

AGENDA

Meeting: MEET THE BRADFORD ON AVON AREA BOARD
Place: St Laurence School, Ashley Road, Bradford on Avon, BA15 1DZ.
Date: Wednesday 14 June 2017
Time: 6.30pm for 7pm start

Refreshments available

Including the Parishes of Limpley Stoke, Winsley, Monkton Farleigh, Bradford-on-Avon, Holt, South Wraxall, Wingfield, Westwood, Staverton

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.

Refreshments and networking opportunity from 6:30pm.

Please direct any enquiries on this Agenda to Kevin Fielding , direct line 01249 706612 or email kevin.fielding@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 Jim Lynch, Bradford on Avon North (Chairman)
Cllr Trevor Carbin, Holt and Staverton (Vice Chairman)
Cllr Sarah Gibson, Bradford on Avon South
Cllr Johnny Kidney, Winsley and Westwood

RECORDING AND BROADCASTING NOTIFICATION

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By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

The meeting may also be recorded by the press or members of the public.

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Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request.

Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

	Items to be considered	Time
1	Arrival and refreshments: Councillors to network with attendees	6.30pm
2	Welcome from the Chairman Councillor Jim Lynch	7.00pm
3	Apologies for Absence	
4	Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee	
5	Introduction to the Bradford on Avon Area Board Peter Dunford - Community Engagement Manager	7.10pm
6	Community Priorities for Grant Funding 2017/18 Wiltshire Councillors and Community Engagement Manager	7.30pm
7	Working with Partners <ul style="list-style-type: none"> • Wiltshire Police • Wiltshire and Dorset Fire and Rescue • NHS Wiltshire • HealthWatch Wiltshire • Bradford on Avon Town Council • Parish Councils 	7.50pm
8	Appointments to Working Groups and Outside Bodies <ul style="list-style-type: none"> • Bradford on Avon Community Area Transport Group (CAT-G) – all members invited to attend. • Bradford on Avon Local Youth Network – one member to attend • Bradford on Avon Health and Wellbeing Group – one member to attend • Bradford on Avon Older Peoples' and Carers' Champion 	8.10pm

	<ul style="list-style-type: none"> • Bradford on Avon Dementia Action Alliance – one member to attend • Bradford on Avon Streets Ahead/ Air Quality Alliance – one member to attend • BoA Business – one member to attend • Bradford on Avon Assets Working Group – one member to attend 	
9	Feedback Session Roundtable discussions	8.20pm
10	Community Engagement Manager Update Peter Dunford, Community Engagement Manager <ul style="list-style-type: none"> • First World War Commemorative Tree Planting • The Big Pledge - London Calling 	8.40pm
11	Minutes for approval <ul style="list-style-type: none"> • To approve and sign as a correct record the minutes of the Area Board meeting held on 8 March 2017 • To approve and sign as a correct record the minutes of the Area Board meeting held on 16 May 2017 	8.55pm
12	Date of next meeting Wednesday 12 July 2017 in Holt	
13	Close	9.00pm



Bradford On Avon Area Board Report, 14th June 2017

Ben Ansell, the CFO of Dorset & Wiltshire Fire and Rescue Service offered the following at the beginning of April 2017:

1st April 2017 marked the first anniversary of the new Dorset & Wiltshire Fire and Rescue Service.

It is sometimes easy to forget just how far we've come in such a relatively short space of time.

Some of these times have been difficult, but I know we've continued to deliver high levels of service to the public and everybody, across all areas of the organisation has played an important part in making this happen.

I am extremely proud of our 'one team' approach, it is the only way we can continue to effectively support our communities, as well working closely with our partners. Being a bigger Service has enabled us to be a stronger partner to other agencies, including the police, our local authorities and health.

A number of schemes are being developed to work with our colleagues in the ambulance service, allowing us to better position ourselves to meet the needs of our communities. Making financial savings was one of the key drivers for combination, and our savings have been significant, while still being able to invest in the things we need to support our work such as new appliances, prevention activities, new fire helmets, improved ICT and essential improvements to our estate.

