

WILTSHIRE COMMUNITY AREA PARTNERSHIPS

INTRODUCTION:

A Community Area Partnership (CAP) is an open forum for community planning and involvement. With the promotion of community engagement as a core activity the CAP draws from the widest possible range of partners and individuals within the given community area to identify key issues, seek solutions and the most appropriate means of delivering them.

Whilst it is important that Wiltshire CAPs retain their individuality the Minimum Operating Standards, set out below, will provide a basis from which to work to ensure a consistency of service.

MINIMUM OPERATING STANDARDS:

STANDARD 1: CONSTITUTION

CAPs will be properly constituted with a sense of purpose that clearly describes what the organisation is about.

The constitution will reflect the CAPs Minimum Operating Standards and be consistent with public funding requirements.

STANDARD 2: TERMS OF REFERENCE

The CAP terms of reference will include, but not necessarily be limited to, the following:

- Status and constitution arrangements
- Management, structure and responsibilities
- Eligibility and appointment for key posts within the CAP
- Clearly stated aims and objectives
- Processes and procedures for achieving and monitoring aims and objectives
- Membership
- Provision for AGM and general meetings
- Developing and maintaining the Community Area Plan
- Definition of the relationship with the local Area Board (when agreed).
- Financial Arrangements
- Dissolution

A mechanism for reviewing, updating and modifying (if necessary) the terms of reference, at least annually, will be in place.

STANDARD 3: ORGANISATION AND MANAGEMENT

The organisation and management structure defined in the terms of reference will reflect the independent, individual and autonomous nature of the CAP and be demonstrably representative of the broader community it serves.

The relationship between the CAP and the Area Board (when agreed) will be defined in the terms of reference and include a commitment to joint working to avoid duplication of effort.

CAPs will be organised in an efficient, effective and transparent manner to create an open, positive and inclusive atmosphere, which will encourage partner and community engagement.

CAPs will have appropriate procedures and personnel in place to deal responsibly with financial matters. Appropriate planning, budgeting and reporting will ensure the CAP is run on a sound financial basis and that there is transparent and proper accountability to the community and funders. Arrangements for independent non-statutory auditing of CAP accounts will be in place.

Providing sufficient resources are available CAPs will commit to working towards and achieving the key deliverables set out in the document entitled Wiltshire Council and Wiltshire's Community Area Partnerships – Grant Conditions 2009/10.

STANDARD 4: OPEN PARTICIPATION

The terms of reference shall ensure that members of the public have a transparent and welcoming way of participating in all the CAP activities that they wish to, whether through a formal membership or otherwise.

STANDARD 5: VOLUNTEERS

The time and commitment of volunteers involved in the CAP will be recognised and valued.

STANDARD 6: COMMUNITY PLAN

CAPs will develop and maintain a robust and influential community plan for the local area.

Using a range of methods the CAP will consult on the community plan priorities at least once annually. This process will be well publicised to maximise opportunities for community engagement and ensure the widest possible participation. Outcomes from the consultation process will be analysed and fed into the community plan, which will be revised and republished each three to five years.

STANDARD 7: COMMUNICATION

Communication with the wider community will use clear and concise language with a lay out that is easily understood by the intended audience.

CAPs will communicate with partner organisations to strengthen relationships, to ensure all partners understand the roles and responsibilities of each other, to share information, avoid duplication and make best use of resources.

CAPs will hold an annual meeting which will be advertised widely and open to the community.

STANDARD 8: INSURANCE

The CAP will ensure adequate insurance provision is in place for the services provided and the work being undertaken.

STANDARD 9: EQUAL OPPORTUNITIES:

A commitment is made to equal opportunities and non-discriminatory practice within all aspects of the CAPs organisation and work.

STANDARD 10: HEALTH AND SAFETY

CAPs will be aware of and comply with the requirements of health and safety legislation.

STANDARD 11: DATA PROTECTION

CAPs will comply with the requirements of the Data Protection Act 1998, particularly in regards to keeping contact databases.

To avoid the loss of important data CAPs will back up all computer files on a monthly basis. Back up information will be held securely, in a separate location to the CAP computer, by a third party, such as the Chair.

In addition to the Minimum Operating Standards CAPs will also sign up to work within the spirit of the Wiltshire Compact.

The Minimum Operating Standards will be adopted by all CAPs within Wiltshire.