

Terms of reference

When the Full Council set up the Community Engagement Committee in October 2022, it instructed the Committee to submit proposed terms of reference for its community engagement responsibilities to a future meeting of the Full Council. No timetable or deadline for this was set by the Full Council and the Committee decided to take its time to consider the issues involved before proposing such terms of reference.

The Annual Meeting of the Council in May 2023 delegated management of a Communications working group to the Community Engagement Committee. Before appointing such a working group, it would be reasonable for the Committee to set out clear terms of reference.

The Chair of the Committee and the Clerk have drafted terms of reference (see below) both for the Committee's Adult Engagement responsibilities and for its Communications working group. These drafts should be viewed as the basis for debate in the Community Empowerment Committee rather than firm proposals for agreement by the Committee.

Adult Engagement

- To understand the causes of social isolation in the Abertillery and Llanhilleth Community Council area.
- To take a lead role – in cooperation with officers and other Council committees – in developing this Council's strategies to combat social disenfranchisement and marginalisation.
- To make recommendations regarding Council strategies to ensure that no one in the Abertillery and Llanhilleth Community Council area is excluded from being able to play a full role in helping to build cohesive communities.
- To identify – and collate information on – community groups and organisations that have connections with adults aged 18-and-over at risk of being marginalised within society.
- To identify and develop ways in which this Council can help to maintain and strengthen the work of such community groups and organisations.
- To reinforce this Council's work to liaise between such groups, helping them to network and to build links and connections that strengthen the voice of marginalised people aged 18-and-over in the decision-making processes of this Council and other public bodies.

Communication working group

- To identify the key messages and information that this Council needs to communicate and to whom, and to report these to the Community Empower Committee.
- To identify the key messages and information that this Council needs to receive from those audiences and how they want to communicate with this Council, and to report these to the Community Empower Committee.
- To understand the legislative imperatives imposed on the Council and the practical constraints on officers vis-à-vis communications.

- To identify the most practicable and effective methods of two-way communication between this Council and its audiences, and to report these to the Community Empower Committee. These may include:
 - traditional media;
 - in-person communication;
 - a range of social media;
 - this Council's website;
 - paid-for marketing and communications.
- To develop and deliver strategies and policies to ensure effective, proactive two-way communication between this Council and its audiences, and to agree these with the Community Empower Committee.