Another key part of becoming a combined Service was consolidating our governance arrangements, and a huge amount of work has taken place to deliver this.

I know that there is still much to do to bring together our ways of working and embedding a new combined culture for the Service is not something that will happen overnight.

Indeed, we are now developing our new Community Safety Plan 2017-2021, which will set our direction and aspiration for service delivery across the Bournemouth, Poole, Swindon, Wiltshire and Dorset Areas.

Community Emergency Volunteers

Bradford on Avon Community Emergency Volunteers are based at the town's fire station, and in April there was an official launch event for their new response vehicle.

Local MP Michelle Donelan cut the ribbon in front of over 30 guests, including representatives from a range of partner organisations. The Service was represented by ACFO Jim Mahoney and District Commander Andy Green, the crew were in attendance and showed visitors around both the appliance and the station, and volunteer co-ordinator Nev Chamberlain was on hand to explain the role of volunteers.

Bradford on Avon CEV are people from the local community who wish to help others during times of severe weather, civil emergency, or at large scale events in the town.

Response

Incidents

Category	March	April
False Alarm	5	1
Fire	1	1
Other	0	0
Special Service	0	1
Total	6	3

Availability of RDS appliances %

March 2017	Appliance	Day (06:00 - 18:00)	Night (18:00 - 06:00)	Total
% Available	KT42P1 Bradford On Avon	36.09	32.53	34.31

April 2017	Appliance	Day (06:00 - 18:00)	Night (18:00 - 06:00)	Total
% Available	KT42P1 Bradford On Avon	51.32	34.58	42.95

On-Call Recruitment

The "Difficult Hours" for On-Call cover tends to be 0700 to 1800hrs weekdays, and weekends from 1800hrs Friday until 1800 hours Sunday.

Currently there are 8 individuals within the recruitment process for Bradford On Avon, at various stages within this.

Community Engagement Work

Paul Pieri is the Safe and Well Advisor that covers this area. Please contact him at paul.pieri@dwfire.org.uk to arrange for him to talk to your group or an individual visit. A Safe and Well visit is available and is **FREE** and normally last about one hour covering topics such as:

- Using electricity safely
- Cooking safely
- Making an escape plan
- What to do if there is a fire



- Keeping children safe
- Good practice – night time routine and other points relevant to you
- Identifying and discussing any further support you may need if necessary

If you own/occupy a thatch property, are living alone, have a young family, are over 65 or a smoker please get in contact with us. We want to help make you safer in your own home. If you or someone you know has mobility or sight and hearing impairments please suggest a Safe and Well visit.

Visit <http://www.dwfire.org.uk/news/new-name-new-contact-details-same-service/> to book one.

Andy Green

District Commander, Trowbridge, Bradford on Avon & Westbury.

Email: andy.green@dwfire.org.uk

Tel: 01722 691247

Mobile: 07734 483886

May 2017

Overview

NHS Wiltshire Clinical Commissioning Group (CCG) is responsible for commissioning a broad range of healthcare for the population of Wiltshire. We are led by experience local GPs drawn from across the county, who provide clear clinical leadership to the big decisions affecting the future of healthcare provision in Wiltshire, carefully tailored to meet the differing needs of people locally.

Our vision is to ensure the provision of a health service which is high quality, effective, clinically-led and local. We are committed to delivering healthcare that meets the needs of Wiltshire people, to consult and engage with our population to enable them to be involved in decisions made about health services and to deliver those services to people in their own homes or as close to home as possible.

The right healthcare, for you, with you, near you

Primary Care Co-Commissioning

At the beginning of April 2017 Wiltshire CCG has taken on full delegated responsibilities for managing local general practices (GP surgeries). This was previously managed by NHS England.

It is widely recognised across the NHS that involving CCGs more in the commissioning of general practice provides an opportunity for offering better, more joined-up care for patients and local populations.

Functions the CCG has taken on include:

- The commissioning and monitoring of General Practices contracts
- Commissioning of local services for the Wiltshire population
- Approval of practice mergers
- Making decisions on local discretionary payments for GP practices
- Making decisions on establishment of new GP practices
- Provision of communications and patient engagement advices to GP practices



More information can be found on the CCGs website –
www.wiltshireccg.nhs.uk

Prescription Ordering Direct (POD)

NHS Wiltshire CCG launched a NHS Prescription Ordering Direct (POD) service on Monday 8 May 2017.

