



Minutes of the Consultation, Communication and Engagement Working Party

14 December 2016

-: Present :-

Councillors Excell, Mills, Robson and Sanders

1. Election of Chairman

Cllr Mills was elected Chairman for the Working Party.

2. Apologies

Apologies for absence were received from Cllr Barnby.

3. Appointment of Vice-Chairman

Councillor Sanders was appointed Vice-chairman of the Working Party.

4. Terms of Reference

The Terms of Reference were considered and it was agreed that the Working Party would meet every two months.

Action: To arrange bi-monthly meetings

5. Action Plan

The Communication, Consultation and Engagement Strategy and Action Plan was considered by the Working Party. Main issues discussed related to the following:

- The Council's website and digital media as a communication and engagement tool.
- Understanding how the public engage with the website and digital media to ensure effective communication and engagement.
- How the Council and Elected Members can make the most of social media to engage effectively with the public.

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- How the Council can effectively use the digital means available to consult and gauge public opinion.
- How the Council can ensure that where appropriate consultation is undertaken at the earliest possible stage with the public.
- How the Council can use its list of key stakeholders to best effect.
- Internal communications.

Actions:

To invite officers from the web team to the next meeting.

Chairman/woman
