



MEDIA POLICY

This Policy outlines the procedures for dealing with the Press and Media and the use of Social Media.

PRESS AND MEDIA POLICY

All requests from the press or other media for an oral or written statement or comment from the Town Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media. (See also Standing Order 22.)

This Policy outlines 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.

The Town 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 Councillor, 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.
5. The exception to (4.) above would be if the Chairman or the Town Council at a Council meeting had delegated a specific Councillor(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.
7. The response to the press or other media should be the view of the Town Council as a whole, not the view of an individual Councillor or the Clerk. However, an individual may give a direct quote as long as they attribute that quote to their name and make it clear that is their view and not that of the Town Council.
8. No response should be made that is in any way damaging to the interests or reputation of the Town Council.
9. The Town Council acknowledges the right of the media to obtain information from the Town Council under the Freedom of Information Act. The Council will respond to such requests in accordance with the Act but does publish information as required under this Act through the Model Publication Scheme.



The Council will not release information that is exempted. Exemptions will be:

- (a) Personal data (see paragraph 10 below);
- (b) Confidential matters
- (c) Information likely to endanger the health or safety of a Councillor or Clerk or any other individual.

10. The Council recognizes that personal data (including photographs) relating to a Councillor or Clerk are protected under the General Data Protection Regulation and this personal data will not be disclosed to the media without the consent of the person concerned.
11. In the event that a request for information involves a conflict of interest for a Councillor or the Clerk, the Councillor or Clerk must declare his or her interest and avoid involvement with the matter.
12. The Clerk should keep a record of all communications with the press or other media.
13. **At Town Council meetings** – The press or representatives from any other media are welcomed at Town Council meetings. However, under Cleobury Mortimer Town Council's Standing Orders, if any item or information is deemed personal or sensitive and not for the public domain, then the press / media along with members of the public should leave the meeting when requested to do so at this point.

SOCIAL MEDIA POLICY

1. Introduction

The objective of this policy is to provide Councillors and staff an overview of Social Media and outline the Council's position on various aspects of their use. In addition, it includes guidelines on Officer and Councillor responsibilities when using such channels of communication.

2. Definition of Social Media

Social media is a term for websites based on user participation and user-generated content. They include social networking sites and other sites that are centred on user interaction.

Social media has the following characteristics:

- Covers a wide variety of formats, including text, video, photographs, audio
- Allows messages to flow between many different types of device; computers, phones and tablets (e.g. iPad)
- Involves different levels of engagement by participants who can create, comment or just view information
- Speeds and broadens the flow of information
- Provides one-to-one, one-to-many and many-to-many communications
- Lets communication take place in real time or intermittently.

Examples of popular social media tools include: X (Twitter), Facebook, Wikipedia, YouTube, Pinterest and LinkedIn. Groupings of interest are a natural feature of the development of such systems with people with similar interests being attracted to share information.

3. Pitfalls

Whilst these tools are very useful to share information with other people, there are some pitfalls to be aware of:



- The information in most cases is shared in the public domain and can be viewed by anyone in the world. You do not even need to register in many cases to view the content. Registering is only required should you wish to participate and post to the site.
- Groups on specific themes can set up easily and posts then edited by the owners of that group to reflect their single interest, ensuring theirs is the only voice heard. There is no guarantee of truth and ill-informed comment and gossip is as likely to be found there as useful information.
- The nature of these tools is that information is shared immediately and it is all too easy to respond instantaneously which can result in unintentionally inflaming a situation. Information can then be shared with other sites and be spread far beyond the intended audience. Friends of Friends may not be our Friends.

It is also very easy to spend a lot of time viewing and responding to messages that would outweigh the value gained in the first place.

4. Purpose of the Policy

Social media provides the Council with the opportunity to communicate to a wide audience instantaneously on a range of subjects relating to its activities, providing updates and sharing relevant information from other sources. It also provides an opportunity to communicate with the younger age group, the business community and hopefully the harder to reach groups.

The Council will make use of approved social media tools to quickly disseminate information but carefully control its use in order to minimise the risks as stated above. In the first instance this will include Facebook.

5. Aims and Objectives

Social media can be used by the Council as an effective and measurable way to achieve resident engagement and attract publicity.

The aim of this Policy is to ensure:

- Engagement with individuals and communities and successful promotion of Council-based services through the use of social media
- A consistent approach is adopted and maintained in the use of social media
- That Council information remains secure and is not compromised through the use of social media
- That users operate within existing policies, guidelines and relevant legislation
- That the Council's reputation is upheld and improved rather than adversely affected
- That communication by use of social media is effective, timely, appropriate, useful, engages with a wider audience and utilises cross-promotion of other Council communication tools (e.g. website, newsletter reports, linking Facebook etc)

Social media activity isn't something that stands alone; to be effective it needs to integrate as part of the general communications mix. Any planned campaigns, promotions and activities can be plugged in to social media platforms to increase reach and exposure.

6. Policy Statement

It is acknowledged that there is considerable potential for using social media which can provide significant advantages. The responsible, corporate use of social media is actively encouraged. The following applies equally to Officers and Members.

This policy provides a structured approach to using social media and will ensure that it is effective, lawful and does not compromise Council information or computer systems/networks.

Users must ensure that they use social media sensibly and responsibly, and ensure that its use will not adversely affect the Council or its business, nor be damaging to the Council's reputation and credibility or otherwise violate any Council policies.

