



TRING TOWN COUNCIL

Media Policy

Introduction

1. Tring Town 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 (available on website), please contact the Clerk.
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.
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 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 1998, other legislation which may apply and the Council's Standing Orders and financial regulations which are available via the Council's publication scheme.
5. The Council cannot disclose confidential information which is prohibited by law. The Council cannot disclose information if it 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 arising from the Code of Conduct adopted by the Council, a copy of which is available via the Council's Publication Scheme.

Meetings

6. A meeting of the Council and its committees is 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 stated in the resolution. In accordance with the Council's Standing Orders, persons may be required to leave the meeting of the Council and its committees, if their disorderly conduct obstructs the business of the meeting.
7. Where a meeting of the Council and its committees includes an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's Standing Orders (SO 33)
8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes using a mobile phone or tablet, recording for a TV or radio broadcast, providing commentary on blogs, web forums or social networking sites such as Twitter, Facebook and You Tube) which enable a person not at the meeting to see, hear or be given a commentary about the meeting is permitted unless:
 - i. The meeting has resolved to hold all or part of the meeting without the public present
 - ii. Such activities disrupt the meeting

iii. Paragraphs 9 & 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 the adult responsible for them has given permission.

10. Oral (by telephone or speaking aloud) 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 practical, provide reasonable facilities for anyone making 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 (SO33)

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 view of Councillors is different to the Council's corporate position and views, they will make this clear.

15. The Clerk to the Council, or in his absence, the Deputy Clerk, may contact the media if the Council wants to provide information, a statement or other material about the Council.

16. Subject to obligations on Councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and their views.

Approved by council on.....

Date of Review.....