UPPINGHAM TOWN COUNCIL COMMUNICATIONS POLICY

ADOPTED BY COUNCIL 5TH JUNE 2013.

THE POLICY
Uppingham Town Council is committed to high quality communication with the community of Uppingham, including listening and consultation as appropriate.

IMPLEMENTATION
It will implement this policy by following the implementation schedule, which outlines the communication methodology of the council

POLICY REVIEW
The policy to be reviewed at least once during the lifetime of each council, with the operating schedule being considered at least annually, or more frequently as necessary both in terms of its implementation and suitability

IMPLEMENTATION SCHEDULE
Uppingham Town Council will implement their communications policy through the following strategies:
1) The maintenance of an informative, up to date, accurate and interactive web site
2) The production, and delivery to all households, of a minimum of four written communications per year
3) The maintenance of a minimum of two up to date notice boards strategically located
4) To hold public meetings or one to one "surgeries" as required
5) The publication of a summary of Town Council meeting outcomes, as appropriate, following each full meeting of the Town Council in the local press and Town Council web site
6) The provision of an opportunity for the public to speak (given appropriate notice) during the "democratic fifteen minutes" of Town Council meetings in accordance with the council's Standing Orders
7) Official communications with the press representing the Town Council are restricted to the Mayor, Deputy Mayor and approved Press Officer (who may be the Clerk) or to other town councillors specifically mandated so to do over a particular issue
8) Quarterly meetings with ward members
9) The Town Council will canvass opinions over matters of significance to the Town. It will chose methods of consultation appropriate to the subject and the population to be consulted, these may include
   - Consultation with other representative bodies
   - Councillor's conversations with the community
   - Public meetings
   - Written communications
   - Web Based consultation
   - Notices
   - Other methods appropriate to the occasion