

Walford Parish Council

Terms of reference

Community Engagement Working Group

Objectives

- 1) To develop a community engagement strategy and related supporting policies, procedures, and feedback mechanisms along with an implementation plan for approval by Full Council.
- 2) The strategy and its associated components should enable and encourage the maximum involvement of parishioners and stakeholders in decision making.

Delegated powers

- 1) None

Structure

- 1) The Working Group will comprise of five members.
- 2) The Working Group will appoint a co-ordinator and note taker.
- 3) The quorum of the Working Group shall be three members.
- 4) Non-councillors may be co-opted onto the Working Group.
- 5) The Working Group will meet at least quarterly until the fulfilment of its objectives.

Roles and functions

- 1) To develop an overall engagement strategy.
- 2) To review and update existing policies and procedures such as:
 - a. Freedom of information.
 - b. GDPR compliance.
- 3) To develop any required policies and procedures.
- 4) To review current communications methods and feedback mechanisms including but not limited to:
 - a. Email.
 - b. Website.
 - c. Facebook and social media.
 - d. Newsletters.
 - e. Noticeboards and posters.
 - f. Annual Parish Meeting.
- 5) To liaise with the Neighbourhood Development Plan Steering Group ensuring a co-ordinated and consistent approach.
- 6) To develop an implementation plan for the introduction of new tools, methods, policies and procedures.
- 7) To report on progress to the Full Council.
- 8) To gain acceptance of the Full Council.

General

- 1) Working Group members will abide by the Standings Orders and Code of Conduct adopted by the Parish Council
- 2) All meetings are open to the public.

Document control

Revision number	1.1	Written by	Bob Puzey
Last approved by the Parish Council	16 October 2019		
Date for next review	July 2020		