Place:	Pewsey Fire Station, North Street, Pewsey, SN9 5EX
Date:	Wednesday 5 June 2013
Time:	10.00 am

Including the Parishes of Alton, Beechingstoke, Burbage, Buttermere, Charlton and Wilsford, Chirton and Connock, Easton, Grafton, Great Bedwyn, Ham, Little Bedwyn, Manningford, Marden, Milton Lilbourne, North Newnton, Patney, Pewsey, Rushall, Shalbourne, Stanton St Bernard, Upavon, Wilcot, Huish and Oare, Woodborough, Wootton Rivers

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.

If you have any requirements that would make your attendance at the meeting easier, please contact your Democratic Services Officer.

Please direct any enquiries on this Agenda to Sharon Smith (Democratic Services Officer), on 01225 718378 or email sharonL.smith@wiltshire.gov.uk
Or Caroline Brailey (Pewsey Community Area Manager) 01225 718609 or email caroline.brailey@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

Jerry Kunkler	Pewsey
Paul Oatway	Pewsey Vale
Stuart Wheeler	Burbage + Bedwyns

Items to be considered	Time
1 Election of Chairman	**10:00 am**
To elect a Chairman of the Area Board for the forthcoming year.	
2 Election of Vice Chairman	
To elect a Vice Chairman of the Area Board for the forthcoming year.	
3 Apologies for Absence	
4 Declarations of Interest	
To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	
5 Appointment to Outside Bodies and Working Groups *(Pages 1 - 16)*	**10:05 am**
To appoint members to Outside Bodies and Working Groups of the Area Boards.	
6 Urgent Business	
Time permitting, the Chairman will invite questions and comments on issues not covered elsewhere in the agenda.	
7 Future Meeting Dates and Close	
To note the Forward Plan attached.	
The next meeting of the Pewsey Area Board is scheduled for Monday 8 July 2013 and will be held at Coronation Hall, East Grafton, SN8 3DB.	

Wiltshire Council

Where everybody matters

Pewsey Area Board
05 June 2013

Appointments to Outside Bodies, and Constitution of and Appointments to Working Groups 2013/14

1.   Purpose of the Report

1.1.   To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2013/14.

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.   Similarly, the Area Board is invited to reconstitute the Working Groups set out at Appendix B, with the Terms of Reference set out at Appendix C, and to make appointments to these groups. These appointments are for 2013/14.

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 at Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget to Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.

3.2.   Some Area Boards also established Shadow Community Operations Boards to discuss and facilitate the development of Campus proposals. Similarly, these Groups were established as part of the Council's corporate programme for Campuses, and so the Terms of Reference cannot be amended.

3.3.   Some Area Boards 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.

5.2.   Protocol 3 in the Council's Constitution sets out Guidance to Members on Outside Bodies.

6.   Environmental Impact of the Proposals

6.1.   None.

7.   Equality and Diversity Implications

7.1.   None.

8.   Delegation

8.1.   Under Wiltshire Council's constitution (Part 4, paragraph 5), appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.

8.2.   The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

9.   Recommendation

9.1.   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 at Appendix B.

   c. note the Terms of Reference for the Working Group(s), as set out at Appendix C.

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Appendices:

Appendix A – list of appointments to Outside Bodies
Appendix B – list of appointments to Working Group(s)
Appendix C – Terms of Reference for Working Group(s)

Unpublished background documents relied upon in the preparation of this report

None.

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WILTSHIRE COUNCIL OUTSIDE BODIES

Outside Body Title (A to Z)	Appointed By	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	On the Web
Pewsey Community Area Partnership	Area Board - Pewsey	Act as a link between the two groups	Development of the Community area Plan	4 meetings per year	No	1	Yes
Pewsey Youth Advisory Group	Area Board - Pewsey	So young people can present ideas to councillors and council	Youth issues and democracy	4 meetings per year	Yes	Up to 2	

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Appointments to Working Groups
Pewsey Area Board

Community Area Transport Group:

