

**COMMUNITY AREA BOARD**

**TERMS OF REFERENCE**

**Description of the Community Area**

1. The community area covers the following parishes, wards and divisions:

**Purpose**

2. The purpose of the Community Area Board is to enable local people to have direct influence on the quality of life in their community area and to exercise greater devolved powers of decision-making at the local level.
3. It is also to bring together representatives of local government at all levels (parish, town, district and county councils) and representatives of the local community area, supported by officers of the local councils where appropriate.

**Scope and Actions**

4. Influencing and monitoring service provision and the implementation of strategies at the local community level according to the menu of services and functions, which include:
  - Local Development Framework
  - State of the Community Area Debate
  - Local Area Agreement (and potential Public Service Guarantee)
  - Joint Budget Consultation
  - Local Strategic Partnerships and Community Strategies
  - Community Area Plan
  - Public Record
  - Neighbourhood Policing and Community Safety
  - Street Scene and Minor Maintenance Schemes, including Parish/Ward Lengthsman Scheme
  - Road Safety
  - Children and Young People, including Youth Provision
  - Extended Schools
  - Children's Centres
  - Community Ownership and Use of Local Assets
  - Culture, including Local Events and Facilities, Libraries and Museums, Sports and Leisure Facilities, Village Halls and Community Centres
  - Funding
  - Access to Services
  - Trading Standards
  - Car Parking
  - Local Transport Plan
  - Public Transport
  - Environment
  - Countryside Management
  - Minimising Waste
  - Independence and Choice of Older People

- Supporting Vulnerable People and Valuing People with Learning Disabilities
  - Housing
  - Schools
  - Lifelong Learning
  - Local Capacity and Volunteering
  - Economic Development
  - Health
  - Major Public Health Issues and Alerts
  - Emergency Planning
5. Operating within Wiltshire's strategic framework of the partnership wheel, which is underpinned by the principle of subsidiarity, where issues are tackled at the most appropriate level and as locally as possible. This may mean referring strategic actions to the Wiltshire Strategic Board, or the district level Local Strategic Partnerships, or for reports to be made to the Community Area Board by the Local Strategic Partnerships on supporting the implementation of strategic initiatives at the local level. This is not a hierarchical model, but a means of joining up the flow between bottom up and top down policies, decisions and strategies as expressed in the Wiltshire wide and district level Community Strategies and Community Area Plan for the local area. Helping to deliver the statutory powers, duties and resources held by local government as the democratic, locally elected bodies.
  6. Working within the context of the Local Area Agreement, the Local Public Service Agreement, the Local Development Framework and other key strategies such as the Local Transport Plan, the Children and Families Plan and influencing and contributing towards their development, ensuring that these plans and policies have the desired impact on the local area and providing feedback to the relevant agency if they are not effective. Holding an annual State of the Community Area Debate which will contribute to the annual State of the District Area Debate and the annual State of Wiltshire Debate.
  7. Monitoring the implementation of the Community Area Plan and the responses to the plans from other sectors who are involved in its delivery. Establishing sub groups and project teams to address specific issues in the Community Area Plan and to track progress of these groups and outcomes delivered, which includes ensuring that there are clearly defined priorities, actions, targets, measures and resources for local project work. Supporting people to build and maintain local networks which encourage self help and innovation.
  8. Keeping the respective councils informed about community aspirations and the level of satisfaction with services provided. Developing plans and projects to ensure social well being in the area, high levels of community safety and neighbourhood policing outcomes and improved street scene in the local area, enhancing the quality of life for all residents. Seeking funding opportunities to take local initiatives forward.
  9. Ensuring that local people are actively involved in local decision making processes for influencing, planning and the provision of local services through the use of innovative methods to engage the wider community and to build trust and credibility in the process. Representing local views and highlighting issues to improve the quality of life for the local community. Acting as a sounding board for consultation on local issues and strategies which will affect the local area. Bringing together people who have common interests in the local area.