This new service will provide an easy way for people to order their repeat prescription by making a simple phone call from the comfort of their own home – without the need to go into a GP practice or pharmacy.



NHS
Wiltshire
Clinical Commissioning Group

Prescription Ordering Direct (POD)

A new and convenient way to order your repeat prescription

0300 123 6242

The POD will be staffed by dedicated, experienced and fully trained repeat prescription coordinators and pharmacists from NHS Wiltshire CCG.

When you call the POD telephone line you will talk to a trained coordinator dedicated to taking repeat prescription requests and answering any repeat prescription queries.

They will be able to help you to order only the items that you need, ask you how you are getting on with your medication and alert you if a medicine review is needed.

The POD has been introduced to help reduce the amount of medicine wasted across Wiltshire, as unused prescription medicines cost the NHS in Wiltshire over £2.7million every year. By managing repeat prescriptions orders more efficiently, we can reduce waste and save valuable NHS funds.

The service will also reduce time and workload pressures for GP practices, allowing staff to focus on providing better care to patients.

Don't worry if you already use a repeat prescription service from a pharmacy, you will be able to phone the POD service to order your medicines instead and the POD will arrange for your prescription to be sent electronically to your usual pharmacy and dispensed as normal.

The POD service will be available for patients registered with Lovemead Surgery, Trowbridge from 8 May. Giffords Surgery, Melksham and Castle Surgery, Ludgershall will be joining the scheme in June 2017 and we will keep you updated when more surgeries join.

Have you consented to have additional information in your Summary Care Record

Summary Care Records is an electronic record of important patient information, created from GP medical records. We are asking patient to improve their patient experience by consenting to have additional information available on their summary care record (SCR).

What is additional information?

Essential details about your healthcare can be very difficult to remember, particularly when you are unwell. Having additional information in your SCR means that when you need healthcare, you will be helped to recall this vital information, this includes:

- Your long term health conditions – such as asthma, diabetes, heart problems or rare medical conditions
- Your relevant medical history – clinical procedures that you have had, why you need a particular medicine, the care you are currently receiving and clinical advice to support your future care
- Your personal preferences – you may have particular communication needs, or may have made legal decisions about your care that you would like to be known
- Immunisations – details of previous vaccinations such as tetanus and routine childhood jabs



GPs use your Summary Care Record to share medical information with other healthcare staff treating you



We need your permission to add more information to help support your care.

Ask reception for a consent form.

Care professionals in Wiltshire use your Summary Care Record when they are treating you and this currently provides important information about the medicines you are taking, allergies you suffer from and any previous bad reactions to medicines you have experienced.

By consenting to have additional information included in your SCR, means more information will be available to health and care staff when they are treating you and can enhance the care your receive.

Ask reception for a consent form next time you visit your GP surgery.



Cut waiting times for young people accessing mental health services



Health officials in Wiltshire will provide quicker access to mental health services for children and young people - thanks in part to the views of young people in the county.

New plans include earlier intervention through schools, online counselling and improved information and help for parents to reduce referrals to the more specialist counselling services provided through the Child and Adolescent Mental Health Services (CAMHS).

Our 'Young Listeners' spoke to 174 children and young people in the county to find out how they felt about using health and care services. The report with their findings was presented to Wiltshire's Health and Wellbeing Board, a committee which brings together all the leaders of the health and social care system in the county.

Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

healthwatchwiltshire.co.uk

A main issue in the report was that many young people thought waiting times for an appointment for CAMHS was too long, with some waiting eight weeks. Now Wiltshire Council and NHS Wiltshire Clinical Commissioning Group (CCG) have announced they are aiming to cut waiting times by bringing more mental health workers to children through selected schools and increasing online support to take the pressure off the more specialist services.

Kerry McKenzie, 18, helped to present the report to the board with Healthwatch Wiltshire Manager Lucie Woodruff. She said: "Before ever carrying out a listening exercise I was sceptical at the impact it would make on people. But then I got into it and realised young people who are talking to someone of a similar age to them open up more than they do to an adult. It's great that we are being heard and can make a difference."

Another Young Listener, 18-year-old Zoe Radford from Calne said: "I have had personal links with people suffering with mental health issues and this made me want to be part of something which looked at how we can make health services better for those who use them. It's great for young people to have a voice on health services they use and we are so pleased we have been listened to and changes are being made."



Healthwatch Wiltshire is a local independent organisation which exists to speak up for people on health and care. If you have used a service recently then we would like to hear from you. We use what people tell us when we meet with the commissioners and providers of services to make sure that they take account of your views and experiences.

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.

Positive Activities for Young People Local Youth Network (LYN) Terms of Reference

September 2014

1. Purpose

Definition of a Local Youth Network

A Local Youth Network (LYN) is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate a range of positive activities across the community area. Young people play a central role in all aspects of the LYN.

Local Youth Networks will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for positive activities for young people should be deployed.

The obligations of the Community Area Board are set out in the *'Leaders Guidance for Community Area Boards on Positive Activities for Young People'*.

2. Membership

The LYN may include representatives of:

- Members of the Community Area Board
- Young people (see below)
- Schools
- Town and Parish Councils
- Community and voluntary organisations and groups
- Police
- Health organisations
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of young people

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of young people

Young people must play a central role in all aspects of the LYN including the design, development, delivery and review of the local positive activities offer.

LYNs are encouraged to use a variety of methods to ensure young people participate and are involved in decision-making processes. Existing Youth Advisory Groups (YAGs) may provide a useful forum for involving young people, although the decision to retain these groups is for local determination.

LYNs must ensure that consultation with young people is representative and takes into account the views and needs of underrepresented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of all members of the LYN

All members will be required to:

- Take an active part in the development of the LYN 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 LYN relevant to their organisation/stakeholders/sector.
- Contribute any information that may have a bearing on positive activities and ensure that this is shared with the LYN.
- Champion the voice and influence of young people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the LYNs activities.
- Respect all members of the LYN and invited representatives.
- Work to improve outcomes for young people and ensure high quality safeguarding practice.

3. Structure and operation

The wider LYN may come together at events, workshops, youth fairs, meetings and consultations, 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 LYNs activities. The Chair of the group will be decided locally (and could be a young person). 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 no more than ten members including:

- The chairperson and such other Area Board representatives as wish to attend
- Young people (at least 2)
- A local school representative
- Voluntary/community sector representative
- Any other key stakeholders identified locally

The management group will be supported by:

- The Community Youth Officer
- The Community Area Manager / Community Engagement Officer
- Such other officers as may be appropriate

The appointment of members (excluding officers) to the management group 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 for flexibility, the Area Board may appoint an unnamed representative of an organisation to the management group (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.

If nominal membership of the management group exceeds ten members, attendance at meetings should be sought by those most appropriate to the agenda.

Key responsibilities for the management group include:

- Facilitating and coordinating the process to design, develop, deliver and review positive activities for young people in the local area;
- Maintaining regular and effective communication between all members of the LYN;
- Developing a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area;
- Making recommendations to the Community Area Board on how positive activities funding should be deployed (to include evaluating grant requests and identifying suitable suppliers of positive activities);
- Overseeing the work plan of the Community Youth Officer;
- Monitoring and reporting on the quality and effectiveness of local youth activities;
- 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.

The frequency, location and format of LYN activities should be determined locally, however it is recommended that the management group meets at least six times per year.

4. Media Relations

Members of the LYN may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the LYN should be agreed with between the LYN and Chairperson of the Community Area Board.

5. Review

These terms of reference are subject to change and may be reviewed by the Leader on an annual basis.

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.

Volunteer Role Description

Older People & Carers Champion

Purpose of the role

The Council wishes to encourage Area Boards to identify champions in each of the county's community areas who will have a key role in representing the views of older people and carers at both a local and county wide level.

Furthermore volunteers will be asked to:

- Talk to and seek the views of older people and/or carers in their local communities on matters related to services provided by the Council or NHS and represent these views at area boards.
- Work with area boards and local voluntary groups to encourage joint working and share experience to help new local groups set up.
- Advocate for older people and/or carers and be a focal point for identifying what service improvements or developments are required.
- Link with and report to the Community Engagement Manager.
- Talk to older people or carers to obtain their views about services. They will represent these views at Area Board meetings or other meetings as requested and discuss with the Council and CCG Commissioners the priorities for older people or carers and work with them on service improvements and developments.
- Provide a focus for the exchange of views and information between older people and/or carers and the Council's adult care and housing services.
- Work with the Area Boards on service improvements and developments to meet the needs of people in community areas.
- Attend area boards to report back on older people and carers issues.
- Attend meetings with other champions and the Council.
- Participate in induction training and ongoing personal development where appropriate. This will include mandatory elements essential for carrying out the role, such as safeguarding which must be completed prior to any volunteering taking place

- Use appropriate claim forms when claiming mileage or expenses
- Comply with Health and Safety Regulations.
- Register as a Wiltshire Council volunteer
- Registration with Fleet Services if the role includes driving on behalf of Wiltshire Council

Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are asked to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.

Volunteer Skills and Qualities Checklist

Older Peoples Champion:

- An ability to make a minimum commitment, as specified per role description.
- An understanding of the issues facing older people in today's society, especially loneliness and social exclusion
- An ability to comply with all relevant policy guidelines.
- An ability to maintain boundaries concerning the role and relationship with members of the community
- An ability to listen and communicate with people.
- An ability to recognise own limits of knowledge and responsibility and to be willing to seek advice and support from the Community Engagement manager or other relevant staff.
- A willingness to participate in induction training and team meetings wherever necessary.
- A commitment to non-judgemental practices.
- A willingness to undertake an enhanced disclosure check with the disclosure and barring service (DBS). The organisation will arrange to cover the cost of this.

Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.

MINUTES

Meeting: BRADFORD ON AVON AREA BOARD
Place: St Margarets Hall, Bradford on Avon
Date: 8 March 2017
Start Time: 7.00 pm
Finish Time: 9.05 pm

Please direct any enquiries on these minutes to:

Kevin Fielding ,Tel: 01249 706612 or (e-mail) kevin.fielding@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

**Cllr Rosemary Brown, Cllr Trevor Carbin, Cllr Magnus Macdonald (Chairman)
and Cllr Ian Thorn**

Wiltshire Council Officers

**Peter Dunford – Community Engagement Manager
Kevin Fielding – Democratic Services Officer
Emma Drage – Local Youth Facilitator**

Town and Parish Councillors

**Bradford on Avon Town Council – Pam Hyde
Westwood Parish Council – Mr & Mrs Adcock
Winsley Parish Council – Richard Warren**

Partners

Bradford on Avon Seniors Forum – Michael Darlow

Total in attendance: 36

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Introduction from Chairman</u></p> <p>The Chairman welcomed everybody to St Margarets Hall.</p> <p>The Chairman advised that this would be Cllr Rosemary Brown and Cllr Ian Thorn's last Bradford on Avon Area Board meeting. Both were thanked for their hard work as Area Board members.</p> <p>Mobile communications mast protest The Chairman allowed local residents to voice their concerns re the proposed plans to site a mobile communications mast at the Christchurch area of Bradford on Avon.</p> <p>A petition protesting against the siting of the mast had been started, and a public meeting was planned.</p>
2	<p><u>Apologies for Absence</u></p> <p>There were none.</p>
3	<p><u>Declarations of Interest</u></p> <p>Cllr Rosemary Brown & Cllr Ian Thorn – Wiltshire Music Centre grant application.</p> <p>Would not debate or vote on this application.</p>
4	<p><u>Chairman's Announcements</u></p> <p>The Following Chairman's Announcements were noted:</p> <ul style="list-style-type: none"> • Great British Spring Clean - Well done to those involved in litter picks at Poulton Skate Ramps and at Staverton. Other events coming up at Fitzmaurice Primary School and at Monkton Farleigh
5	<p><u>Minutes for approval</u></p> <p>The minutes of the Area Board meeting held on 9 November 2016 were signed as the correct record.</p> <p>The minutes of the Local Youth Network Management Group meetings held 21 February 2017 were signed as the correct record.</p>

