

**MENU OF SERVICES – AN INDICATIVE EXAMPLE OF THE FREQUENCY & SCOPE FOR LOCAL INFLUENCE AT AREA BOARDS**

Service or Function	Local Influence: Frequency and Scope
<p><b>1. Local Development Framework</b></p>	<p><b>Operating framework</b></p> <ul style="list-style-type: none"> <li>▪ Influencing the development of the Local Development Framework (LDF) and understanding its implications</li> </ul>
<p><b>2. State of Community Area Debate</b></p>	<p><b>Standing annual item</b></p> <ul style="list-style-type: none"> <li>▪ Holding an annual debate, drawing on community area profile, deprivation and Census statistics and other local intelligence</li> <li>▪ Assessing and reporting the achievements of the Community Area Board</li> </ul>
<p><b>3. Local Area Agreement (and potential Public Service Guarantee)</b></p>	<p><b>Standing annual item</b></p> <ul style="list-style-type: none"> <li>▪ Monitoring standards of service delivery, triggers, local variations and performance against the Public Service Guarantee</li> <li>▪ Implementing the strategic targets in the Local Area Agreement at the local level</li> <li>▪ Assessing and reporting achievements at a local level against Local Area Agreement</li> </ul>
<p><b>4. Joint Budget Consultation</b></p>	<p><b>Standing annual item</b></p> <ul style="list-style-type: none"> <li>▪ Interactive consultation event with clear explanation about how the budget is calculated, offering the opportunity to influence the budget setting process in relation to local priorities and building on existing arrangements but not duplicating the role of Scrutiny and County Council Advisory Panels</li> </ul>
<p><b>5. Local Strategic Partnerships and Community Strategies</b></p>	<p><b>Standing item twice a year</b></p> <ul style="list-style-type: none"> <li>▪ Implementing the Local Strategic Partnership (LSP) and Community Strategy targets and priorities at a local level</li> <li>▪ Advising the LSPs of the priorities coming out from local communities which need to be addressed at the strategic level and feeding into any revisions in the Community Strategy</li> <li>▪ Receiving reports from the LSPs on how they are progressing in tackling the strategic priorities which have a local impact</li> </ul>
<p><b>6. Community Area Plan</b></p>	<p><b>Standing item at each meeting</b></p> <ul style="list-style-type: none"> <li>▪ Monitoring achievement of targets and projects</li> <li>▪ Ensuring that local priorities are fed through and addressed by the appropriate agencies</li> <li>▪ Addressing capacity building, training and development issues e.g. through Community First, a Development Trust, the Councils etc</li> <li>▪ Developing inclusive approaches towards local engagement and consultation and using the equality and diversity impact assessments</li> </ul>
<p><b>7. Public Record</b></p>	<p><b>Standing item at each meeting</b></p> <ul style="list-style-type: none"> <li>▪ Publicising meetings and outcomes</li> <li>▪ Consulting with the wider community using e-software - Acknowledge</li> <li>▪ Ensuring that meetings are as inclusive, open and transparent as possible</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Keeping a record of each meeting and making it accessible on the community area website</li> <li>▪ Evaluating the impact of each meeting with an easy to use technique</li> </ul>
<p><b>8. Neighbourhood Policing and Community Safety</b></p>	<p><b>Standing item at each meeting</b></p> <ul style="list-style-type: none"> <li>▪ Using local intelligence and to determine areas of high risk and the level of neighbourhood policing needed in the community area e.g. shift patterns, recruitment, training, raising local awareness, ensuring visibility</li> <li>▪ Advising on watch/warden services, community schemes such as sharps bins, graffiti and fly-posting busting, pub watch, Neighbourhood Watch and Neighbourhood Alert Schemes</li> <li>▪ Considering Licensing issues, the use of Licensing fees to fund diversionary activities to address problems with anti social behaviour</li> <li>▪ Determining the use of reparation and community service resources within the community area</li> <li>▪ Monitoring the hot spots and effectiveness of neighbourhood policing in the community area</li> </ul>
<p><b>9. Street Scene and Minor Maintenance Schemes, including Parish/Ward Lengthsman Scheme</b></p>	<p><b>Regular item</b></p> <ul style="list-style-type: none"> <li>▪ Identifying priorities for schemes for local maintenance and street cleaning, improving cleanliness of land within local authority control</li> <li>▪ Ensuring that the Parish/Ward Lengthsman Scheme is well used, programmed and understood</li> <li>▪ Working together to help reduce alcohol-related re-offending, perceptions about and incidences of anti social behaviour</li> </ul>
