



# The Beaudesert & Henley-in-Arden

## Joint Parish Council

*Working for the Benefit of the Residents of Henley-in-Arden*

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### **MEDIA POLICY 2016**

- Policy**
1. Beaudesert & Henley in Arden Joint Parish Council believes that, in the interests of good governance, accurate information should be freely available about all of its activities.
  2. Beaudesert & Henley in Arden Joint Parish Council intends actively to promote the dissemination of such information. To that end, the Parish Clerk may instruct the JPC web-master to implement his/her written instructions.
  3. Any actions taken by Beaudesert & Henley in Arden Joint Parish Council will be in accordance with the Data Protection Act.
- Strategy**
4. To do so, Beaudesert & Henley in Arden Joint Parish Council will foster good relations with the media, and provide assistance and facilities to media representatives.
- Actions**
5. Beaudesert & Henley in Arden Joint Parish Council will identify spokesmen on particular areas of its activities from among the clerk and council members.
  6. In respect of the Data Protection Act, all initial correspondence to Beaudesert & Henley in Arden Joint Parish Council will be directed to the Parish Clerk who will remove any personal data before distributing the correspondence to the relevant Council spokesman.
  7. All media requests for information from Beaudesert & Henley in Arden Joint Parish Council will be directed to the relevant spokesman by the Parish Clerk.
  8. Information provided by spokesmen will be based on Beaudesert & Henley in Arden Joint Parish Council's agreed position about any particular activity.
  9. In contact with the media, the clerk and council members must be clear that they are **either**
    - (a) speaking as Beaudesert & Henley in Arden Joint Parish Council's representative and giving the council's agreed position
    - or
    - (b) speaking as an individual and giving their personal opinion.In the latter case, they must as far as possible ensure that the status of their statement is reported to council members.
  10. The Parish Clerk will prepare any press releases or other written statements to be issued by Beaudesert & Henley in Arden Joint Parish Council, in consultation with the relevant spokesman.