



## **Elstree and Borehamwood Town Council**

### **Community Engagement Policy**

#### **INTRODUCTION**

Elstree and Borehamwood Town Council recognises the need to consider the impact of its actions on others and the surrounding environment. Whilst the Town Council cannot force any individual or group to become involved it can, and shall, make it easier and more attractive for them to do so.

1.1 The Council considers that the community of Elstree and Borehamwood comprises:

- a. All residents of the parish
- b. All users of Town Council services
- c. All those who work, or own business within Elstree and Borehamwood
- d. All young people who live/go to school in Elstree and Borehamwood
- e. All voluntary organisations, clubs and societies as well as groups or organisations representing sections of the community.

1.2 The Council recognises that other bodies are crucial to the quality of life in Elstree and Borehamwood and it will maintain the strong working relationships with Hertsmere Borough Council, Hertfordshire County Council and Aldenham Parish and Shenley Parish Councils.

1.3 The Council defines communication as the process of informing the community about decisions that have been made or the passing on of information.

1.4 The Council defines engagement as involving the community to help form opinion and review decisions.

1.5 The Council is always open to receiving both positive and negative feedback and has a commitment to encouraging the community to engage with the Council.

#### **COMMUNICATION**

2.1 The Town Council website is one of the primary sources of information on the Council for the community and will be kept up-to-date with content routinely monitored. The Council aims to actively publish a wide range of information on the Council and its activities.

2.2 The Council will make best possible use of Social Media in line with the Council’s policy in this area.

2.3 The Council will prepare regular press releases to be sent to local news providers and continue to produce a (currently) quarterly 36 page newsletter (The Town Crier).

2.4 The Council will utilise the 10 noticeboards within the Parish.

2.5 The General Management Committee shall routinely consider options for improving communication with the community.

## ENGAGEMENT

3.1 The Council shall continue to set aside time (15 minutes) at every Council meeting for members of the public to address the Council.

3.2 The Council shall continue to develop the Annual Parish Meeting with an aim of increasing attendance and providing a venue for open community discussion.

3.3 The Council shall continue to provide opportunities for members of the public to discuss issues with councillors (e.g. Member surgeries)

3.4 The Council shall continue to appoint members to represent the Council on community organisations as requested (‘Outside Bodies’).

3.5 The Council shall continue to utilise social media and its website for receiving and responding to comments from the community.

## THE ROLE OF THE MAYOR

4.1 The Town Council recognises the important role that the Town Mayor plays in the local community. The Town Council seeks to ensure that the role is properly recognised when the Mayor attends events (including appropriate arrangement by organisers for facilities such as car parking spaces, seating and formal acknowledgement of attendance).

**Review Body:** General Management Committee

**Review Period:** every 2 years

**Next Review:** July 2024