Wiltshire Council Area Board representative (Cllr Paul Oatway)
Wiltshire Council Area Board representative (Cllr Jerry Kunkler)
Wiltshire Council Area Board representative (Cllr Stuart Wheeler)
Sustrans representative (David Leighton)
Pewsey Parish Council representative (Peter Deck)
Pewsey Parish Council representative (Terry Eyles)
Pewsey Community Area Partnership (PCAP) representative (Bob King)
Rushall Parish Council and PCAP Transport sub-group representative (Colin Gale)
Manningford Parish Council representative (Richard Netherclift)
Pewsey and District Chamber of Commerce representative (Patrick Wilson)
Neighbourhood Policing Team representative (Vince Logue)

Campus Development Team (previous Shadow Community Operations Board):

Wiltshire Council Area Board representative (Cllr Stuart Wheeler)
Town/Parish Council representative (Cllr Bob Woodward)
Education and Young People representative (Wendy Spencer)
Wider Community representative (Tom Hatfield)
User and Community Group representative (David Line)
User and Community Group representative (Caroline Baynes)
User and Community Group representative (Christopher Haskell)

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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 to do so. It should be noted that CATG is not a constitutional or decision making body and hence proceedings will not be minuted by Democratic Services.

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.

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 full terms of reference are attached:

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. Speed Indication Devices

    To make recommendations to the Area Board as to the locations for speed indicator devices (SIDs) in line with the guidance issued by the Cabinet Member for Highways.

    (Cabinet Member Decision HT-023-11)

4. 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)

5. 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)

6. Other decisions

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

CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

Campus & Operational Estate Management Workstream

Draft Terms of Reference for Shadow Community Operations Board

1   Background

On 15 February 2011 Wiltshire Council's Cabinet approved the implementation of the Campus and Operational Delivery Programme. The Programme will:

- Work with local communities to develop, facilitate and deliver community campus buildings across Wiltshire which seek to co-locate existing Council and partners services in one accessible location (or possibly more if appropriate) in a community area.
- Carry out the development of campus facilities in line with the Campus and Operational Management workstream principles (noted in section 2 of this document).
- Implement the Preliminary Management Project which will test the potential to develop some form of community driven strategic non -profit distributing organisation to deliver and support public services across Wiltshire.

Some of the benefits that the Council is seeking to achieve from a campus are:

- Accessible facilities that accurately reflect the specific needs of the local area being served.
- Reducing the Council's estate producing an estimated 40% reduction in operational costs across all estate (this is an estimation based upon an initial assessment of the impact of the Workplace Transformation Programme which preceded the Campus and Operational Delivery Programme).
- Combining point of contact arrangements and improving accessibility to services.
- Developing and providing sustainable and energy efficient buildings.
- Ensuring long term flexibility in terms of the use of space is fundamental to the design.
- Developing the synergies between the management of individual services at a community level.
- Working with communities to develop a coherent and effective volunteering policy relevant to the local campus.
- Reducing the current overall risk to the Council from aging, disparate and inefficient buildings.
- Increased, beneficial and sustainable partnership working.

Fundamental to the successful implementation of the programme is the commitment to empower local people to have a direct influence on the delivery of public services in their area. This supports the concepts of Localism and the decentralisation of decision making to local communities.

The Preliminary Management Project will initially be focused on Corsham, Melksham, Pewsey, Tisbury and Wootton Bassett. This will encompass the creation of Shadow Community Operations Boards, reporting into the Area Board who will make final recommendations to Cabinet for their consideration. The Shadow Community Operations Boards, will, subject to the agreement of the Area Board, take on a key role in coordinating and leading communications, influencing, and local engagement This will cover areas such as the consultation processes, commenting on facility design and development and the ongoing indirect management and strategic planning of the resulting campus facility.

The preliminary management project will be in place from April 2011 through to April 2013 unless the Council determines otherwise.

