

Longborough Parish Council

**(DRAFT) POLICY STATEMENT ON LIAISON WITH THE PRESS & SOCIAL MEDIA**

Longborough Parish Council has agreed the following Policy with regard to procedures for contact with the Press and Media:

1. The Clerk is the first point of contact for enquiries from the Press or public and should be made aware of any approach by the media to Councillors and the reason or issue under discussion.
2. All responses to the media shall be made by the Clerk on behalf of the Council.
3. All Press Releases issued by the Council, or responses to media questions should be first approved by at least two Councillors including the Chairman or Vice Chairman.
4. Responses from the Clerk shall always be based on matters of fact – eg, extracts from approved Minutes of meetings, or other authenticated sources. Opinions or supposition should never be used.
5. If Councillors are approached individually on any matter concerning the Council and asked for comments, then they should refer the enquiry to the Clerk in the first instance.
6. Use of social media is not currently under consideration at Longborough Parish Council although it recognises that other local councils may use this as a communication tool in their Parishes.
7. For Councillors who use personal social media, they must discriminate clearly between any personal opinions and those as a member of the Parish Council. The use of the term 'Parish Councillor' must never be used in such a way as to imply that the views expressed by an individual, are those of the Council and Councillors are strongly advised not to use their Councillor title in personal social media or other public comments.
8. Councillors should always follow the Code of Confidentiality within the Council and never disclose information of a personal or professional matter that could breach either Parish Council or Data Protection Regulations.
9. If in any doubt, please consult with the Parish Clerk before issuing a statement to the Press or other public or private body or individual.

Approved

LPC meeting      Date