

# RXIT PC

## Communications and Media Policy

Originally Adopted: 2010, Revised 2017, 2020 & Nov 2024, Next Review date: Nov 2025

### **Introduction**

This policy aims to establish a protocol for effective communication and dissemination of information to members, the press and members of the public.

### **Purpose:**

1. RXIT Parish Council (“the 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 Council’s Clerk.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet (“the media”).
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

### **Legal requirements and restrictions**

4. This policy is subject to the Council’s obligations which are 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, other legislation which may apply and the Council’s standing orders and financial regulations.

The Council’s financial regulations and relevant standing orders referenced in this policy are available via the Council’s publication scheme.

5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s standing orders, under contract or by common law.

Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council’s publication scheme.

### **Methods of communication**

6. Notification of meetings and agendas will be posted on Parish Notice-boards at least 3 working days before the meeting.

7. The Chair will publish an Annual Report at the Annual Parish Meeting

8. Current notices of meetings, agendas, approved and draft minutes, Annual Report, Annual Accounts, councillor contact details will be available through the website.

## **Meetings**

9. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because 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 the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.

10. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's standing orders.

11. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless

(i) the meeting has resolved to hold all or part of the meeting without the public present or

(ii) such activities disrupt the proceedings or

(iii) paragraphs 9 and 10 below apply.

12. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.

13. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.

14. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.

15. The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

## **Correspondence**

16. All correspondence with the Council should be via the Clerk. Individual councillors should forward any correspondence received in their role as Councillor to the Clerk.

## **Other communications with the media**

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

18. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.

19. Only the Clerk and/or Chair shall provide the press with a verbal or written statement unless the Chair has delegated this responsibility to another member of the Council.

20. Any response to the press or other media should be the view of the Council as a whole, not the individual view of the member issuing the statement

21. The Council's Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.

22. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

## **Social Media**

23. Social Media is a collective term used to describe methods of publishing on the internet and includes (but is not limited to):

- Facebook
- Twitter ('X') and other micro blogging sites
- You Tube and other video clips and podcast sites
- LinkedIn
- Blogs and discussion forums

24. RXIT PC, at the time of the adoption of this policy, does not utilise social media channels to communicate its business with its members or the public, but would direct them to the PC's website, where all published information will be available.

25. RXIT PC may utilise social media links to interesting and useful information about the parish and local events.

26. Councillors should be mindful of any information they post on social media sites and make sure personal opinions are not published as being that of the council, bring the council into disrepute or be contrary to the Council's Code of Conduct or any other policies.

27. Any views expressed on social media by members of the council are to be recognised as their own personal views and not necessarily those of the council.