

Calne Without Parish Council

8th March 2021

Agenda Item 13

Engagement and Participation Working Group

1 Introduction

The Engagement and Participation Working Group was formed in July 2020 to encourage greater engagement and participation by the Calne Without community with the Parish Council and in Parish Council elections.

2 Participation in the Election

The Group has reported to the Council on its campaign to encourage greater participation in the May 2021 local elections and the Council has approved posters and spending on leaflets. However due to the national lockdown the distribution of any flyers is at the time of writing not allowed. The Working Group are seeking the Council's permission to print and distribute the flyer if the regulations allow and if not the Council's approval for the circulation of the information in the flyer and the posters to local community social media groups including Shout outs, "Nextdoor" and less formal grouping within the Parish. The flyer and posters are shown in Appendix 1.

3 Councillor Training

The group has also considered the Council's support for new Councillors and has come up with the Councillor Training proposals listed in Appendix 2. The Group request that the Council approve the Councillor Training suggestions as Council policy.

As part of this a request is made that the Council make a provisional booking with WALC to run a general Councillor training session in May/ June 2021 to assist any new Councillors joining the Council at the elections. The cost of the session would be £200 if done as a virtual training session, if able to be done in person then the cost will include room hire and travel expenses.

4 Glossary of Terms

In order to explain the most often used terms and abbreviations in Council meetings to help both the public and new Councillors the Group has devised a glossary of terms which is presented at Appendix 3. This can be added to the document library on the Council's website and supplied with the Agendas for meetings. Councillors are invited to add items to the Glossary.

5 Social Media

The Group has been investigating the possibility of the Council using Social media to encourage greater participation and engagement with the community. The group is generally in favour of this as a way forward but recognise the costs and structures that need to be in place to make it work effectively. It is suggested that a joint meeting of the

Engagement and Participation Working Group and The IT and Communications Working Group is set up following the May elections to take this forward.

6 Co-option Survey

The Working group would like to invite all the candidates who took part in the Pewsham co-option to fill in an anonymous survey to help the Council review its advertising and paperwork used in the co-option process. It is accepted that the process itself is set in legislation and while candidates may comment on, it is not within the Council's power to alter. The questions for the survey are shown in Appendix 4. If approved by Council for circulation the Clerk will produce an online form that all candidates will be asked to fill in, the information to be reported back to Council.

Recommendations:

- 1. That the Council having considered all advice and law in place at the time, decide whether or not to print and distribute the flyer across the Parish. Councillors to decide on the timing and method of distribution.**
- 2. If distribution is not approved that the Council approve the use of the information on Social Media as detailed in the report.**
- 3. That Council approve the Councillor Training Policy and decide whether to approve the cost, of up to £300, and booking of a WALC training session for May / June 2021.**
- 4. That the Glossary of Terms as shown in the report be approved for use on the Council website.**
- 5. That the Council recommend that the new Council look further at the use of Social Media to encourage engagement and participation using both the Engagement and Participation and IT and Communications Working Groups.**
- 6. That the Council approve the production of an online questionnaire to provide feedback on the Co-option for Pewsham Ward and that the results be presented to Council.**

Appendix 1

MAKE A CHANGE BECOME A LOCAL COUNCILLOR



**IF YOU CARE ABOUT WHERE YOU LIVE AND ARE PASSIONATE
ABOUT YOUR COMMUNITY, WE NEED YOU
JOIN US AND MAKE A LOCAL CHANGE**

**Calne Without Parish Council
Elections for all 15 seats will be held on 6th May 2021**

For more information visit

www.wiltshire.gov.uk/elections-town-parish

Or call 0300 4560112

Or contact the Clerk, clerk@calnewwithout-pc.gov.uk

call 01249815621

MAKE A CHANGE BECOME A LOCAL COUNCILLOR

WHAT DO LOCAL COUNCILS DO?

- Your local council has an overall responsibility for the well-being of your local community. Their work falls into three main categories:
- Delivery of services
- Improve quality of life for residents
- Give communities a democratic voice

BECOMING A LOCAL COUNCILLOR

- As a local councillor you can become a voice for your community and make a real change. Councillors are community leaders and represent the interests of the communities they serve.
- Local councillors have three main responsibilities:
- Decision-making
- Monitoring

- Getting involved locally

GETTING ELECTED

- To stand for election to a local council you must:
- Be a UK or Commonwealth citizen; or be a citizen of the Republic of Ireland; or be a citizen of another Member State of the European Union
- Be at least 18 years old
- Be an elector of the local council; or in the past 12 months occupied land or other premises in the area the local council serves (as owner or tenant); or work in the area local council serves (as your principal or only place of work); or live within three miles of the local council boundary.

**If you are interested contact the council on:
0300 4560112**

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**West Ward has 6 seats and covers the area which includes
Derry Hill, Studley, Ratford and Fishers Brook**

Map of Ward within Parish to be inserted here

Appendix 2

Calne Without Parish Council Councillor Training

Training Topics.

There are a number of National Association of Local Council, Government and Wiltshire Council publications that will provide information on all of the following topics. New Councillors will be given a list of these on joining. Councillors are also provided with copies of the Parish Council Standing Orders, Financial Regulations and Code of Conduct which guide the Council's operation. The Council can also provide training on general matters and more specific areas when required.

