

## Record of Officer Decision

### Engagement and Communications Policy

#### Decision Taker and Date Decision Taken:

Director of Corporate Services on 20 September 2024.

#### Summary of Matter or Issue Requiring Decision:

The Council's Engagement and Communications Policy sets out how we engage and communicate with our residents, businesses and wider community. It is set in the context of our Community and Corporate Plan, Council Business Plan and Community Engagement and Empowerment Strategy.

It sets out the role of the corporate Engagement and Communications Team but also the responsibilities across the whole organisation to engage and communicate effectively. It also provides a mechanism to prioritise engagement and communication activity.

#### Decision Taken:

That the Engagement and Communications Policy be approved.

#### Summary of Reason(s) for Decision Taken:

To ensure that engagement and communication activity is undertaken effectively across the Council.

#### Summary of Alternatives or Options considered and rejected and Background Papers:

The Policy has been prepared taking into account views from the Chief Executive, Directors and the Policy, Performance and Community Engagement Team.

#### Details of any conflict of interest and dispensation granted to the Officer taking the decision or by any Member of the Council in delegating responsibility for any specific express delegation:

None

#### Implementation:

20 September 2024

A copy of this decision and any supporting documentation considered by the Officer taking this decision may also be available for inspection by the public at the Council's offices or posted upon payment of any copying and postage charges. Any member of the public wishing to take up either of these options is asked to please ring (01803) 207087 or email [governance.support@torbay.gov.uk](mailto:governance.support@torbay.gov.uk)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Corporate Services)