

KEGWORTH PARISH COUNCIL

Community Engagement Policy



Approved by: Full Council **Date:** 9/5/2022

Last reviewed: May 2022

Next review due: May 2025

Introduction

Kegworth Parish Council is committed to community engagement at all levels and supports and encourages all community members to engage with the Council.

Policy Aims

The overall aim is to make Council communications a two-way process. The intention is to provide timely information to allow the community to understand what we do, whilst enabling the Council to make informed decisions using accurate information received from residents and partners.

The objective of our community engagement policy is to:

- Improve, plan and shape the future of the parish according to local needs and priorities through active engagement with the community to understand needs and priorities.
- Use the process of engagement to inform decision making.
- Raise the profile of the village and the work of the Parish Council.
- Use a variety of methods to provide information to the community.
- Engage with local and strategic partners on a range of matters of interest or concern to the community.

Who are the community, local partners and other stakeholders?

- Parishioners
- Societies and organisations with interests in the parish
- Local businesses
- Sports and activity Clubs
- District and County Councillors, MPs
- Neighbouring Councils and Authorities
- Other council officers and public sector organisations such as those concerned with health, education,
- Police

Strategy for Engagement

The Council will achieve its engagement objectives by using the following methods of communication and engagement:

The Parish Clerk – The Clerk is a pivotal point of contact for residents in fielding and answering queries which arise. The Clerk's contact details are widely publicised and contact may be made by email and via Facebook.

Parish Council Meetings – Parish Council meetings are held monthly. Agendas are publicised in advance on the noticeboards and website. In all respects the Parish Council meetings comply with the Council's Standing Orders ensuring good practice is maintained. At each meeting, there is an opportunity for residents to speak on matters on the agenda.

Resident's Drop-In/Community Liaison Sessions – The Parish Council facilitates opportunities for members of the public to attend drop-in/community liaison sessions run by other parties, eg the Police, East Midlands Airport, the District Council

Parish Council Committee Meetings – All committee meetings are open to the public and agendas are published in advance of meetings on the noticeboard and website.

Parish Council Contact Details – The Parish Council display contact details on the website, noticeboards and Facebook.

Calendar of Meetings – The Parish Council display the annual timetable for meetings on the website.

Annual Parish Meeting – The Annual Parish Meeting is organised by the Parish Council and this brings the community together and allow residents to question and review how the elected members help shape the community. The Parish Council determines the “interest theme” for each annual meeting to encourage maximum turn out by the community. The main objective of the annual meeting is to provide and encourage two-way communication between the community and councillors. The meeting is advertised in advance on the website, noticeboards, and Facebook.

Public Consultation – A public consultation will be conducted if the Council concludes a particular event or programme that has an impact on the parish warrants a consultation programme. The intention of this exercise would be to better understand the needs of the parish.

Links to Outside Bodies – Where possible, councillors will link to outside bodies and will work with them, reporting back to the full council meeting, as appropriate. Links will be determined at the first annual meeting of the Parish Council each year.

Working with Volunteers – Where possible, the Parish Council will encourage and facilitate volunteering within the village. Volunteers doing work arranged by the Parish Council will work within the Council’s volunteering policy and risk assessment.

Working Parties - In some cases, when a programme needs to engage with the wider community, a working party will be appointed to analyse any results and report to the Council with the outcomes. The Parish Council will have the option to accept all or part of any recommendation made by the working party by way of a majority decision by Councillors.

Village Website (www.kegworthparishcouncil.gov.uk) – The Parish Council has a website which gives information about the Parish Council and other village matters. There is an electronic Contact Us form on the website which links to the Clerk’s email account for a response to be given.

Social Media – Facebook is used to encourage rapid communication within the community. This allows short news items to be quickly distributed to those preferring to receive news through social media channels. Social media provides a two-way capability and, therefore, the account is monitored so appropriate responses can be given from the Council in a timely manner.

Parish Council Newsletter – The Parish Council distributes a quarterly newsletter to all homes in the parish and other interested parties, either by hand or electronically. This contains key information about the work of the Parish Council, project updates, and gives contact information for councillors and other parties.

Use of Parish Council Property by Third Parties – The Parish Council welcomes the use of its properties for community events which are organised and run by community

groups and organisations. The use of Parish Council property is subject to approval by councillors. See Use of Council Properties for Third Party Events policy, checklist and agreement for more information.

Monitoring and Review

The Council aims to consult regularly with residents using methods ranging from public participation sessions at monthly Parish Council meetings to formal consultation programmes where information must be widely disseminated and feedback obtained to shape a project programme and demonstrate democracy in action.

This Community Engagement Policy and Strategy provides the framework for how the Parish Council will communicate and engage with parishioners and other organisations. It will be reviewed and updated as necessary, but at least every 3 years.

Appendix A

Terms of reference for representing the Parish Council on committees, working parties and outside bodies

Councillors represent the Parish Council on a number of outside committees and bodies. They are not there in an individual capacity but attend to represent the Parish Council. Any views or opinions expressed must represent the Parish Council views. This representation is an important element of community engagement and ensures a dialogue between the Parish Council and the community. Relevant key issues from committees and groups can be brought to the Parish Council, discussed at Council meetings and agreed. Agreed items from the Parish Council can be reported to groups and committees.

For this representation to work effectively it is important that the following process is followed.

The Process

Membership on committees, working parties and outside bodies is agreed annually at the first Parish Council meeting of the year.

For every group a Parish Councillor represents they must:

- Keep the Parish Council informed of when meetings are taking place and check the Council's views on items on the agenda.
- Attend meetings and represent the views of the Parish Council.
- Report items back to the next Parish Council meeting by way of an agenda item and report.

If a parish councillor can no longer represent the Parish Council on any committee, working party or outside body they should report this to the Parish Council.

Who Do We Link With?

Councillors will form links to groups, as required. These might include the following:

- North West Leicestershire District Council
- Leicestershire County Council
- East Midlands Airport
- Village traders
- Churches
- Kegworth Village Hall
- OneKegworth
- Sports Clubs – Cricket, Tennis, Football, Bowls
- Environmental Groups – The Wombles, Friends of Sideley, Tree Wardens
- Allotment holders
- Police, Neighbourhood Watch & Kegworth Plan Group
- SEGRO
- Freeport/East Midlands Development Corporation
- HS2