



Much Wenlock Town Council

COMMUNICATION POLICY

OBJECTIVE

This Communication Policy aims to establish a protocol for effective communication of the Town Council's activities and other relevant information to **the media and** members of the public.

PURPOSE

The Town Council is accountable to members of the public and has a duty to convey its decisions and actions through various media. To this end, all communication will be conveyed in an open and straightforward manner.

The Town Clerk is the Proper Officer of the Town Council and is responsible for **all** formal communication between the Council, the press and members of the public. However, this **policy does not seek to regulate individual councillors in their private capacity and** does not prevent **them** individual councillors from communicating with the press and public, but they must ensure that there is clarity in their communication so there is a clear distinction between **individual opinions** and those approved by the Town Council. **Councillors who wish to communicate directly with the press should make it clear whether they are speaking as a councillor or as a private individual. On no occasion should councillors make public announcements, either to the press or through social media, without the knowledge of the Town Clerk if they are speaking on behalf of the Town Council.**

METHOD OF COMMUNICATION

The Council will use any of the following to communicate with members of the public and the press.

| ACTIVITY | METHOD OF COMMUNICATION | RESPONSIBILITY |
|--|--|--|
| Monthly newsletter | Wenlock Herald (monthly) | Town Clerk |
| | What's What (every 2 months) | Town Clerk |
| Approved and draft minutes | Website | Town Clerk |
| Agendas | Website/notice board/press. These will be published in compliance with legislation. | Town Clerk |
| Supporting information for meetings (non-confidential) | Website | Town Clerk |
| Council policies/procedures | Website | Town Clerk |
| Annual Town Meeting | Website/social media | Town Clerk |
| Annual Report | Using themes approved by the Town Council, the Chairman will be responsible for presenting the Annual Report at the Annual Town Meeting. | Town Clerk/Mayor |
| Press releases | Shropshire Star/Bridgnorth Journal/BBC Radio etc./ Press and social media | Town Clerk/Mayor |
| Annual external audit | Website/notice board | Town Clerk |
| Adopted Annual Accounts | Website/notice board | Town Clerk (following adoption by the Town Council) |
| Councillor vacancies | Website/notice board/social media | Town Clerk |
| Financial statements and other financial information | Website/ notice board | Town Clerk |

Other information will be provided in accordance with the Council's adopted Publication Scheme.

SOCIAL MEDIA

The Council's website will be the main information hub and channel for communicating details about the Town Council. The website will also act as a channel for other information such as local news and events, consultation details, road closures and anything that is of general interest to the local community including links to other websites. The website will be regularly updated.

Facebook and Twitter will also be used; their main objective to promote **Town Council activities and activities in Much Wenlock** and to encourage visitors to support the local economy. This media will help to build social capital so that there is a two-way channel between the Town Council and members of the public.

A member of staffs private Facebook account must not be used to administer, log in or send messages from the Town Council's social media sights. A specific Council work-use account must be used at all times.

Whilst the Council supports open discussion inappropriate comments from members of the public will not be tolerated and will be removed and the reason given. If it is a genuine complaint the complainant will be directed to the Council's Complaints Procedure which can be viewed on the Council's website **or available from the Town Clerk.** Comments and enquiries will only be responded to during normal office hours. **Personal information should not be conveyed through social media.**

Whatever channel the Town Council chooses to communicate the message must be consistent across all channels.

COMMUNITY ENGAGEMENT

Through a positive and transparent approach Councillors and staff will actively engage with the community and the local media to promote the Council's decisions and plans. The Town Clerk will work with the Mayor, Deputy Mayor and appropriate chairs of committees and sub-committees to agree the content of pertinent information where necessary.

Councillors who wish to communicate directly with the press **and public, either orally, or via their own personal email or social media accounts,** should make it clear whether they are speaking as a Councillor or as a private individual. If Councillors wish to express their own views directly with the media they should not seek to undermine the Town Council if their views are different to the Council's corporate position. If Councillors wish to take this course it might be prudent to seek a briefing with the Town Clerk beforehand. No communication should be made that is in any way damaging to the interests or reputation of the Town Council or which reveals confidential matters, or information likely to endanger the health or safety of a Councillor, Town Clerk, or any other individual.

