

**COMMUNICATIONS POLICY**

**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 website
2. The production, and delivery to all households, of a minimum of three 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

1. 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.
2. Quarterly meetings with ward members
3. The Town Council will canvass opinions over matters of significance to the Town. It will choose methods of consultation appropriate to the subject and the population to be consulted, these may include:



* 1. Consultation with other representative bodies
	2. Councillor’s conversations with the community
	3. Public meetings
	4. Written communications
	5. Web Based consultation.
	6. Notices
	7. Other methods appropriate to the occasion.
1. Embracing social media such as Facebook, Twitter, YouTube and LinkedIn to support the implementation schedule of the council. Social media accounts are to be controlled and maintained through the Clerk’s office and used in conjunction with a media policy summarising effective and appropriate use.

