

UPPER BEEDING PARISH COUNCIL

Community Committee Terms of Reference

The Community Committee is constituted to evaluate and develop all aspects of Community Engagement in accordance with the Engagement and Communication Policy, upholding and enhancing the reputation of the Parish Council.

Composition	Seven (7) elected members
	Note: All Councillors not elected to the Community Committee may attend and participate in the meeting but have no voting rights.
Quorum	Four (4)
Chairmanship	Chairman and Vice-Chairman to be elected by the members at the first committee meeting held in each council year.
Meeting	Initially monthly (for 3 months), then bi-monthly
Time	7pm
Venue	Initially remote meeting using Microsoft Teams, venue to be confirmed once face to face meetings resume.
Reports to	Full Council
Legal Status	The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings (England) Regulations 2020, Data Protection Act 2018, General Data Protection Regulations 2018, Adopted Standing Orders, Adopted Financial Regulations, Adopted Code of Conduct, Public Sector Bodies (Websites and Mobile Applications), Accessibility Act 2018, Localism Act 2011, Local Government Act 2003, Local Government Act 1972, Nolan Principles of Life, Public Bodies (Admission to Meeting) Act 1960 (This list is not exhaustive)

Terms of Reference

- a) To engage with residents.
- b) To improve the quality and delivery of services within the parish.
- c) To enhance the general well-being of residents.
- d) To identify and support key groups, voluntary organisations or clubs, allocating a representative as required.

- e) To identify and deliver events for the community.
- f) To promote and support community led projects.
- g) To ensure the Council website remains fit for purpose and complies with legislation.
- h) To ensure the newsletter remains fit for purpose.
- i) To develop all methods of communication and consultation
- j) To attend relevant outside organisation events as and when the necessity / opportunity arises.
- k) To consider forward planning and provide budget recommendations to Full Council.
- l) The committee cannot spend from future budgets and any virement of funds must be authorised by Full Council.
- m) To consider any recommendations of any 'task and finish' groups set up and under the control of the Community Committee.
- n) To review strategic plan objectives on a yearly basis.
- o) To deal with any other matter that the Full Council considers appropriate to be referred to the Community Committee.

To be read in conjunction with the Engagement and Communication Policy (Appendix A)

Adopted: September 2020

UPPER BEEDING PARISH COUNCIL

Engagement and Communication Policy

APPENDIX A

INTRODUCTION

Why do we need a Policy?

- The Parish Council feel/believe/suspect the local community is insufficiently engaged/interested in local Parish Council activities.
- People (voters) in the Parish do not understand what we do/can and cannot achieve. They therefore see us as a talking shop with no power.
- Local Government nowadays is required to be increasingly focused on reputation, bringing improvements to the local community and recognition and respect. REPUTATION IS IMPORTANT.
- The Parish Council needs to continuously improve the way we involve and engage the local community in achieving the aims, objectives, and purposes of UBPC
- So, this is not just about communication.

AIMS AND OBJECTIVES

Aims

The aim of the Community Engagement and Communications Strategy is to improve the way in which Upper Beeding Parish Council engages, involves and consults its residents and partners and stakeholders (see appendix B) on important issues to ensure that:

- They are fully informed, consulted and involved.
- They are all included in the engagement process irrespective of their age.
- Their views are heard and used to develop, enhance and improve services, the environment and the quality of life for residents
- They understand and actively support the responsibilities, actions and policies of UBPC and its relationship with Horsham District Council and West Sussex County Council.

Objectives

- To engage local people and voters with local council members
- To inform local residents clearly and comprehensively about the range of services available.
- To consult with residents about their needs and aspirations for the area they live in, and the services they wish to receive.
- To improve the quality and delivery of services within the parish.
- To improve, plan and shape the future of the parish, according to local needs and priorities.
- To enhance the general well-being of the parish and its residents.
- To strengthen the capacity of local councillors to act as leaders of the community they represent.
- To help create a stronger, more active and cohesive parish.

PROPOSED STRATEGY

Introduction

The strategy should focus on the following:-

- Information and Education on the responsibilities powers and limitations of Parish Councils and particularly UBPC.
- Improving Communication to all stake holders but particularly residents.
- Improving Consultation with residents/giving people a voice.
- Supporting the local community.
- Promotion of UBPC events to engage and involve the community.

Information and Education on the roles of local government

- Publish on the web site and in a newsletter the role and responsibilities of the different tiers of local government in West Sussex (see Appendix A)

Communication with residents

This will be achieved in a number of ways, to ensure all sections of the community are reached.

- The Council's Annual Report will inform residents on important issues. It will be made available on the website, as well as via the village newsletter and notice board. Copies will also be available in the village hall and local public house.
- The parish website will contain a vast amount of information about Upper Beeding Parish Council and other local government services including a comprehensive summary of facilities and organisations in the area.
- The website will comply with accessibility regulations making it available to all.
- Dates of meetings and are displayed on the website and notice boards.
- Agendas are published on the website and notice boards at least 3 clear days ahead of a meeting.
- Minutes of meetings are displayed on the website.
- There should be a comments form on the website to allow residents to communicate their views to the Council.
- The Council should regularly publish information about the Council and local council services on the website, Facebook and noticeboards and in the village newsletter which is delivered to every household.
- All Council and committee meetings are open to the public. There is a public forum at the start of each meeting to give residents an opportunity to talk to councillors about items on the agenda or any concerns they may have. Residents are welcome to stay and observe the rest of the meeting.
- Increase our presence on social networking sites where appropriate.

UPPER BEEDING PARISH COUNCIL

Improving Consultation with residents

One of the keys to a successful Community Engagement Strategy is consultation on important issues which affect residents. This will ensure those most affected are able to put forward their opinion and given the opportunity to contribute.

- The council is committed to ensuring that consultations include all members of the parish, by identifying hard to reach groups, such as the young, the elderly, the housebound or disabled, ethnic minorities, etc.
- The council will hold an a regular survey to enquire what are residents' priorities/needs/expectations of UBPC for the coming period and where if any are the gaps in services/expectations. (this should be both in paper and online) (appendix "A" could be attached.)
- The council will conduct consultation surveys on all major issues that arise which may affect the environment in the parish
 - Neighbourhood plan
 - Major Planning Applications
 - Major Changes in services
 - Major investments in recreational and sports facilities.

Supporting and Working with the Local Community

- Identify key groups/voluntary organisations in the area who will benefit from our support(e.g. Hub, Societies, Support Groups, Schools, Churches, Sports).

Other Potential PR Exercises to be considered.

- Sponsor/promote/support/ family events.
 - Firework displays
 - Family Picnic/Barbecue/Games Day
 - Family Sports/competition events
 - Music Events
 - Health/Well-being events
 - Becoming a dementia friendly council / community
- Establish annual Awards event for contribution to the village
- Annual Fair
- Sponsored charity events
- Events in association with South Downs National Park

MEASURING SUCCESS

Specific performance measures may include:

- People feeling that they are kept well informed by the Council.
- People feeling that the Council listens to their views, and acts on their concerns.
- People feeling that complaints are handled well.
- People feeling that the Council is trustworthy.
- People feeling that Council involves them in making decisions about future priorities.
- People feeling that they have opportunities to participate with the council and can influence the decision-making process.
- People feeling that they wish to be more involved in decision-making.
- People being satisfied with the way the Council runs things, and with particular services provided by the Council.
- People feeling that the council provides value for money.
- People exercising their right to vote at local elections.

This information could be obtained through a questionnaire delivered to individual households which includes the option to feedback to us how we can improve in each area.