Agendas for Council meetings will be accompanied by sufficient supporting information to enable councillors to make informed decisions and for a reasonable member of the public to understand. Confidential information will be excluded. Agendas will be issued as hard copies and will be posted or hand delivered so that they are received by councillors at least 3 clear days before **all** meetings of the Council. All councillors will also receive agendas by email and those councillors who have specifically asked will receive supporting information by email instead of a hard copy.

Supporting information will also be published on the Council's website at the same time as the agenda to which it relates. Minutes for all Council meetings will be published on the Council's website as soon as they have been drafted.

The Town Council's Standing Order no: 21(a) states that requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff, shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media (this policy). The Council will co-operate with the media and others seeking information on the Council's activities or ambitions.

The Town Clerk is solely responsible for the preparation of notices of Council meetings, agendas and minutes and for the development and maintenance of the Council's website so that it remains current.

All correspondence addressed to the Town Council will be actioned by the Town Clerk. Information that needs to be considered by the Town Council, or one of its committees, will be placed on the first agenda after its receipt. Other relevant information will be emailed to Members in between meetings for information only.

REQUESTS FOR INFORMATION

Council information will be made available to members of the public in accordance with the Council's adopted 'Publication Scheme'.

In compliance with Standing Order nos: 20(a) and 20(b) requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

In accordance with Standing Order no: 11 neither the Town Clerk, nor councillors, will disclose confidential information that is exempt under the Freedom of Information Act. The agenda and its supporting papers, and the minutes from a meeting where confidential or sensitive information is discussed, shall not disclose or otherwise undermine such information which, for special reasons, is not in the public interest.

The Council will continuously implement improvements to its communications work through renewal and enhanced use of its website, social media and digital approaches to sharing information alongside making hard copies available. Transparency will be maintained at all times.

CONFIDENTIALITY

There are few cases where there is good reason to exclude the public and press from Council meetings or to impose secrecy upon Members. However, in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, ss100 and 102 the following are examples of business which should not be discussed when members of the public are present:

- a) Engagement, terms of service, conduct and dismissal of employees (all staffing matters);
- b) Terms of tenders, and proposals and counter-proposals in negotiations for contracts;
- c) Preparation of cases in legal proceedings; and
- d) The early stages of any dispute.

COMMUNICATION BY EMAIL, INTERNET, TELEPHONE AND SOCIAL MEDIA

Communications via email, and internet usage undertaken in the name of the Council or on Council systems carry inherent risks such as:

- potential defamation;
- spreading of viruses, including Trojans which can steal data;
- breach of confidentiality;
- accepting files from sources in online chat rooms which could bypass firewalls or email filters;
- breach of contract;
- breach of copyright;
- breach of data protection legislation;
- breach of privacy and unlawful discrimination;
- the reputation of the Council.

Email etiquette

All employees and town councillors must follow the procedure outlined below when sending and receiving emails on behalf of the Town Council:

- only agreed email signatures may be used by employees;
- all messages must use appropriate business language;
- a waiver clause will be included and employees must include a waiver clause at the end of each email message;
- the circulating of offensive, indecent, or obscene material, or anything which breaches the Equal Opportunities Policy is strictly prohibited;
- confidential material should not be disclosed;
- only attachments from a trusted source may be downloaded on Council IT equipment;

- ensure that the address of the recipient is correct before sending emails;
- ensure that a 'reply to all' is appropriate;
- ensure that essential files are saved before deleting the message in which they were received.

Telephone etiquette

All employees must follow the procedure outlined below when using the Council's telephone:

- answer all calls by stating the name of the Town Council;
- be polite at all times;
- do not be rude or abrupt to callers;
- do not use offensive language;
- do not swear;
- cheque the telephone frequently for messages from callers and respond in a timely manner.

GENERAL COMMUNICATION POLICY

Introduction

1. Much Wenlock Town 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, the Town Clerk should be contacted.
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 2018, 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 [on the Council's website](#) or 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 and available to download from the Council's website.

Meetings

6. A meeting of the Council and its committees are 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.
7. 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.
8. 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.

9. 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.
10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
11. 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.
12. 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.

Other communications with the media

13. This policy does not seek to regulate councillors in their private capacity.
14. 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.
15. The Town Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.
16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above not to misrepresent the Council's position, councillors are free to communicate their position and views.

This policy:

- *applies in conjunction with the Council's policy for "The filming and recording of council meetings and the requirements of the data protection act 1998";*
- **should be read in conjunction with the Town Council's Media Policy.**

Originally adopted as a living document on 1 March 2018 (minute no: 18)