



Community Engagement Action Plan

2016/17

Adopted by Full Council on 28.6.2016

	Goal	Action	Responsible	Start Date	Finish Date
Print Media					
1	Produce and distribute Annual Report (and publish in the Neighbour)	Print and distribute report at Annual Town Meeting	Members/Town Clerk	May 2016	May 2016
2	Print and distribute next edition of the Neighbour Review use and value of newsletter, production and delivery arrangements and agree editorial policy and publication schedule for remainder of 2016/2017 and for 2017/18 to allow for appropriate budgeting arrangements	Regeneration, Environment and Planning Committee to determine date of publication	Community Engagement Officer/Regen Officer Members/Town Clerk	June 2016 June 2016	June 2016 December 2016
Digital Media					
3	Extend and develop website to meet all transparency requirements and Foundation level Local Council Award Scheme criteria	Add all policies, relevant financial and other documents as required by new scheme of publications, transparency code etc	Town Clerk/Regeneration Officer/Community Engagement Officer	June 2016	December 2016
4	Refresh all existing website pages to update information	Page by page survey and update	Town Clerk/Regeneration Officer/Community Engagement Officer	June 2016	By end March 2017 but

					ongoing
5	Consolidate Council's use of social media platforms to ensure consistent broadcasting and efficient use of staff time	Explore use of suitable software eg Hootsuite – share responsibilities within staff team	Town Clerk	August 2016	By end March 2017
Other					
6	Review the council's engagement with minority groups and identify specific communities to be targeted and means to develop relationships with these communities	Report to full council with a view to developing a long term programme	<i>Members/Town Clerk</i>	<i>June 2016</i>	December 2016
7	Review of community engagement in relation to planning matters	Report to Regeneration, Environment and Planning Committee <ul style="list-style-type: none"> ➤ Eaton Leys ➤ Albert Street ➤ Others 	<i>Members/Regen Officer</i>	<i>June 2016</i>	September 2016
8	Review of community engagement in relation to allotments – replace Allotments Working Group	Clarify and document communication methods between tenants and council Set up formal regular rent review arrangements	<i>Members/Town Clerk (Finance & General Purposes committee)</i> <i>Members/Town Clerk Finance & General Purposes committee</i>	<i>ASAP</i> <i>ASAP</i>	By 1 October 2016 By 1 October 2016