# RIPON CITY COUNCIL

# Community Engagement Policy

| Item | Detail |
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| **Date of review** | November 2028 |

# COMMUNITY ENGAGEMENT POLICY

# RIPON CITY COUNCIL

## INTRODUCTION

Ripon City Council recognises the need to consider the impact of its actions on others and the surrounding environment. Whilst the 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. It is proposed that this policy will be reviewed every 2 years to ensure that it continues to accurately reflect the activities, aspirations, and requirements of the Parish Council.

- The council considers that the community of Ripon comprises
    - All residents of the parish
    - All users of Ripon City Council services
    - All those who work, or own business within Ripon
    - All young people who live/go to school in Ripon
    - All voluntary organisations, clubs and societies as well as groups or organisations representing sections of the community.

- The council recognises that other bodies are crucial to the quality of life in Ripon, it will work to create and maintain the strong working relationships with North Yorkshire Council and other local Parish and Town Councils.
- The council defines communication as the process of informing the community about decisions that have been made or the passing on of information.
- The council defines engagement as involving the community to help form opinion and review decisions.
- 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.
- All communications will avoid gobbledygook, jargon and misleading public information.

## COMMUNICATION

The council website is the primary source 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.

The council will:

- make best possible use of Social Media in line with the Council's Policy.
- Make best possible use of local radio, online news channels and local newspapers and publications where appropriate
- utilise noticeboards at the council offices, Hugh Ripley Hall and the Market Place.
- shall routinely consider options for improving communication with the community.
- develop the Annual Parish meeting as a forum for community discussion.
- publish its agendas, minutes and reports on the council website.
- publish an annual report of its activity.

# ENGAGEMENT

The council shall continue to set aside time at every council and committee meeting (excluding the HR Committee) for members of the public to address the council.

The council shall continue to provide opportunities for members of the public to discuss issues with councillors.

The council shall continue to appoint members to represent the council on community organisations as requested.

The council shall continue to develop its use of social media and its website.

# CONSULTATION

When the council is seeking views on a specific project or idea it will consult with the community. Whilst the majority of consultations will be open to the whole community it may on occasion consult with specific stakeholders only.

When planning a consultation the council will:

- Identify the key stakeholders for that specific consultation exercise to ensure they are directly consulted.
- Consultations will be publicised as widely as possible and will have a defined end date for submissions.
- The council will be clear about why it is consulting.
- The timing of consultations will be considered for example to coincide with events or to avoid clashes with holidays.

The council shall consider the format of the consultation which may include:

- Open consultation on the council website
- Consultation documents at key venues around the town
- Direct consultation (e.g. letters/leaflets/social media etc)
- Focus groups

All Parish Council communications should:

- be civil, tasteful, and relevant
- take account of all forms of diversity
- not disclose information which is confidential or personal
- reflect the views of the Parish Council and not the views of an individual
- not promote political parties or groups