



Upwood and the Raveleys Parish Council

Media Policy

Introduction: Upwood and the Raveleys Parish Council (“the council”) is committed to the provision of accurate information in respect of its functions, decisions and actions.

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, editors of newspapers and magazines, camera or sound operators and crews of television and radio programmes (“the media”)) to publicise its business, decisions and actions. The council may require the media to produce a UK press card.

Where information is not available via the council’s publication scheme, the council shall endeavour to assist the media with enquiries about its functions, decisions and actions.

This policy outlines how the council, its councillors and staff will work with the media to meet the above objectives.

Legal Restrictions: 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; the Openness of Local Government Bodies Regulations 2014 and the council’s standing orders (available via the council’s publication scheme).

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 (available via the council’s publication scheme).

Meetings: The meetings of the council 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. In accordance with standing orders, persons may be required to leave a meeting of the council if their disorderly behaviour obstructs the business of the meeting.

The media may speak and ask questions during the time set aside for public participation as regulated by the council’s standing orders.

Interviews, statements and articles: The media shall contact the clerk to gain the council’s prior written consent to interview or obtain a written statement from councillors or staff about its business, decisions and actions. The clerk may contact the media if the council wants to give an interview, provide a verbal or written statement, or publish an article about its business, decisions and actions.

Any verbal or written statement given by the council’s clerk to the media represents the corporate position of the council and not the individual views of councillors or staff held in their official capacity.

The media may not ask, and councillors and staff may not communicate their personal views about the council’s business, decisions and actions. Councillors and staff are not permitted to misrepresent the corporate position and views of the council, or to damage the reputation of others in the council or the council itself.

If councillors or staff, in their private capacity, provide verbal or written statements or interviews to the media or write articles for publication about the council’s business, decisions and actions, any personal views must be expressed in their private capacity. Councillors are not permitted to use their title “Councillor” and staff are not permitted to use their job title.

Adopted by Upwood and the Raveleys Parish Council at its meeting on 01 February 2016.

This policy is subject to review at the annual parish council meeting and when changes to legislation dictate.