<ul style="list-style-type: none">Roles & Responsibilities<ul style="list-style-type: none">Councillors RoleChairman's RoleClerks RoleRole of Council as a WholeLegal BackgroundThe Councillor as an EmployerCouncillor Code of ConductDisclosure of InterestsElections<ul style="list-style-type: none">Election ProceduresCo-optionDecision Making<ul style="list-style-type: none">Powers and DutiesMeetings<ul style="list-style-type: none">Annual Parish Council MeetingStanding OrdersMeeting AgendasApologies for AbsenceMinutes of MeetingsFinancial RegulationsPlanning<ul style="list-style-type: none">Commenting on Planning ApplicationsNeighbourhood PlanNational policy and Wiltshire Local PlanEnforcementPublic Money<ul style="list-style-type: none">Responsible Finance OfficerStatement of AccountsGovernance StatementExternal Auditor	<ul style="list-style-type: none">Highways & Transport<ul style="list-style-type: none">Parish WardenReporting Highway DefectsSeeking Highway ImprovementsTraffic Regulation OrdersTransport StrategyFootpaths & Rights of WayInformation & Communication<ul style="list-style-type: none">Freedom of InformationData ProtectionConfidential InformationDeformation & PrivilegePress & MediaParish NoticeboardsCensus and sources of other DataConsultationEmail ProtocolRisk<ul style="list-style-type: none">InsuranceHealth & SafetyEmergency PlanningImprovement<ul style="list-style-type: none">Quality Parish Council SchemeThe General Power of CompetenceTrainingCouncil Services<ul style="list-style-type: none">Services Provided by the Parish Council
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Mentoring

In order to help new Councillors whether new to the Area or new to being a Councillor it is suggested that each new Councillor be paired with an experienced Councillor who will provide informal support and advice both in preparation for meetings and in dealing with issues coming from the public.

Tours of the Parish

As Councillors will be expected to make decisions about the whole Parish not just their own patch it is suggested that each Ward hosts a tour for the other Councillors to point out areas of interest, problems, new and recent developments and key landmarks.

Trial Meeting

A Councillors first meeting can be daunting so to make it a more productive experience it is suggested that the Council convene informally to run a trial meeting at which there will be time to explain why things are on the agenda, what is expected of Councillors at various items how voting is conducted and allow new Councillors to ask questions at any point during the proceedings.

Councillor information Pack

Calne Without Documents

Standing Orders, Code of Conduct, Financial Regulations, Risk Schedule
Email protocol, Dignity at Work, Discipline and Grievance Policy, Investment Strategy,
Meeting Dates, Responsibilities, Register of Assets, Information Data Protection Policy,
Document Retention and Disposal Policy and Freedom of Information Model Publication Scheme.

National Association of Local Councils

The Good Councillor's guide
The Good Councillor's guide to neighbourhood planning
The Good Councillor's guide to finance and transparency
The Good Councillor's guide to transport planning
The Good Councillor's guide to community business
The Good Councillor's guide to being a good employer
Planning Explained
How to respond to planning applications: an eight-step guide

Wiltshire Council

The Wiltshire Council website has information on its operation and all the services that it provides.

[Councillors Meetings and Agendas](#)

[Highways](#)

[Planning](#)

[Rubbish and Recycling](#)

Rights of Way

Appendix 3

Calne Without Parish Council Glossary of Terms

The following is a list of some of the most common terms used in the Parish Council and details of where to find out more about them

NALC - National Association of Local Councils

[Website](#)

The Parish Council has membership to NALC through the Wiltshire Association and Councillors can have access to the membership area by using the login details available from the Clerk.

WALC - Wiltshire Association of Local Councils

[Website](#)

The Council's local contact is Katie Fielding. WALC provide advice, training and a connection with the other Wiltshire Parishes.

SLCC - Society of Local Council Clerks

[Website](#)

The Clerk is a member of this not the Council. It provides training, support and discussion with other Clerks.

Area Board - Wiltshire is divided into 20 areas, each area has a Board made up of the 5 or 6 Wiltshire Councillors that represent the Council Division that make up the Area. Public meetings are held about every 2 months.

[Website](#)

All Parish Councillors can attend Area Board, but the Chairman usually attends as the Council's representative.

CATG - Calne Community Area Transport Group (each Area Board has one)

[Website](#)

The Council appoints a representative to this each year. The Group is run by a Wiltshire Councillor and the Area Board Engagement Manager and includes all the Parishes in the Calne Area Board and officers from Wiltshire Council Highways.

Planning Terms

More information and advice for planning is on the monthly Planning application list issued with each meeting.

NPPF - National Planning Policy Framework

[Website](#)

SHELAA - Strategic Housing & Economic Land Availability Assessment

[Website](#)

This is a list of sites that landowners submit to Wiltshire Council as being available for development. Their inclusion on the list does not indicate that they are going to be developed or that they are suitable for development only that the owner is willing to make them available.

WALPA - Wiltshire Area Localism and Planning Alliance

This is a group of Wiltshire Town and Parish Councils formed by the Mayor of Malmesbury in response to Wiltshire Council's lack of 5-year housing land supply and its subsequent affect

on the validity of Neighbourhood Plans over 2-year-old. Calne Without is a member of the group.

Appendix 4

Questions for Survey

1. How did you find out about the Councillor vacancy?

- **Parish Noticeboard**
- **Parish Website**
- **InSPIRE magazine**
- **Gazette & Herald Advert**
- **Nextdoor.co.uk neighbourhood network.**
- **Word of mouth**
- **Contact with parish councillor**
- **Other**

2. Were you able to access all the information you needed on the Council's website before submitting your application, such as the role of a councillor and the co-option process?

3. Did you consider the application form was relevant and gave you the opportunity to adequately describe your skills, qualities and reasons for wanting to be a councillor?

4. Were you given sufficient information on the co-option procedure and help on how to join the on-line Zoom meeting?

5. Do you consider that the interview process was conducted in a fair and equitable way?

6. Was the result of the selection process clear and transparent to you?

7. Were you satisfied with any feedback given by the council?

8. What changes if any, would you suggest to the publicising of the vacancy?

9. Are you interested in being a parish councillor in the future, if so, would you like to receive information on future opportunities to become a councillor?