Cowling Parish Council
Policy for the Nominated Publications Officer

Section one relates to information used for or on behalf of Cowling Parish Council within its web site, notice boards, newsletters or any other publications that the council might contribute to. Section two relates to media coverage specifically through the press.

Section one-

1. Prior to any information being issued or displayed by or on behalf of the council, which has not already been published or agreed by council, the details of the content will be authorised by the clerk.

This is to ensure that the material being used is not a) liable or creates potential slander against a third party, b) that the material does not bring the council into disrepute in any way, c) so that the nominated person is not working in isolation from the council, in line with the code of conduct and d) to create balanced and informative information to a wider audience.

2. In the first instance, should a dispute arise over the content of the material intended to be issued then such information will be brought to the attention of the chairman.

3. If the nature of the conflict can not be resolved by the chairman or the clerk then prior to any information being given out a resolution will be required from a Parish Council meeting.

This is to ensure that there are sufficient safeguards in place to resolve any conflicts that may occur.

Section two-

1. Statements to the press will be prepared by the clerk but will not be used to self promote the clerk. Where possible, any and all references will be a) to promote the actions of the council and b) where appropriate, to promote the actions of individual Councillors.
2. All releases will be approved by the Chairman of the council or the nominated communications officer or the deputy chair prior to it being released.
3. Should any conflict arise, then items 2 and 3 in section ONE will apply.

Date adopted 7th September 2015

Chairman ……

Minute reference 09/1382