<p><b>10. Road Safety</b></p>	<p><b>Regular item</b></p> <ul style="list-style-type: none"> <li>▪ Being consulted and involved, in the development of local transport and safety schemes in the community area, covering topics such as street lighting, walking and cycling proposals, 20 mph zones, traffic calming measures, safety cameras, traffic regulation orders, school crossing patrols, school travel plans, pedestrian crossings, weight restrictions etc.</li> </ul>
<p><b>11. Children and Young People</b></p>	<p><b>Regular item</b></p> <ul style="list-style-type: none"> <li>▪ Establishing a sub group of young people and adults to make decisions to inform the Community Area Board and develop young People's Voice and influence with a positive images campaign and taking up opportunities e.g. international education</li> <li>▪ Maintaining contact with the Wiltshire Assembly of Youth and local schools councils</li> <li>▪ Taking forward, at the local level, the target to help young people who are not involved in education, employment or training – Not in Education, Employment or Training (NEET)</li> <li>▪ Being aware of the work of the Children's Trust Board and its local implications</li> </ul>
<p><b>12. Youth Provision</b></p>	<p><b>Regular item</b></p> <ul style="list-style-type: none"> <li>▪ Influencing the local delivery of the Youth Development Service in the community area</li> </ul>
<p><b>13. Extended Schools</b></p>	<p><b>Regular item</b></p> <ul style="list-style-type: none"> <li>▪ Influencing the location and scope of services and opportunities to be provided for the local community in the extended schools as advised</li> </ul>

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	by researchers, schools and service providers
14. Children's Centres	<p><b>Regular item</b></p> <ul style="list-style-type: none"> <li>▪ Receiving reports on the scope of services (as determined by the funding regime) and opportunities to be provided for the local community in the children's centres and the level of provision of childcare places as advised by researchers, schools and service providers</li> </ul>
15. Community Ownership and Use of Local Assets	<p><b>Regular item</b></p> <ul style="list-style-type: none"> <li>▪ Identifying open spaces and buildings for effective asset ownership and management by the community</li> <li>▪ Acquiring the necessary finance and meeting the legal requirements for community ownership of capital assets with evidence of local support for the proposal</li> </ul>
16. Culture, including Events, Libraries and Museums, Sports and Leisure Facilities, Village Halls and Community Centres	<p><b>Regular item</b></p> <ul style="list-style-type: none"> <li>▪ Seeking opportunities to support and improve the quality of local facilities and to enhance the cultural life of the local community</li> </ul>
17. Funding	<p><b>Regular item</b></p> <ul style="list-style-type: none"> <li>▪ Conducting impact assessments and bidding for regeneration funds</li> <li>▪ Developing fundraising schemes and activities</li> <li>▪ Allocating grants for community projects</li> </ul>
18. Access to Services	<p><b>Regular item</b></p> <ul style="list-style-type: none"> <li>▪ Ensuring good access to services in the community area and being consulted on this</li> <li>▪ Participating in projects such as Smartplace and e-government to maximise the effectiveness at the local level</li> </ul>
19. Trading Standards	<p><b>Annual</b></p> <ul style="list-style-type: none"> <li>▪ Influencing the level and awareness of local service provision and availability of services to support people</li> </ul>
20. Car Parking	<p><b>Annual</b></p> <ul style="list-style-type: none"> <li>▪ Reviewing car parking schemes and problems and make recommendations on the use of surplus income generated from on street parking</li> </ul>
21. Local Transport Plan	<p><b>Annual</b></p> <ul style="list-style-type: none"> <li>▪ Influencing local service delivery through an annual presentation and discussion about the programme of road maintenance schemes, other major maintenance schemes, priorities and allocation of monies</li> </ul>
22. Public Transport	<p><b>Annual</b></p> <ul style="list-style-type: none"> <li>▪ Influencing local service provision through an annual presentation and discussion about the level of service provision for the community area with consultation on local bus networks and proposed changes in provision, location of bus shelters. Identification and support for</li> </ul>

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	local community transport needs
<b>23. Environment</b>	<p><b>Annual</b></p> <ul style="list-style-type: none"> <li>▪ Influencing behaviour and raising awareness at a local level, including the development of environmental education opportunities, working with other agencies such as the Wiltshire Wildlife Trust</li> </ul>
<b>24. Countryside Management</b>	<p><b>Annual</b></p> <ul style="list-style-type: none"> <li>▪ Influencing behaviour and raising awareness at a local level, including the development of environmental education opportunities</li> </ul>
