

# Harbury Parish Council

## Community Engagement Policy

### Introduction

Communication is a two way process. This document sets out the parish council's policy on how we are going to communicate with our community, what we aim to achieve and how we will achieve it. We are committed to working with the community to provide a high level of services and amenities within Harbury and Deppers Bridge. To do this, we recognise the need to ensure that all members of the community are involved, whether they are residents, voluntary organisations, or local businesses. We will encourage everyone to participate fully in the decision making process, listening to what they have to say, acting on this feedback, and keeping people informed about the parish council's activities and local issues.

### Who do we need to engage with?

We recognise the need to engage with all the following individuals and groups:

- All residents of Harbury and Deppers Bridge including outlying farms and dwellings
- Clubs and community organisations
- Voluntary organisations
- Harder to reach groups such as disabled people, senior residents and young people
- Local schools
- Local businesses
- Landowners
- District and county councils
- Local police
- Neighbouring parish councils

### What are our aims and how will be achieve them?

#### **To communicate information clearly and concisely by:**

- Quarterly news reports published on our website and in Harbury & Ladbroke News
- Updates and bulletins published on our Facebook page and our website
- Use of the village notice boards and parish council office window
- Use of plain English
- Publication of all meeting agendas and minutes on our website
- Publication of an annual report
- Regular councillors' surgeries
- Regular attendance by councillors at community events
- Provision of a parish council office with public access
- Use of the council's own logo and style for simple identification and recognition

#### **To increase local democracy and citizenship by:**

- Encouraging residents to attend parish council meetings and make their views known via the public forum.

- Encouraging residents to attend the annual parish meeting.
- Actively seeking the views of harder to reach groups such as young people and the elderly.
- Running public consultations and encouraging people to take part.
- Going into school to help the children learn about the role of the parish council.
- Holding public meetings on important local issues.
- Publicising the Southam Community Forum and encouraging people to attend
- Publicising the role of local councillors and encouraging people to stand in local elections.
- Publicising the services and amenities provided by the parish council.

**To listen and react to local people's views and understand their needs by:**

- Recording and reviewing comments made during the public forum at parish council meetings.
- Analysing the results of surveys and consultations and acting on them accordingly.
- Making ourselves available and approachable to the local community.
- Taking note of comments received from the public in phone calls, correspondence (letter and email) and via social media.

**To raise the profile of the parish council and its reputation by:**

- Appointing parish councillor representatives to local organisations.
- Holding regular parish councillor surgeries.
- Encouraging parish councillors to attend local events and community meetings.
- The publication of all meeting agendas and minutes on the parish council website and provision of hard copies where required.
- The publication of an annual report.
- Hosting and organising the annual parish meeting.
- Reacting positively to feedback from residents.
- Ensuring that all councillors adhere to the code of conduct
- Achieving the Local Council Awards 'Foundation' level as a minimum requirement.
- Adopting an easily recognisable parish council style and logo.

**To support our councillors and staff in their role of community leadership by:**

- Encouraging their regular attendance at training & briefing events.
- Provision of all necessary equipment.
- Provision of induction pack for all new councillors.
- Regular updates on new legislation and other relevant matters.