

HUMBERSTON PARISH COUNCIL COMMUNITY ENGAGEMENT STATEMENT OF INTENT

INTRODUCTION

To achieve its ambitions, Humberston Parish Council wants to work closely with the public – residents, communities, businesses and voluntary organisations. Its aim is to engage with its residents and encourage their participation in decision making, securing better services, being engaged with the local democratic process and creating a more active and informed community.

AIMS

The Council strives to undertake the following:

To enable an involved, empowered and active citizenship through:

- (i) The involvement of residents in production of the village Newsletter
- (ii) Reaching out to hard to reach groups
- (iii) Seeking the views of young and older people

To communicate information to our community clearly, factually and appropriately through:

- (i) The preparation of a website detailing all council services and activities
- (ii) The preparation of a quarterly newsletter sent out to every household
- (iii) The use of plain English and no local government jargon

To improve our communication with our partners and stakeholders and co-ordinate our community engagement efforts through:

- (i) Actively being involved in various networking organisations
- (ii) Working closely with local organisations and the unitary authority

To raise the image and reputation of the Council through:

- (i) Inviting residents to be actively involved in our meetings via the public forum
- (ii) Publicising widely the Annual Parish Meeting
- (iii) Encouraging usage of the Council website
- (iv) Inviting residents/community groups to provide information for the Council Newsletter
- (v) Issuing press releases covering activities of the Council
- (vi) Encouraging the Councillors to become actively involved in the Community

To enable every Councillor to maximise their role as elected representatives and Community Leaders through:

- (i) The preparation of a comprehensive New Members Pack
- (ii) Uploading of agendas & minutes on the Council website

- (iii) Encouraging Councillors to attend meetings of community organisations and residents associations in their respective wards
- (iv) Encouraging Councillors to take up places on community groups and organisations
- (v) Develop training plans for councillors

To ensure every member of staff understands the council's priorities through:

- (i) Having regular staff appraisals
- (ii) Encouraging staff to provide input into the decision making process
- (iii) Encouraging staff to actively represent the interest of the Council at community events

ENGAGEMENT

Listed below are the individuals/organisations which the Council wishes to actively engage with:

All schools and educational establishments within the Parish
 All social clubs and groups within the Parish
 All churches within the Parish
 All businesses within the Parish
 All residents' associations, neighbourhood watch groups and other local forums within the Parish
 The local policing team

ACTION PLAN

Minutes	Ensure copies of minutes are available in both hard copy and electronically for residents and community groups and via Newsletter	Staff	Ongoing
Annual Report	Ensure Report is available by both hard copy and electronically for residents and community organisations through Newsletter	Staff	Annually
Office Opening Hours	Publicise office opening hours in newsletter and on website & noticeboards	Staff	Ongoing
Annual Parish Meeting	Publicise more widely the meeting to ensure all residents are able to raise matters of interest or concern	Staff & members	Annually
Public Forum	Encourage residents to raise any matters of interest or concern via the public forum part of Full Council	Staff & members	Monthly
Noticeboards	Regularly update noticeboards with council & community activities	Staff	Ongoing

Website	Commence and maintain website with info on council services & activities	Staff & members	Within next 6 months
Young and Older People	Commence links with young people and older people within the community through links with other agencies such as policing teams and local groups	Staff and members	Ongoing
Newsletter	Produce and deliver a newsletter quarterly	Staff & members	Quarterly
Businesses	Engage with the businesses and business organisations both generally and through development/planning etc.	Staff & members	Ongoing
Residents Association	Encourage Councillors to attend Residents Association, Tenants and community organisation Meetings in their wards	Members	Ongoing
Local Democracy	Encourage Residents to both vote at and stand for the Council in Local Council elections	Staff & Members	Ongoing but high priority in the six months leading to local council elections
Press	Liaise regularly with the press sending details of council meetings and council activities	Staff	Ongoing
Ward Councillors	Maintain contact with Ward Councillors to ensure sharing of information	Staff & members	Ongoing