

Press/Media Relations Policy

Adderley Parish Council's Standing Orders (section 28) state:

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, Councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

This policy outlines therefore the procedures and arrangements for handling the press and what Councillors or the Clerk should do if approached by the media or if they are involved in a situation that will attract media attention.

Adderley Parish Council is keen to develop a good rapport and work proactively with the media, whilst ensuring that confidentiality and consent are maintained at all times.

1. On receipt of a request from the press or other media for a statement to the Clerk or any Cllr, the person receiving the request will advise the body making the request that a statement will be considered and issued shortly.
2. On receipt of a request the journalist or other caller should be asked to make clear who they are working for or what is the exact nature of their enquiry. Further, they should be asked what and where any information they elicit will be put.
3. The Council is under no obligation to provide a statement – and may prefer to make 'no comment'.
4. Only the Clerk and/or the Chair shall provide the press with a verbal or written statement – ideally this statement would be after liaison with each other as a minimum and may involve input from other Councillors too.
5. The exception to (3.) above would be if the Chairman or the Parish Council at a Parish Council meeting had delegated a specific Parish Cllr(s) to make the response on behalf of the Council.
6. Under no circumstances must anything of a confidential nature be disclosed to the press or other media.