**Expression of Interest**

**Community Engagement Groups of Halewood Town Council**

Halewood Town Council is seeking Expressions of Interest from Halewood-based persons (living or working in the area) to join its Working Group for Community Engagement.

We are actively encouraging the participation of local people in the work and the decisions of Halewood Town Council. The Community Engagement group exists to advise the Town Council on its activities and funded-projects, partnerships and its vision for making Halewood a vibrant and happy place to reside for its residents.

The Working Group for Community Engagement has a remit from the Town Council to:

1. **Act as a supportive forum to the wider community engagement work of Halewood Town Council. To report back recommendations for approval by the Town Council.**
2. **Support organised town events and activities.**
3. **Support Town Council projects aimed at improving the health and well-being of Halewood residents.**
4. **Support and advise on the Council’s Communications strategy.**
5. **Arrange and oversee public consultation on matters relating to the Town Council and to support external agencies in consulting with the people of Halewood.**
6. **Make recommendations to the Town Council regarding staffing requirements relating to community engagement activities.**

**Current Make-Up of the Working Group**

The Working Group currently consists of Town Councillors and Town Council staff. Ideally we would like to expand the groups with 5-6 new Community members

**Meetings and time commitment**

The groups will meet bi-monthly (about 6-7 times per year). Meetings typically last 90-120 minutes and may be held virtually or with members in physical attendance.. Where necessary, sub-committee duties may be required to help with specific projects and this will require additional time.

**Expectations of members of the Community Engagement Working Group:**

* Attend and actively participate in meetings;
* To serve as a member for a minimum of one year. Memberships of Committees and outside bodies to be reviewed at the Annual Meeting of the Town Council held in May of each calendar year;
* Stay informed about Community Engagement matters, prepare themselves well for meetings, and reviews and comment on reports;
* Serve on sub-committees;
* Build a collegial working relationship with other Working Group members that contributes to a consensual approach to decisions;
* Utilise own skills, experience and knowledge to support the growth and success of the Community Engagement Working Groups;
* Help communicate and promote the work of Halewood Town Council to the Halewood community;
* Membership of the Working Group is voluntary and there is no remuneration. However, reasonable expenses will be reimbursed.

If you are interested in self-nominating for the Community Engagement Working Group, please supply the information required below. You may be invited to meet with a panel of Town Councillors to further discuss the role after your application has been received.

Expressions of interest close on Thursday September 10th 2020. For more information contact Dave Murphy/Lynn O’Keeffe on 443-2063 or, [lynn.okeeffe@knowsley.gov.uk](mailto:lynn.okeeffe@knowsley.gov.uk) [dave.murphy@knowsley.gov.uk](mailto:dave.murphy@knowsley.gov.uk)

You can complete the expression of interest form electronically or by hand (and sending it to The Arncliffe Centre). The form is on the final page of this document.

**Expression of Interest Form**

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| **Name:** |  |
| **Contact Information:** |  |
| **Do you live and/or work in**  **Halewood? Please state:** |  |
| **Please acknowledge your understanding that involvement in a Working Group requires completion of a DBS check:** |  |
| **Briefly, please provide three reasons why you wish to participate in the Community Engagement Working Groups:** |  |