The following guidelines will apply to online participation and set out the standards of behaviour expected as a representative of Cleobury Mortimer Town Council:

- Be aware of and recognise your responsibilities identified in the Social Media Policy.
- Remember that you are personally responsible for the content you publish on any form of social media.
- Never give out personal details of others such as home addresses and telephone numbers.
- Ensure that you handle any personal or sensitive information in line with the Data Protection Act.
- Use a disclaimer. When using social media for personal purposes, you must not imply you are speaking for the Council. Avoid use of the Council e-mail address, logos or other Council identification. Make it clear that what you say is representative of your personal views only. Where possible, you should include a standard disclaimer, such as: "Statements and opinions here are my own and don't necessarily represent the Council's policies or opinions".
- Know your obligations: you must comply with other Council policies when using social media. For example, you should be careful not to breach Council confidentiality and proprietary information policies.
- Show respect to all. You should be respectful of the authority and employees. Derogatory comments are always wrong.
- Use of the Town Council's Facebook account must always reflect the Council's position/decisions on a matter and in no circumstances must it be used to express personal opinion, particularly when used by a Councillor. If unsure, say nothing.

Councillors are at liberty to set up accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Council's view. Councillors should at all times present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary or libellous nature should not be made and care should be taken to avoid guesswork, exaggeration and colourful language.

7. Responsibilities

The Town Council is the designated 'Council' owner of the Council Social Media channels agreed by the Council. Councillors officially appointed by the Council may assist the Town Clerk to disseminate information. However, all must ensure they follow this policy. No account details may be changed without the permission of the Town Council.

Individual Councillors are at liberty to set up their own accounts but they should ensure they comply with this policy and ensure the 'personal view' disclaimer is used.

8. Guidance for Councillors - social media and meetings

The Council encourages Councillors to keep residents informed of Cleobury Mortimer issues and the use of social media can help with this, especially during official Council meetings.

Below are some extra guidelines for Councillors to consider for the use of social media during meetings:



- Handheld devices and laptops are permitted (indeed encouraged) for use during meetings to allow environmentally friendly and effective communication. The use of such devices is intended to improve communication during meetings - not to interrupt or distract anyone taking part. Ensure the volume on all electronic devices is turned to 'mute'.
- Councillors' blogs during Council meetings should refer to the discussions which are taking place at the meeting - blogging about other subjects will show the public and other attendees at the meeting that you are not engaging properly in the meeting.
- Councillors have a responsibility to take Council business seriously and it is not appropriate for members to use social media to tease or insult other members. Cleobury Mortimer residents expect debate and to be informed about Council business, not witness petty arguments.
- Remember that if you break the law using social media (for example by posting something defamatory), you will be **personally responsible**.

9. Facebook Strategy

Social networks are rapidly growing in popularity and are used by all ages in society. The most popular social networks are web-based, commercial, and not purposely designed for Council use. They include sites like Facebook and Xanga. For individuals, social networking sites provide tremendous opportunities for staying in touch with friends and family. For the Council the sites provide a modern alternative means to communicate with residents of the Parish.

Facebook, for example, offers a rich platform allowing you to share unlimited content, including images and videos ie

- Share articles / blog posts / expertise
- Start discussions and ask questions to encourage interaction
- Create surveys to encourage participation from visitors
- Upload images and videos
- Generic news – what's happening in the area

One of the hallmarks of online networks is the ability to “friend” others – creating a group of others that share interests and personal news. Care should be exercised when accepting invitations to friend others within personal social networking sites. Friends will gain access to the Council's network of contacts on the site.

Good practice guidelines for the use of Facebook by the Council as a body or Councillors as individuals are:

- As a Town Council, we have a professional image to uphold and how we conduct ourselves online impacts this image.
- Remember that people classified as “friends” have the ability to download and share your information with others.
- Post only what you want the world to see. It is not like posting something to your web site or blog and then realizing that a story or photo should be taken down. On a social networking site, basically once you post something it may continue to be available, even after it is removed from the site.
- Do not disclose confidential matters or criticise Council policies or personnel.
- Set your profile's security and privacy settings carefully. At a minimum, all privacy settings should be set to “only friends”. “Friends of friends” and “Networks and Friends” open the content to a large group of unknown people.
- All activity on the Council Facebook page must follow the Council's agreed statement of purpose and outcomes for the use of the networking tool.
- Do not post images that include young people without parental permission.



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- Pay close attention to the site's security settings and allow only approved personnel full access to the site.
 - Only add statements approved by either Full Council or the Town Clerk.
 - Do not use commentary deemed to be defamatory, obscene, proprietary, or libellous. Exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
 - Weigh whether a particular posting puts your effectiveness at Cleobury Mortimer Town Council at risk.
 - To reduce security risks, do not install any external applications that work with the social networking site. Examples of these sites are calendar programmes and games.
 - Maintain updated anti-virus and malware protection to avoid infections of spyware and adware that social networking sites might place on your computer.
 - Be careful not to fall for phishing scams that arrive via email or on your wall, providing a link for you to click, leading to a fake login page.
 - If you find information on the social networking site that falls under the mandatory reporting guidelines then you must report it as required by law.

Please stay informed and cautious in the use of all new networking technologies.

10. Other Social Media

At this stage it is not intended to use any other forms of social media for official use by Cleobury Mortimer Town Council. However, this could be open to review in the future.

Councillors are entitled to use any form of social media they wish to but must abide by this policy at all times when so doing.

REVIEW

The effectiveness of this Media Policy and associated arrangements will be reviewed every four years. Next review October 2028.