Exmouth Town Council
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EXMOUTH COMMUNITY ENGAGEMENT WORKING PARTY

Purpose: To provide strategic oversight, coordination and direction for community engagement and communications across Exmouth Town Council, ensuring that engagement activity is proactive, inclusive, measurable and aligned with the Council's strategic priorities and Quality Council criteria, as informed by the findings of the Community Engagement Task and Finish Forum.

Membership: 9 Councillors including 1 from each ward

Quorum: Three members

Power: Local Government Act 1972 and associated community engagement powers.

Delegated Authority: No

1. Terms

1.1. The Council's Standing Orders apply to all meetings of the Working Party.

1.2. The first order of business of the first meeting of the Forum after its annual appointment will be to elect a Chairman.

1.3. The Chairman and Vice Chairman of the Council shall be Ex-officio, non-voting members of the Working Party.

1.4. The Town Clerk will call meetings of the Working Party as and when necessary.

1.5. Meetings shall not be open to the public.

1.6. Members of the Working Party will receive an agenda and supporting papers in accordance with the Council's Standing Orders.

1.7. Meeting notes will be published in accordance with the Council's Standing Orders.

1.8. Members of the Working Party must be familiar with Exmouth's Town Council's current Community Engagement Strategy and Quality Council criteria.

2. Responsibilities

2.1. Develop, maintain and keep under review an annual Community Engagement plan, mapping in-house and external engagement opportunities across the calendar year.

2.2. Ensure engagement activity aligns with the Council's Community Engagement Policy and wider strategic objectives

2.3. Explore innovative and inclusive methods of engaging with all sectors of the community,

including underrepresented groups, digitally excluded residents, young people and minority groups.

2.4. Ensure that community engagement activities meet the standards set out in the NALC Quality Council criteria, including:

- Providing clear information to the community
- Encouraging community participation in decision-making
- Demonstrating outcomes from engagement activities

2.5 Recommend fully costed actions and strategies to Full Council that will enhance transparency, trust, and two-way communication with residents.

2.5. Support clearer public understanding of the role of Exmouth Town Council, particularly during and after Local Government Reorganisation.

2.7 The Working Party will not duplicate operational work carried out by officers or event-specific groups.

Adopted by Exmouth Town Council on 28.07.25

Reaffirmed: 18th May 2026
Review date: May 2027