

KIRKBURTON PARISH COUNCIL

COMMUNITY ENGAGEMENT STRATEGY

INTRODUCTION

To achieve our ambitions for the communities within the Kirkburton Parish, Kirkburton Parish Council wants to work closely with the public – residents, communities, businesses and voluntary organisations. Our 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) Reaching out to hard to reach groups
- (ii) Seeking the views of young 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
- (iii) The use of plain English and no local government jargon
- (iv) The adherence to a corporate design/logo

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 (e.g. YLCA, Neighbourhood Police Teams, Kirkburton & Huddersfield South Area Committees, neighbouring Town/Parish Councils)

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 Chairman to actively represent 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

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 Town Council at community events

ENGAGEMENT

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

- (i) Residents of Kirkburton Parish
- (ii) Services users
- (iii) Non-users & potential users
- (iv) Businesses & business organisations
- (v) Community, tenant & residents groups
- (vi) Interest & Pressure Groups
- (vii) Voluntary groups
- (viii) Communities & neighbourhoods
- (ix) Hard to reach groups
- (x) Young people
- (xi) Public & private sector stakeholders

ACTION PLAN

Chairman & Vice Chairman	Encourage Chairman & Vice Chairman to fulfil their Civic Role & encourage community organisations to invite the Chairman to events.	Staff, Chairman & Vice Chairman	Ongoing
Minutes	Ensure copies of minutes are available in both hard copy and electronically for residents and community groups, including copies lodged with the principal authority.	Staff	Ongoing
Annual Report	Ensure Report is available by both hard copy and electronically for residents and community organisations including copies lodged with the principal authority.	Staff	Annually
Office Opening Hours	Publicise office opening hours in newsletter and on website & noticeboards.	Staff	Ongoing
Annual Town Meeting	Publicise more widely the meeting and liaise with neighbouring PCs to ensure all residents of the Parish 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 the Council meeting.	Staff & members	Monthly
Noticeboards	Regularly update noticeboards with council & community activities.	Staff	Ongoing
Website	Maintain website with info on council services & activities.	Staff & members	Ongoing
Newsletter	Produce and distribute a newsletter quarterly.	Staff & members	Quarterly
Businesses	Engage with the businesses and business organisations.	Staff & members	Ongoing
Community Organisations	Elect Councillors onto Community Organisations, where appropriate and encourage attendance at the various community organisation meetings in their wards.	Members	Ongoing
Local Democracy	Encourage Residents to both vote at and stand for the Parish 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
Principal Authority Councillors	Maintain contact with principal authority councillors for Almondbury, Dalton & Kirkburton to ensure sharing of information.	Staff & members	Ongoing