10. Operating to high standards of equality and diversity where there is equality of opportunity for everyone in the community and an acknowledgement that everyone potentially has a contribution to make to the community. Ensuring that a joined up approach is adopted towards tackling social exclusion, which is defined as 'what can happen when individuals or areas suffer from a combination of linked problems'. Being committed to carrying out functions and responsibilities in harmony with the local environment, without causing damage to the local community or those beyond the local community area boundaries.
11. Liaising and engaging with other sectors, including the emergency services, the Police, the voluntary and private sectors as necessary to achieve the Boards objectives. Bringing together and making best use of the skills and resources through joint working in partnership with local government, other public sector service providers, businesses, voluntary and community groups and individuals.
12. Developing strong communications arrangements through the use of community website, newsletter, press releases and good marketing and publicity of the meetings and the outcomes from the process.
13. Contributing towards the evaluation of the Community Area Board arrangements, drawing on the evaluation criteria agreed as part of the pilot development and using ongoing techniques to evaluate progress, outcomes and local levels of participation in the process.

### **Membership**

14. The Community Area Board will be made up of local residents, representatives from community groups, including the community area partnership, faith communities, representatives from business and voluntary organisations, representatives from the three tiers of local government in the community area (town, parish, district and county councils), representatives from other public sectors agencies, including the Police, the armed Forces, environment agencies, health, local education and housing associations, and, as appropriate, officers from specific services such as education, libraries and youth services. A full list of members will be maintained as an appendix to this document.
15. The criteria for membership will include:
  - Achieving a balance between the statutory organisations and others representing different sectors of the community
  - Being able to represent and provide feedback to the community
  - Having a clear understanding about the needs of the community
  - Being able to represent the organisation as well as being able to influence policy, identify common priorities, provide resources or influence to bring about change and improvements for the local community

### **Voting Rights**

16. Depending on the issue, some voting rights will be open to all members of the Board and those attending the meeting. Where appropriate and at the direction of the Board, voting rights may be extended to the wider community through further workshops, exhibitions, or consultation events on specific issues. In other circumstances, voting rights may be limited to one vote per elected member

across the three tiers of local government participating in the meeting. In the event of a tie, the Chair will have the casting vote.

### **Frequency and Style of Meetings**

17. The Community Area Board will meet every six weeks with one meeting being the Annual General Meeting, which will be given 30 days written notice. A Chair, Vice Chair and Secretary will be appointed at the Annual General Meeting. At the beginning of the financial year, the Board will agree its agendas for the coming year, allowing some discretion for items which may arise during the year. The agenda items will be drawn from the menu of services and functions, taking into account the guidance on the frequency and potential scope of influence. This agenda will be subject to negotiation with the respective agencies where service input is required to make a presentation, facilitate discussion on key issues, or provide expert advice and information to inform decision making. The agenda items will influence the style of the meeting, where it is intended to move from the traditional committee style of meeting to a more participative and facilitated style of meeting. Meetings will ideally be held in a range of different venues with the intention of reaching out to local people within the community area.

### **Conduct of the Meetings**

18. Support for conducting the meetings will be provided by the district and county councils. A public record will be kept of each meeting and made accessible through the community area website. An agenda and relevant papers will support all meetings of the Board. All papers will be circulated to members of the Board at least 5 working days before the meeting. In accordance with best practice, all members of the Board will be required to adhere to the Code of Conduct of Wiltshire County Council.

### **Overview and Scrutiny**

19. Wiltshire County Council's Overview and Scrutiny Management Committee has a key role in monitoring and evaluating the effectiveness and outcomes of the Community Area Board arrangements. In the spirit of transparency, the work of the Board will also be subject to scrutiny. The financial procedures of the Board will be in accordance with Local Government Guidelines as these offer a best practice model.

### **Dissolution**

20. The Community Area Board may be dissolved at any time by a resolution passed at the Annual General Meeting, or a Special General Meeting and 30 days notice of such a meeting will be given to members of the Board.

### **Review**

21. If required, the Community Area Board can review these Terms of Reference at the Annual General Meeting. Any proposed changes to the Terms of Reference should be circulated at least 5 working days before the Annual General Meeting.

### **Adoption**

22. Date of adoption: