

# **Area Board Working Group Proposed Terms of Reference**

**May 2022**

## **1. Purpose**

An Area Board working group is an excellent vehicle to drive forward a local priority theme. The board will evaluate a respective priority in relation to the actions required and the existing arrangements in place prior to setting up a new working group.

Where a working group is required the exact purpose is set out by the board via the 'Area Board working group agreement' document (appendix A). Here the board will set out the exact remit, time scales, membership and where applicable budget of the group.

Some example functions of an Area Board working group are set out below in relation to their respective theme. A group could be asked to:

- Research and review key data, intelligence and information related to the specific priority theme, to develop an in-depth understanding of the issue and opportunities.
- Democratically consider issues, projects and initiatives that could be developed and identify risks.
- Engage with the relevant partners to advance objectives, empowering the wider community to lead where appropriate.
- Make informed, transparent and fair funding decisions where a budget has been allocated.
- Provide regular information to the Area Board for review and further guidance.
- Address any conflicts of interest that may arise as part of the local decision making process.

## **2. Membership**

The exact membership of a working group will be set by the Area Board but may include representatives as follows:

- City, town and parish councils
- Voluntary and community sector organisations (regional, countywide and local level)
- Wiltshire Police
- Dorset and Wiltshire Fire and Rescue Service
- Ministry of Defence
- Bath, Swindon and Wiltshire CCG, Healthwatch, Local Health Representatives
- Local businesses, Chambers of Commerce
- Schools
- Housing Associations
- Residents and resident action groups
- Other organisations, agencies and individuals that have a genuine interest in promoting the respective theme issue

The board should consider whether membership is fully representative of the local community, carefully considering the diversity and inclusion of the group. Consideration must

be given where appropriate to the safeguarding procedures that must be followed (set out in 4.)

### **Roles of all members of the Area Board working group**

All members will be required to:

- Agree to the terms of reference as set out within this document
- Take an active part in the development of the working 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 relevant to their organisation/stakeholders/sector.
- Contribute any information that may have a bearing on positively achieving agreed objectives.
- Be mindful of the needs of the community area as a whole when providing input or making decisions
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices
- Respect all members of the working group and invited representatives.
- Work to ensure high quality safeguarding practices are followed where appropriate.

### **3. Structure and operation**

A working or task and finish group will generally comprise of no more than ten members to keep conversations and actions focussed. If nominal membership of the management group exceeds ten members, attendance at meetings should be sought by those most appropriate to the agenda. Additional attendees can be brought in as required when invited by the Chair.

The Area Board Councillor lead will be assigned the role as Chair of the group, however, should they identify a more appropriate person within the membership to take the role then a vote on the Chair can be taken. Further Area Board Councillors can be appointed to the group as required and as deemed appropriate by the Area Board.

An assigned Wiltshire Council Officer will support each working group. Brief notes with key actions and decisions will be recorded and reported back to the Area Board business meeting. The Councillor lead or the assigned Officer will provide verbal updates to the Area Board business meeting.

Each Area Board will set the specific remit for the working or task and finish groups, with some of the key working principles shown below. Each group will:

Decisions will usually be reached by consensus, however, if necessary, these can be agreed by a vote of all group members.

Groups need to undertake particular consideration when focussing on themes that affect vulnerable or underrepresented groups of people e.g. older people, children, BAME and those with SEND. Getting the correct group membership should enable safe and appropriate engagement with the respective groups to ensure voices are clearly heard.

The frequency, location and format of group meetings and activities should be determined locally, however, it is advised that groups do not meet more than quarterly and complement the timings of the Area Board business meeting.

#### **4. Safeguarding**

The Area Board and its working groups have a key role in ensuring the safeguarding of all residents. Effective safeguarding involves organisations working together to prevent the risks and experience of abuse or neglect, while ensuring that the views and wishes of an individual are at the heart of decisions that affect them wherever it's possible.

Effective safeguarding is particularly critical when groups are working towards objectives that support children/ young people or vulnerable adults. It is critical that each group minimizes all safeguarding risks and is aware of the relevant local agencies to escalate any concern.

If someone is in immediate danger you should contact the police or call an ambulance immediately on **999**. If you believe a child or young person is at risk of significant harm, neglect or injury, report your concerns to the Multi-Agency Safeguarding Hub. Wiltshire Multi-Agency Safeguarding Hub (**MASH**) **0300 456 0108** or evenings and weekends **0300 456 0100**. If you are concerned that an adult is at risk of neglect or abuse, please contact Adult Social Care's Advice and Contact Team on **0300 4560111**. Evenings and weekends please contact the Emergency Duty Service on **0300 456 0100**.

When entering into agreements with voluntary and private sector organisations, working groups under the umbrella of the Area Boards need to be assured that the successful individual/organisation has the following in place:

1. Safer recruitment processes, including DBS checks; induction and supervision
2. Identified designated lead(s) for safeguarding with appropriate relevant training
3. Safeguarding policy, allegations management processes and policy; code of conduct policy
4. Child protection (where applicable) and Safeguarding training at the level appropriate to posts and roles.

#### **5. Media Relations**

Members of the working or task and finish group may not issue media statements on behalf of the Area Board. Any media statements about the work of the group should be agreed with between the group and Chair of the Area Board.

#### **6. Review**

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

## Appendix A - Area Board working group agreement

| <b>Task</b>   | <b>Group A</b>  | <b>Group B</b>   |
|---|---|--|
|   | <b>Area Board agreed remit</b>  | <b>Area Board agreed remit</b>   |
| Name of working group:  | <i>Youth partners working group</i>   | <i>Low income families and individuals working group</i>   |
| Priority theme it is linked to:<br>e.g., Climate Change, Social isolation and loneliness  | <i>Positive activities for young people</i>   | <i>Supporting low income families and individuals</i>  |
| Councillor lead(s):   | <i>Cllr X</i>   | <i>Cllr Y</i>  |
| Assigned Officer lead:  | <i>Community Engagement Manager</i>   | <i>Community Engagement Manager</i>  |
| Date of set up:   | <i>01/05/2022</i>   | <i>01/05/2022</i>  |
| Date of review:   | <i>15/10/2022</i>   | <i>15/10/2022</i>  |
| Specific scope and remit for the working group:<br><br><ul style="list-style-type: none"> <li>• What are the specific objectives?</li> <li>• Any particular data or intelligence the board would like considered/ investigated?</li> <li>• Any partners or other groups it should specifically link with?</li> <li>• Does the group review relevant grant funding applications?</li> <li>• Does the group have authorisation (through delegated authority) to allocate Area Board funding?</li> </ul> | <ul style="list-style-type: none"> <li>• <i>Review all relevant data and intelligence and keep board updated with relevant information.</i></li> <li>• <i>Aim to bring partners together bi-annually who work with young people to discuss issues and identify potential project and partnership working opportunities.</i></li> <li>• <i>Work with the Area Board to hold an in person event, focussed around youth opportunities and employment.</i></li> <li>• <i>Authorised to confirm spend up to £1k per application. Max of £5k sign off per annum. Any youth funding applications in excess of £1k, a recommendation can be provided to the board.</i></li> </ul> | <ul style="list-style-type: none"> <li>• <i>Review all relevant data and intelligence and keep board updated with relevant information.</i></li> <li>• <i>Aim to identify and develop a school holiday support model between partners for those families on low income.</i></li> <li>• <i>Annually bring partners together who support low income families to enhance collaborative working.</i></li> <li>• <i>The group does not review funding applications or have authorised spend.</i></li> </ul> |
| Proposed membership (up to 10):<br><br>(not an exhaustive list. Cllr lead and local Officer to expand if appropriate)   | <i>Area Board Cllrs x 2<br/>Town &amp; Parish Council x 2<br/>Local environment volunteer x 1<br/>Wiltshire Wildlife Trust x 1<br/>Community group x 1<br/>WC Officer x 1</i>   | <i>Area Board Cllrs x 1<br/>Town and Parish x 2<br/>Foodbank rep x 1<br/>Community Group x 1<br/>Supermarket rep x 1<br/>Officer x 1</i>   |
| Any specific safeguarding guidance?   | <i>See terms of reference. Must ensure applications meet safeguarding standards.</i>  | <i>No</i>  |
| Assigned budget to group?   | <i>£5,000</i>   | <i>N/A</i>   |
| Any budget restrictions set?  | <i>Up to £1,000 per application</i>   | <i>N/A</i>   |