	<p>The minutes of the Health & Wellbeing Group meeting held on 19 January 2017 were signed as the correct record with the following amendment:</p> <ul style="list-style-type: none"> <i>With regard to the recently published Sustainability and Transformation Plan, that the BoA Health and Wellbeing Group seeks the support of the BoA Area Board to press for further, more meaningful, public consultation on the likely effect of proposals on local communities. (It was agreed that the Area Board was fully supportive of this).</i>
6	<p><u>Partner Updates</u></p> <p>The following written partner updates were noted:</p> <ul style="list-style-type: none"> Wiltshire Police (Including a short Cyber Crime presentation by Sgt Paul Harvey). Dorset & Wiltshire Fire and Rescue Service HealthWatch Wiltshire
7	<p><u>Local Youth Network update</u></p> <p>The Area Board members ratified the following grants funded through delegated authority:</p> <p>Decision Procurement of a Youth Café at the Secret Garden Café, part-funded this financial year at a cost of £745 and part-funded next financial year at £745, subject to review.</p> <p>Decision Procurement of the subsidised swimming at the Bradford on Avon Pool, part-funded this financial year at a cost of £500 and part-funded next financial year at £500, subject to review.</p> <p>Decision Procurement of school holiday activities through Active Trowbridge at a cost of £560.</p> <p>The Area Board members considered one application for youth funding:</p> <p>Bradford on Avon guides requesting £750 for Uniforms for girl guides for Switzerland trip. The Area Board members declined to fund this application.</p> <p>The Chairman thanked Emma Drage – Local Youth Facilitator and the Local Youth Network (LYN) Management Group for their work.</p>

8	<p><u>River Crossing Feasibility - public consultation</u></p> <p>Sarah Gibson of LA Box consultants gave a short presentation to preview an interactive survey which has been commissioned by the Area Board with the support of the Town Council, to look at pedestrian safety where residents and visitors cross the river Avon in Bradford on Avon.</p> <p>The survey would initially be held at the Coach House in the Swan Hotel car park on 10th and 11th March and in the foyer of St Laurence School on the 14th and 15th March.</p> <p>Presentation panels were displayed and a demonstration given to show how the origin and destination of resident and visitor travel journeys across the river would be traced using different colours of copper wire.</p> <p>The Chairman thanked Sarah Gibson for her presentation.</p>
9	<p><u>Report back from Our Community Matters (JSA) Conference</u></p> <p>Peter Dunford – Community Engagement Manager gave an update on the outcome of the ‘Our Community Matters’ Joint Strategic Assessment event held on 4 January 2017 and recommended that the Area Board endorsed the outcomes.</p> <p>The Bradford on Avon ‘Our Community Matters’ event was held on the 4 January at St Margaret’s Hall. Around 110 members of the public and partner agencies attended and participated in the event, which focused on the data set out in the Community Area Joint Strategic Assessment 2016-17.</p> <p>Full details of the outcomes were included in the agenda pack.</p> <p>Decision</p> <ul style="list-style-type: none"> • That the Area Board adopts the priorities identified by the ‘Our Community Matters’ event and works to facilitate local action to tackle those priorities. • That the Area Board requests the Local Youth Network, the Health and Wellbeing Group and the Community Area Transport Group (and any other local task groups established by the Board) to adopt and take forward the priorities identified in the relevant theme areas. • That the Area Board requests the Community Engagement Manager to work with key partners, agencies and community groups to coordinate action around the priorities identified.

