

RUYTON XI TOWNS MEDIA POLICY

Introduction

1.1 Ruyton XI Towns Parish Council is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's publication scheme please contact the Parish Council Office.

1.2 This policy does not seek to regulate councillors in their private capacity.

1.3 The Council will, where possible, co-operate with those whose work involves gathering information for publication in any form including the internet.

2 Legal Requirements

2.1 The Access to Local Government Meetings and Documents (England) Local Audit and Accountability Act, requires Local Councils to be open and transparent; this includes:

- Access to and recording of meetings,
- Access to minutes and reports,
- Access to council policies, procedures and financial information.

2.2 Details of these can be found in the council's publication scheme available on the website.

2.3 Requests for information about the parish council will be handled in accordance with the Data Protection Act and Freedom of Information Act and the new GDPR Regulations.

2.4 The Council cannot disclose confidential information or information that is prohibited from publication by law, a court order, by legislation, the Council's standing orders, under contract or by common law.

2.5 Under the code of conduct Councillors are subject to additional restrictions about the disclosure of confidential information.

3 Meetings

3.1 Members of the public are welcome to attend and if they wish record or broadcast the meeting, unless:

- The council has resolved to exclude the press or public to discuss items of a confidential nature (e.g. personnel matters)
- The recording of broadcasting would disrupt the meeting

3.2 The photographing of a child or vulnerable adult is not permitted unless an adult responsible for them has given permission.

3.3 Reasonable facilities for the reporting of meetings will be provided if needed if prior notice is given.

4 Enquiries from Press / Media

4.1 From time to time the Council or Councillors may receive requests to comment on issues. If the enquiry is on behalf of the Council the Clerk will respond to any request.

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4.2 If the views of a Councillor is different to the Council's corporate view they will make this clear and that they are not speaking on behalf of the Council.

5 Press Statements

5.1 Press releases are a positive way of promoting the work of the Council. All press statements should be authorised by the Clerk & Chairman.

6 Social Media

6.1 Only authorised persons (clerk/nominated councillors) are permitted to post material on a social media website in the council's name and on its behalf.

6.2 Councillors using social media must make it clear that they are expressing their own views and not those of the Council as a corporate body.

7 Website

7.1 Please refer to Website Guideline Guidance available from the Clerk.