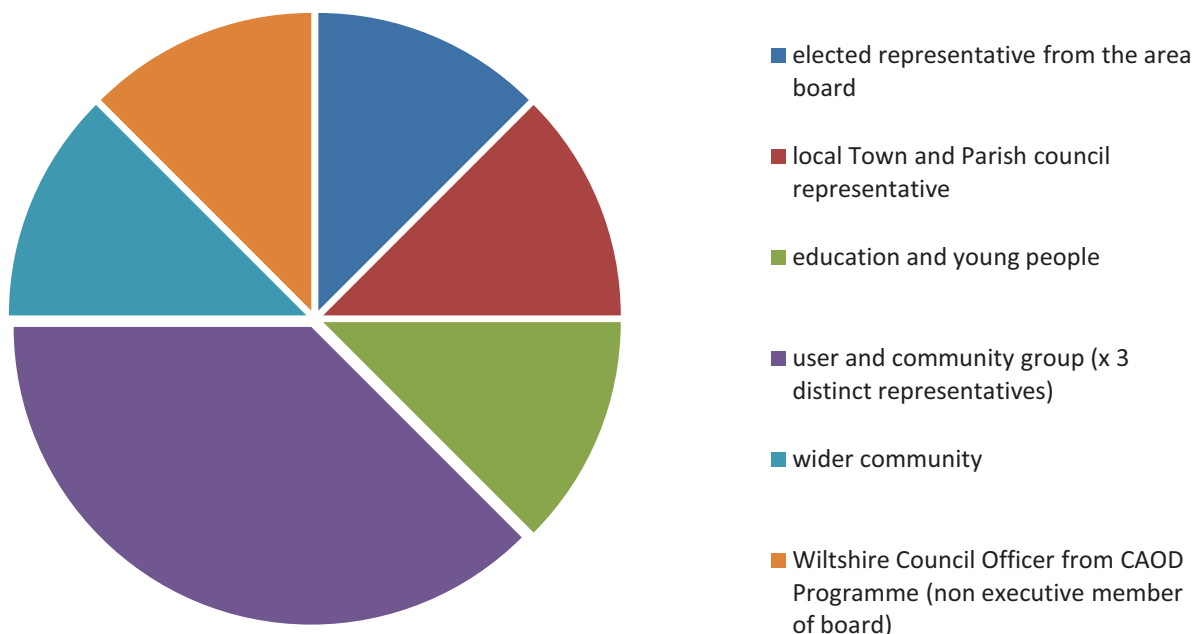**2   Campus Management Principles**

The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

(i)   Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
(ii)   Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
(iii)   Be proactive in meeting economic challenges and widen the scope for investment in services and assets.
(iv)   Share the accountability for service delivery with the community and partners.

(v)   Secure a sustainable and innovative form of management that complements the evolving national context of the localisation of service delivery.

(vi)   Promote social inclusion and resilience by increasing accessible opportunities for volunteering and community involvement

(vii)   Make specific provision for accessible opportunities for partnership working.

(viii) Provide accessible local decision making processes and governance structures.

(ix)   Provide opportunities for a consistent and sustainable support network for the voluntary and community sector in Wiltshire.

(x)   Provide a consistent strategic vehicle for all services in a locality that is financially robust and able to respond to the changing face of the public and community service delivery rather than a range of competing initiatives based on existing service models.

3   Membership

The shadow community operations board membership will be determined by the Area Board and should consist of an appropriate, mutually agreeable representative from the following broad sectors of the local community area:

■ elected representative from the area board

■ local Town and Parish council representative

■ education and young people

■ user and community group (x 3 distinct representatives)

■ wider community

■ Wiltshire Council Officer from CAOD Programme (non executive member of board)

(i)   There will be one representative for each party identified.

(ii)   The board will need to nominate a chairperson at its inaugural meeting.

(iii)   The board will need to determine if the suggested representation appropriately reflects the description of the party.

(iv)   There will be up to three representatives identified by the user and community group sector and approved by the Area Board. Such representatives should be selected so as to ensure proper representation from distinct interest groups within that sector.

(v)   The Wiltshire Council liaison representative will be an officer from the Campus and Operational Delivery Programme team and will be invited to sit on the board as a non-executive party.

(vi)   Each party should endeavour to be represented at each formal meeting.

(vii)   Each executive party will have equal rights.

