



FELBRIDGE PARISH COUNCIL

Registered Office: Felbridge Village Hall, Crawley Down Road, Felbridge, RH19 2NT
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MEDIA & COMMUNICATIONS POLICY

Introduction

The purpose of this Protocol is to guide both Councillors and Officers of the Council in their relations with the Press and Media, in such a way as to ensure the smooth running of the Council. This applies equally to both paper and digital media.

This protocol does not seek to be either prescriptive or comprehensive but sets out to provide guidance on how to deal with some of the practical issues that may arise when dealing with the Press and Media.

Above everything else, a Councillor must observe Felbridge Parish Council's Code of Conduct whenever he/she conducts the business of the authority, conducts the business of the office to which he/she has been elected/appointed or acts as a representative of the authority.

Clerk and Officers of the Council

The Clerk as the Proper Officer of the Council is authorised to receive all communications from the Press and Media and to issue Press Statements on behalf of the Council. In the absence of the Clerk, media communications will be handled by the Chairman. In the absence of both of these officers enquirers will be referred to the Vice Chairman. All communications made by the Clerk will relate to the stated business and day to day management of the activities or adopted policy of the Council. They are not expected or authorised to speculate on matters that have not been considered by the Council. Where such questions are put to the Clerk they should refer the enquirer to the Committee Chairman as considered appropriate.

No other officer of the Council apart from the above, unless authorised by the Clerk, is permitted to speak or communicate with the Press and Media on any matter affecting the Council or its business.

Members of the Council

- A Councillor must not disclose information that is of a confidential nature. This includes any discussion with the press on any matter which has been discussed under confidential items on the Council's or Committees' agenda or at any other private briefing.

- A Councillor should act with integrity at all times when representing or acting on behalf of Felbridge Parish Council
- When speaking or providing written material to the Press and Media, Members should make clear the capacity, in which they are providing the information. For example: -
 - ✚ as Councillor or Clerk
 - ✚ as Chairman of a Committee
 - ✚ as an individual (i.e. letter to press for publication)
- Never use the prefix “Cllr” when writing to the press as an individual. This implies you are stating Council policy. However, a copy of any written material sent to the Press and Media by a Member, *as representing the Council*, must be forwarded to the Clerk.
- Take particular care if the press or media approach you for comment on a controversial subject, and do not be led into stating something you did not really mean to say. If unsure about any particular policy, simply state “no comment” and ask the press to contact the Clerk.
- Councillors should be aware that case law states that the role of Councillor overrides the rights to act as an individual. This means that Councillors should be careful about expressing individual views to the press or media, whether or not they relate to matters of Council business. Councillors also have an obligation to respect Council policy once made and whilst it may be legitimate for a Councillor to make clear that he or she disagreed with a policy and voted against it (if this took place in an open session), they should not seek to undermine a decision through the press.
- A Councillor should not raise matters relating to the conduct or capability of an Officer at meetings held in public or before the press.

Dealing with the Press

When dealing with the Press verbally, members and officers should be aware of the following:

- Be informed and certain of all your facts
- Ensure that when making comments on behalf of the Parish Council that you are aware what Council Policy is and that your comments reflect that policy.
- Be calm
- Ensure that your comments and views will not bring the Council, its Councillors or its staff into disrepute and ensure that comments are neither libellous nor slanderous.

Issues to be Aware of

- Councillors and officers not used to dealing with the press may be surprised when they see that statements made in all innocence look very different in print than they did when they were spoken. It is advantageous to write out a statement or position beforehand.

Meetings of Council and Committees

Copies of Agenda, Minutes and Reports sent to Members for meetings of the Council or its Committees are posted on the Felbridge Parish Council Website.

Facilities will be provided at meetings for the Press to take notes of the proceedings.

As provided in the Council's Standing Orders both the Press and Public may be excluded from a meeting whilst certain confidential matters (as provided for in the relevant legislation) are under discussion.

[Note: The Parish Council is governed by the Public Bodies (Admission to Meetings) Act, 1960.

Press Releases

- All press releases made on behalf of the Parish Council will be prepared by the Clerk.
- The Clerk, in consultation with the Chairman, is also authorised to publish press releases on any urgent matters where there is insufficient time for a council meeting.

This document has been prepared as a guidance note for officers and elected members. It represents the policy of the Council in respect of its relationships with the Press and Media. The policy has been prepared to ensure consistency in the Council's dealing with the Press and Media and details who is authorised to speak on behalf of the Council. It has been drafted to ensure that the views and policy of the Council are presented accurately.

In providing information to the Press and Media, Members and Officers representing the Council will abide by the "*Code of Recommended Practice on Local Authority Publicity*" published by the Department for Housing, Communities and Local Government.

The overriding principle of this policy is that all elements of the Press and Media will be treated equally.

Noticeboards

Felbridge Parish Council's official noticeboard on which statutory notices are displayed is located in the external porch at Felbridge Village Hall. It is the responsibility of the Clerk.

An additional noticeboard is to be located inside the Bus Shelter on Crawley Down Road. The purpose is to display Felbridge Parish Council documents including Agendas, Meeting Dates, Councillor List, etc. for the benefit of residents who may be unable to access the same information online. Only documents specifically relating to FPC and/or information already published on the FPC website will be displayed.

A named councillor will take responsibility for regularly updating the noticeboard and ensuring only FPC documents are displayed and any other material is promptly removed. The second key will be kept by the Clerk.

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