

Wiltshire Council – Burnham House Working Group:

Terms of Reference for the Working Group for the
Development of Burnham House

V1.0

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This Terms of reference was adopted on 25th January 2012

1. BACKGROUND

- 1.1. This document is the Terms of reference for the above mentioned working group.
- 1.2. The representatives on the board are people nominated through the Area Board who have volunteered to ensure that this new facility will reflect the views of the community and wish to take an active role in its development.

2. OBJECTIVES

- 2.1. The Working Groups objectives are as follows:
 - To ensure that the community have an opportunity to understand and inform the development
 - To ensure the development and its associated facilities meets the needs of local community
 - To support the integration of the development with local services
 - To provide a consultative voice for local people
 - To reflect service user views and opinions
 - To ensure that the nature of the development is reflective of person centred services
 - To promote interest in the scheme within the community and for the working group members to act as local champions for the scheme
 - To support the Area Board on development of the Extra Care build and report progress at regular intervals

3 MEMBERSHIP

- 3.1 Membership of the Working Group will be determined locally but could consist of a selection of the following:
 - 3.1.1 The Surrounding Community: 10 representatives;
 - 3.1.2 Church Leaders: 1-2 representatives;
 - 3.1.3 The Successful Development Partner: 1 representative;
 - 3.1.4 Care and Support Provider: 1 representative;
 - 3.1.5 Health / GP: 1 representative;
 - 3.1.6 Voluntary Sector: 1-2 representatives;
 - 3.1.7 Cabinet or Portfolio Holder: 1 representative;
 - 3.1.8 Local Members: 1-2 representatives;
 - 3.1.9 Community Area Manager: 1 representative;
 - 3.1.10 The Council: 2 representatives;

- 3.2 The Surrounding Community representatives will be nominated and appointed through the Area Board. Such representatives should be selected so as to ensure adequate representation from distinct interest groups within that sector.
- 3.3 The Members may be changed but the Working Group must be informed.
- 3.4 If a member representative fails to attend 3 consecutive meetings of the Working Group, the Full Members may vote to remove that member representative from the Board;
- 3.5 Sub-groups of the working group may be formed to take forward specific elements i.e. the appointment of a developer contractor (quality and technical submission only) and the finalisation of the design due to the need to progress various elements within a timely fashion. However, progress reports will be submitted to the full Working Group to ensure continued involvement and engagement.
- 3.6 Volunteers for sub-groups will be sought from the Working Group members and the membership of each sub-group will be approved and ratified by the full Working Group.

4 CHAIR

- 4.1 Upon establishment of a working group, a chairman will be nominated and seconded by the members.
- 4.2 In the event that the chairman is absent, a council representative will chair the meeting.

5. ROLES AND RESPONSIBILITY

The Working Group is responsible for:

- 5.1 The strategic direction and planning of services, including:
 - 5.1.1 Agreement of the development / implementation plans for each service within the remit of the Working Group;
 - 5.1.2 Promoting and supporting the development / implementation plans to the community.
 - 5.1.3 Ensuring that the views of the community are expressed and properly represented.
 - 5.1.4 Inputting into the appointment of a developer (quality and technical submission only), design, service specification and construction plan for the new development. Please note that the Council has a duty to ensure best value and therefore whilst

views are welcomed and encouraged, there may be instances where the Council must override views from the local community to ensure the financial viability and deliverability of the scheme.

5.1.5 Development of partnership working between the community, the developer, the Council and key stakeholders.

5.1.6 Ensure that the area board is kept informed of the progress at periodic intervals

5.2 The Role of Wiltshire Council

5.2.1 The Council will retain overall responsibility for the delivery of this project, including the definition of service delivery and appointment of partner organisations.

5.2.2 Certain decisions may be required to be taken by formal Council committee's due to delegated authority restrictions. Working group members will be informed of this on a case by case basis as they arise.

5.3 Working Group (Governance Structure)

5.3.1 This Working Group forms part of the consultation process and will meet once at least quarterly, although the frequency may be increased at key stages of the project.

5.3.2 Any Member of the working group may ask the Chairman to include an item on an agenda for a meeting provided that such a request is made at least 4 days in advance of the meeting at which it will be discussed;

5.3.3 The content and order of items on the agenda and the amount of time allocated to each one will be set at the discretion of the Chairman.

5.3.4 The Council will provide administrative support for these meetings, which will include assistance with arranging meeting times / venues and the production of minutes.

5.4 Recording

5.4.1 Minutes will be taken at each working group meeting and used as a record of the meeting.

5.4.2 The minutes will be written up and circulated to all members within 10 working days of the meeting.

5.4.3 All minutes will be approved at the next meeting by the members and the chair.

6 CONFIDENTIALITY

- 6.1 Whilst most information provided by the council, 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, requests may be made for certain information or items to be 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.
- 6.2 Please note that working group members will only be involved in the quality and technical aspects of the tender evaluation to select a preferred development partner. The commercial or price submission will be evaluated by officers of the Council only.