

BRERETON AND RAVENHILL PARISH COUNCIL

MEDIA POLICY

Introduction

1. Brereton and Ravenhill Parish Council (“the Council”) is committed to the provision of accurate information in respect of its functions, decisions and actions.
2. The Council may communicate with those whose work involves gathering material for editorial publication in print, broadcast and electronic form (e.g. researchers, journalists, reporters, photographers, editors of newspapers and magazines, camera or sound operators and crew of TV and radio programmes) (“the media”) to publicise its business, decisions and actions. The Council may require the media to produce a UK press card.
3. Where information is not available via the Council’s publication scheme the Council shall endeavour to assist the media with enquiries about the Council’s functions, decisions and actions.
4. This policy explains how the Council, its councillors and staff will work with the media to meet the above objectives.

Legal restrictions

5. This policy is subject to the Council’s statutory obligations set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998 and the Council’s standing orders. Relevant standing orders referenced to or explained in this policy are available via the Council’s publication scheme.
6. The Council, its councillors and staff cannot disclose information which is confidential or where disclosure of information is prohibited by law. Some, but not all, of the relevant obligations that councillors are subject to are contained in the Council’s code of conduct, a copy of which is available via the Council’s publication scheme.

Meetings

7. The meetings of the Council and its committees are open to the public unless they resolve that their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution or if standing orders for certain sub-committees do not permit attendance of the public. In accordance with its standing orders, persons may be required to leave a meeting of the Council or its committees if their disorderly behaviour obstructs the business of the meeting.

8. Where meetings include time for public participation, the media may speak and ask questions. Public participation is regulated by the Council's standing orders.
9. The Council's standing orders prohibit the photographing, recording, or filming of meetings of the Council, its committees and sub-committees, without prior written consent.
10. In advance of meetings of the Council and its committees, newspapers, news agencies or organisations that collect news for sound and TV broadcast are entitled, on payment of postage or other necessary charges, to copies of the agenda and necessary supporting papers. The accredited representatives of newspapers, news agencies or organisations that collect news for sound and TV broadcast shall be given reasonable facilities for taking their report of a meeting and for telephoning their report at their own expense. This is confirmed in the Council's standing orders.

Interviews, statements and articles

11. The media shall contact the Council's Clerk if they want to (i) interview councillors or staff about its business decisions and actions or (ii) obtain a verbal or written statement from the Council about its business decisions and actions.
12. Any verbal or written statement given by the Council's Clerk to the media represents the corporate position and views of the Council, not the individual views of its councillors or staff held in their official capacity.
13. The Council's Clerk may contact the media if the Council wants to give an interview, provide a verbal or written statement to the media or publish an article using the media about its business, decisions and actions.
14. Councillor, officers and employees shall take care to ensure that in their dealings with the media and in making public statements:-
 - They do not represent personal or group views as the corporate position of the Council.
 - They do not misrepresent the corporate position of the Council or the views of others.
 - They do not defame, threaten or harass others.
 - They make it clear in giving views that are not the corporate position of the Council whose views these are [personal, group's or as may be].