	<ul style="list-style-type: none"> • That the Board considers whether it wishes to champion a particular theme or priority and to earmark funding to promote, initiate and support community-led action around the selected priorities. • That the Board considers appointing a lead member to champion the priorities adopted. • That reports are submitted to the Board on progress made to address the priorities to ensure that positive outcomes are delivered and that this be made a regular item on future Board meetings. <p>The Chairman thanked Peter Dunford and all the people who gave their time to participate in the event.</p>
10	<p><u>Area Board Achievements 2013-2017</u></p> <p>Peter Dunford, Community Engagement Manager, introduced a short film which highlighted many of the Area Board Achievements during 2013 – 2017.</p> <p>A full report on achievements and grant funding over the period 2013- 2017 was also included in the agenda pack.</p> <p>It had been a very busy period with much good work and positive outcomes achieved.</p> <p>The Chairman thanked Peter Dunford for his presentation.</p>
11	<p><u>Local Highways Investment Fund</u></p> <p>Cllr Magnus Macdonald outlined the report contained in the agenda pack.</p> <p>Points made included:</p> <ul style="list-style-type: none"> • The local highway network was vital to providing connectivity for businesses and communities, and effective maintenance to ensure its availability was essential to the economic development of the county. Wiltshire Council recognised the importance of maintaining and managing its highway network effectively. • The ‘Local Highways Investment Fund 2014 – 2020’ was addressing the long standing under investment in highways maintenance, which had been a problem nationally for many years. • The significant investment of £21 million annually for six years by Wiltshire Council had already seen a substantial improvement in the condition of the county’s road network, with a 30% reduction in the

	<p>carriageway maintenance backlog in the first two years of the investment.</p> <ul style="list-style-type: none"> An indicative list of priority sites for treatment in 2017/18 had been developed (Appendix 2, Page 93 of the agenda pack). The list included resurfacing of Market Street, Bradford on Avon which was likely to take place in the autumn. <p>Decision</p> <ul style="list-style-type: none"> That the Bradford on Avon Area Board agreed and noted the list of priority sites for treatment in 2017/18 (Appendix 2, Page 93 of the agenda pack).
12	<p><u>Budget Update and Applications for Grant Funding</u></p> <p>The budget report was noted by the Area Board members, showing £14, 447.50 ring-fenced funding yet to be drawn down in 2016/17.</p> <p>The Area Board members considered six applications for grant funding:</p> <p>Decision Grant application by Councillor Macdonald for Dementia Friendly Bradford on Avon initiative awarded £5,000.</p> <p>Decision Grant application by Councillor Macdonald for the Living Well Project awarded £6,000.</p> <p>Decision Grant application by Councillor Macdonald for costs of public consultation for River Crossing Feasibility Study awarded £1,000.</p> <p>Decision Grant application by Councillor Macdonald for £1,500 towards a Benchmarking exercise and Signage Audit – application was withdrawn and invited to be re-submitted by BoA Town Council.</p> <p>Decision Grant application by Councillor Macdonald for a new tourism brochure for Bradford on Avon awarded £400.</p> <p>Decision Grant application by Councillor Carbin for the Staverton Reed Beds project awarded £500.</p>
13	<p><u>Date of Next Meeting</u></p> <p>Wednesday 24 May 2017 at St Laurence School.</p>

MINUTES

Meeting: BRADFORD ON AVON AREA BOARD
Place: Council Chamber - County Hall, Trowbridge BA14 8JN
Date: 16 May 2017
Start Time: 1.00 pm
Finish Time: 1.05 pm

Please direct any enquiries on these minutes to:

Kevin Fielding ,Tel: 01249 706612 or (e-mail) kevin.fielding@wiltshire.gov.uk

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In Attendance:

Wiltshire Councillors

Cllr Jim Lynch – Bradford on Avon North
Cllr Sarah Gibson – Bradford on Avon South
Cllr Johnny Kidney – Winsley & Westwood
Cllr Trevor Carbin – Holt & Staverton

Wiltshire Council Officers

Kevin Fielding – Democratic Services Officer

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<u>Apologies</u> <p>There were no apologies for absence.</p>
2	<u>Election of the Chairman</u> <p>Cllr Jim Lynch was elected Chairman of the Bradford on Avon Area Board – 2017/18.</p>
3	<u>Election of the Vice-Chairman</u> <p>Cllr Trevor Carbin was elected Vice-Chairman of the Bradford on Avon Area Board – 2017/18.</p>
4	<u>Close</u>