4   Roles and responsibility

4.1   Community leadership & engagement

(i)   On behalf of the Area Board, provide effective community leadership and accountability for the preliminary management project and ensure the workstream principles are met.

(ii)   As required by the Area Board, to effectively manage the communications of the project within the community area and to liaise with the officer working group to ensure any locally focused communications plan complements the wider strategic communications plan.

(iii) To make representation to the Area Board based on ongoing community engagement and consultation to determine or recommend levels of services provided within each phase of the project.

(iv) To work with the Area Board to identify local partners and facilitation and support of sustainable partnership working.

4.2 Responsibility for outcomes

(i) To define community need and make recommendations to the Area Board over facility specification and operations.

(ii) Support the Area Board in the delivery of the campus building.

(iii) On behalf of the Area Board develop, and subject to future cabinet approval, implement a local volunteering strategy (specific framework for the engagement and management of volunteers) to support the campus.

(iv) Influence the campus design and specification where appropriate by recommendation to the Area Board

(v) Positive engagement in the ongoing strategic planning, programming and operation of the campus

4.3 Project coordination and reporting

(i) To develop a community led action plan that clearly set**s** out the approach the shadow board will take and seek Area Board approval for this

(ii) To assist the Campus and Operational Delivery Team in developing, managing and monitoring the progress and delivery of an action plan

(iii) To assess any potential risks and advise the Campus Management Working Group and Area Board accordingly.

(iv) To develop a marketing plan and strategy, to be supported by the Council, that sets out the proposed approach to maximising sustainable community use of the campus facility, subject to approval by the Area Board and Wiltshire Council Cabinet

(v) To ensure a co-ordinated community approach to the engagement, development and operation of a campus facility.

(vi) To report progress and make recommendations to the Area Board and officer working group for improved services, community orientated services based upon need, facility development and local opinion

(vii) Partner role in the wider not for profit distributing management options and governance appraisal

4.4 The role of Wiltshire Council

(i) The ultimate responsibility for all service delivery and responsibility for the delivery of the Campus will remain with the Council for the duration of the preliminary management project.

(ii) There may be elements or decisions required within the preliminary management project that will need to be determined by elected members of the Area Board or Cabinet following recommendation to them by the Area Board

(iii) The Council will endeavour to support the approach the Shadow Community Operations Board takes where that approach supports the principles set out in section two of this document and has been supported by the Area Board

5 Outcomes

(i) The local community and partners in the widest sense are informed and proactively engaged with the process of delivering and the future operation of a community campus.

(ii) The community campus is delivered within the timescales set, with full proactive engagement from the local community and the service delivery meets local needs.

(iii) The community-led aspect of campus delivery is clearly defined, managed and continually assessed to ensure maximum use of the facility by the local community and continued engagement in concept of local people directly influencing the delivery of local services.

6 Confidentiality

Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or items are confidential. Should any participant be unable to respect this request they must absent themselves from the meeting prior to discussion and consideration of the relevant item.

7   Governance Arrangements

The project remit currently extends up to April 2013. Prior to this there is a need to implement an interim governance structure that provides an appropriate framework to operate. It should be noted that managerial responsibility for operations, health and safety, staff etc remains with the Council for the duration of the project however there is scope for the Shadow Community Operations Board to influence, plan and programme services, subject to Cabinet approval following a recommendation from the Area Board. A chart showing the relationships between the various parties is noted below.

(i)   The Shadow Community Operations Board will meet as necessary and as determined by the Board.
(ii)   The Shadow Community Operations Board will be chaired by a representative elected by the Board.
(iii) The Shadow Community Operations Board will report to the Area Board, but where request to do so by the Area Board, may provide advice directly to the Campus Management Working group, which is a cross departmental officer team coordinated by the Campus and Operational Delivery Programme.
(iv) The administration of the Shadow Community operations Board will be the responsibility of the Board itself.
(v)   There may be occasions whereby sub-groups of the Shadow Community Operations Board will be necessary. In this instance any sub-group will report directly to the Shadow Community Operations Board in governance terms.

Preliminary Management Project Governance Arrangements

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