

COMMUNICATION AND ENGAGEMENT

A key element of a successful partnership is timely communication and active engagement.

Swindon Borough Council will:

- Appoint a Cabinet Member and/or a Councillor as Parish Liaison to work with the Local Council Forum and individual Parish Councils as appropriate.
- Provide a Parish Liaison Officer who will be a link between the Officers and Parishes and facilitate the implementation of the Protocol.
- Provide Parishes with appropriate Borough contact details.
- Provide a forum for both clerks and chairs of Parishes to meet with the Borough at least twice a year (or as may be agreed with the Swindon Local Councils Forum).
- Inform all current and new Councillors & Staff of our commitment to this Protocol.
- Provide early information and engagement on matters of interest to Parishes to include:
 - Negotiations on relevant parts of s.106 Agreements,
 - amendments to the adopted CIL Regulation 123 list,
 - Information on the availability of S106 monies and CIL receipts,
- Comply with the Planning System Partnership
- Notify Parishes of Impending changes to Borough policies affecting individual Councils.

Parishes will:

- Notify the Borough of impending changes to services within their community that impacts on Borough data on overall provision of services, including Provision of recycling facilities, public toilets, car parks, public open space, play areas, allotments, community halls and any other local community or leisure facilities.
- Provide up-to-date contact details (contact name, corporate email, phone & postal address) and provide an authorised principal contact.
- Consider adoption of the service standards in the Annex to the Borough/Forum Protocol.
- Effectively communicate and consult with their communities.
- Liaise with Borough Officers and Councillors as appropriate to report, monitor and resolve “day to day” issues which arise from Borough Council services.
- At least once a year, share their work and achievements with residents, businesses and the Borough Council in writing.