

# Chippenham Community Campus Project

## Terms of Reference

### 1. Background

On 4<sup>th</sup> July 2011, Chippenham Area Board accepted the proposal to develop a community campus for the Chippenham Community Area. A community-led group was formed from Chippenham and the surrounding Parishes to represent local people throughout the development of the proposals for a campus in the Chippenham Community Area; this group is called the Chippenham Campus Development Team (CDT).

The aim of the CDT is to engage with and directly influence the development of the Chippenham campus to ensure that the needs and aspirations of the wider community are reflected in the design, creation and operation of the various facilities. The progress made by the CDT is reported to Chippenham Area Board, along with any recommendations, at Chippenham Area Board meetings.

### 2. Campus Management Principles

The Chippenham CDT will work with Wiltshire Council and its partners to ensure that the following principles are delivered:

- Create an environment which empowers local people to directly influence the delivery and improvement of unique, needs based services in their community.
- Be proactive in meeting economic challenges and widen the scope for investment in services and assets.
- Share the accountability for service delivery with the community and partners.
- Secure a sustainable and innovative form of management that complements the evolving national context of the localisation of service delivery.
- Promote social inclusion and resilience by increasing accessible opportunities for volunteering and community involvement.
- Make specific provision for accessible opportunities for partnership working.
- Provide accessible local decision making processes and governance structures.
- Provide opportunities for a consistent and sustainable support network for the voluntary and community sector in Wiltshire.

### 3. Membership

The Chippenham CDT membership will be no fewer than 5 members; the quorum will be 3. The CDT will be composed of an elected Member of Chippenham Area Board who will be present at meetings of the CDT and at least 1 appropriate, mutually agreeable representative from the following broad sectors of the local community:

- Elected Member(s) from Town and Parish Councils
- Education and young people representative(s)
- User and community group representative(s)
- Other community representative(s) including business (as appropriate)
- The Community Engagement Manager will be a non-voting Member

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Members of the Working Group will:

- Elect a Chairman.
- Each has equal rights.
- Each has one vote for decision making purposes (with the exception of the Community Engagement Manager) to assist them in agreeing recommendations to be made to Chippenham Area Board. Decisions will be taken by a simple majority vote; in the event of a tied vote, the Chairman will have a further vote.
- Substitutes for absent Members will not be permitted.
- Co-opt other Members either permanently or for specific purposes as the Members see fit. Co-opted members will not hold voting rights.
- A Wiltshire Council Officer will attend and support the meetings in order to record decisions and actions.

#### **4. Roles and Responsibility**

On behalf of Chippenham Area Board, the Chippenham CDT will:

- Manage the communications and community consultation in relation to the community campus.
- Identify local partners and facilitate sustainable partnership working.
- Support Chippenham Area Board in the delivery of the campus, with the proactive engagement from the local community.
- Assess any potential risks and advise Chippenham Area Board accordingly.
- Develop a communications and marketing plan to raise awareness and ensure maximum use of the campus.

#### **5. Confidentiality**

Whilst most information provided by Wiltshire Council or partners will be non-confidential, there may be occasions when the commercial nature of discussions, or matters of a sensitive nature to Wiltshire Council or partners may require individual items to be treated as confidential. Such occasions will be indicated to the Chippenham CDT at the time. Should any participant feel unable to respect this request they must absent themselves from the meeting prior to discussions regarding the relevant item.