

## **Press and Media Policy**

The council's media policy reflects the organisation's policy aims including the way we expect members and employees to behave and the culture we strive to achieve.

The media policy is therefore to be:

- open
- transparent
- honest
- proactive and assertive
- helpful to the media in facilitating photograph opportunities, interviews and other reasonable requests

The Proper Officer will:

- promote the reputation of the organisation
- respond quickly and effectively to media enquiries
- respect the confidential nature of information which is retained by the council on individual cases or other matters which are officially specified as confidential

### **Our policy on dealing with the media:**

- If you are a member of the press and wish to contact the council with an enquiry you should contact the Proper Officer in the first instance.
- All requests from the press or other media for an oral or written statement or comment from the Council shall be processed by the Proper Officer in consultation with the Chairman.
- Photographing, recording, broadcasting or transmitting the proceedings of a meeting of the Council or its Committees by any means is not permitted without the Council's prior (written) consent.
- In accordance with our standing orders, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- In dealing with the press and/or other media, councillors and employees shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.