



## COMMUNITY ENGAGEMENT POLICY

**Resolved at Full Council on 14th December 2020**

**Reviewed 15<sup>th</sup> July 2024**

**Review due July 2027**

### 1. INTRODUCTION

Haddenham Parish Council (“**Council**”) aims to be responsive to the needs of the local community and to involve its parishioners in the Council’s decision-making about the issues which affect them including planning, delivery of services and the future of the area. The Council considers the community of Haddenham Parish Council to consist of:

- All residents of Haddenham
- All users of the Parish Council services
- All those who work within Haddenham
- All those who own businesses within Haddenham
- All young people who live and/or go to school within Haddenham
- All local voluntary organisations, clubs and societies
- Any group or organisation that represent some or any of the above sections of the community

To achieve this, the Council will provide its parishioners with:

- 1.1. relevant information about services, policies and decisions that might affect or interest them;
- 1.2. opportunities for them to have their say about decisions, services and plans through consultations, surveys and conversation;
- 1.3. opportunities to get involved, over and above informing and consulting, to give them a greater influence over decisions and delivery.

In doing so, the Council will follow the principles set out below.

### 2. HONESTY AND OPENNESS

- 2.1. Make clear the purpose of any engagement activity and use the right methods (proportionate to the significance of the issues) to engage the local community.
- 2.2. Be clear about the role of the Parish Council and the limits on what it can do / influence.
- 2.3. Use honest, accurate and unbiased information.

### 3. LISTENING

- 3.1. Listen and respond to individuals and communities, enabling and empowering parishioners to play an effective role in setting priorities, designing services and influencing decisions to shape their local area.

### 4. INCLUSION

- 4.1. Undertake fair and impartial engagement to a high standard to ensure that all parishioners are offered equal opportunities to participate in issues that may affect them and make a difference as outlined in the Council’s Equality and Diversity Policy.

### 5. WORKING TOGETHER

- 5.1. Act together when appropriate with a consistent approach to community engagement.

- 5.2. Share knowledge and information openly with parishioners and partner organisations, whilst respecting confidentiality.
- 5.3. Use what has been learnt from contact with local people to better understand and engage with the community, and to improve the services it delivers.

## **6. KEEPING IN TOUCH**

- 6.1. Provide feedback and demonstrate the changes that are made as a result of engagement.

- 6.2. The Council will use the following tools to:

### **6.2.1. Inform:**

- a. Publications including Parish Newsletter;
- b. Use of Noticeboards around the Parish;
- c. Information stall e.g. Annual Parish Meeting;
- d. Public and specific meetings including Council meetings and the Annual Parish Meeting;
- e. Specific organised presentations, forums and briefings when appropriate;
- f. Website updates, Email, Social Media, webpage subscription.

### **6.2.2. Consult:**

- a. Questionnaires and surveys;
- b. Online surveys and e-consultation (via the internet);
- c. Residents' Associations and community groups;
- d. Discussion/focus groups/forums/e-forum;
- e. Written consultation through letter or email;
- f. Consultation events/workshops/exhibitions/general events;
- g. Public, neighbourhood or specific meetings;
- h. Documents or information available in offices, public buildings or online;
- i. Verbal consultation with community representative.

### **6.2.3. Involve:**

- a. Working parties;
- b. Public or specific targeted discussion meetings with interested parties;
- c. Public or stakeholder workshops to identify issues and shape options;
- d. Public visioning events, ideas competitions, interactive displays;
- e. Online and in person discussion forums;
- f. Community led plans (e.g. parish plans/neighbourhood plans)/community action plans;
- g. Comments and complaints.

Additionally, the Council recognises that there are certain bodies that are crucial to the quality of life in Haddenham and aims to maintain excellent working relationships with these bodies, including: Police, schools, other tiers of local government and other Town and Parish Councils in Buckinghamshire County and surrounding areas.