<b>25. Minimising Waste</b>	<p><b>Annual</b></p> <ul style="list-style-type: none"> <li>▪ Monitoring the achievement of waste minimisation and recycling targets at the local level</li> <li>▪ Raising awareness about waste minimisation and recycling</li> </ul>
<b>26. Independence and Choice of Older People</b>	<p><b>Annual</b></p> <ul style="list-style-type: none"> <li>▪ Influencing the local level of service provision</li> <li>▪ Developing local solutions and projects to help older people maintain their independence and choice</li> </ul>
<b>27. Supporting Vulnerable People and Valuing People with Learning Disabilities</b>	<p><b>Annual</b></p> <ul style="list-style-type: none"> <li>▪ Influencing the delivery of services to vulnerable people at the local level with the involvement of people who are vulnerable, or who are older, younger and have disabilities or mental health difficulties</li> <li>▪ Engaging vulnerable people, people with physical impairment and people with learning disabilities in community activities</li> <li>▪ Reviewing and providing feedback on any problems or challenges at the local level</li> </ul>
<b>28. Housing</b>	<p><b>Annual</b></p> <ul style="list-style-type: none"> <li>▪ Developing more choice and sustainable communities</li> <li>▪ Informing local authority supplementary planning guidance</li> <li>▪ Encouraging landowners to bring forward rural exception sites</li> <li>▪ Contributing to local housing needs surveys</li> </ul>
<b>29. Schools</b>	<p><b>Annual</b></p> <ul style="list-style-type: none"> <li>▪ Receiving reports on school performance, attendance and attainment and the implementation of the Special Educational Needs Strategy as advised by local Heads and Governors</li> <li>▪ Contributing towards consultation around school federation or amalgamation</li> <li>▪ Providing feedback about the level of local demand for early education and childcare places</li> <li>▪ Providing feedback on the level of local young people who are not in education, employment or training</li> <li>▪ Influencing the use of the school building asset</li> <li>▪ Maintaining contact and engagement with the local school councils</li> </ul>
<b>30. Lifelong Learning Opportunities</b>	<p><b>Annual</b></p> <ul style="list-style-type: none"> <li>▪ Monitoring the access to and promotion of lifelong learning at the local level</li> <li>▪ Influencing the level of service delivery at the local level</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Raising awareness and monitoring the implementation of the strategies for Wiltshire 14-19, Skills for Life, Family Learning and the free2learn project</li> </ul>
<b>31. Local Capacity and Volunteering</b>	<p><b>Annual</b></p> <ul style="list-style-type: none"> <li>▪ Assessing and reviewing the local capacity of the volunteering and voluntary sector and its benefits to the community</li> <li>▪ Building and maintaining community relations and local capacity</li> </ul>
<b>32. Economic Development</b>	<p><b>Annual</b></p> <ul style="list-style-type: none"> <li>▪ Strengthening the relationship between the education and business sectors in the local community</li> <li>▪ Supporting and strengthening existing business activity in the local area</li> <li>▪ Encouraging sufficient local employment land to come forward for development</li> <li>▪ Developing shared commercial properties</li> <li>▪ Attracting new businesses to the local area</li> <li>▪ Facilitating community development of local multi purpose facilities (pub/post office, school/library)</li> <li>▪ Encouraging and supporting supply of local produce to local consumers</li> <li>▪ Commenting on regional policy in the light of needing to protect and support the market towns and rural areas of Wiltshire</li> </ul>
<b>33. Health (also linked to Health Scrutiny)</b>	<p><b>Annual</b></p> <ul style="list-style-type: none"> <li>▪ Identifying hard to reach local people with health issues</li> <li>▪ Influencing joint commissioning strategies e.g. including housing, health and social care - planning groups for older and disabled people</li> <li>▪ Raising awareness and educating the public in terms of health rather than health services and encouraging improved health and well being through lifestyle changes</li> <li>▪ Monitoring health and well being of people within the local community area and influencing, feeding back into key strategies for the area</li> </ul>
<b>34. Major Public Health Issues and Alerts</b>	<p><b>Ad hoc</b></p> <ul style="list-style-type: none"> <li>▪ Being aware of the contingency plans to address major public health issues and the implications for the community area</li> </ul>
<b>35. Emergency Planning</b>	<p><b>Ad hoc</b></p> <ul style="list-style-type: none"> <li>▪ Being aware of the contingency plans to address major disasters or terrorism and the implications for the community area</li> </ul>