



SHOTGATE PARISH COUNCIL

MEDIA POLICIES

SOCIAL MEDIA

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1. Definition

Social Media encompasses a range of new digital technologies that allow people to share information, build relationships and share opinions. Social Media refers to all types of electrical media where people can discuss and talk freely to each other over an open network; common examples are Facebook, Twitter and WhatsApp.

2. Scope

This Social Media Policy covers Councillors and employees.

- 2.1 ensure the safeguards are put in place to prevent the misuse of Social Media
- 2.2 all conduct on Social Media channels must accord with our existing Policies: Code of Conduct for Councillors, Grievance and Disciplinary Procedures, Combined Safeguarding Policy for Children, Young People & Vulnerable Adults.

3. Using Social Media

- 3.1 Councillors should use the same safeguards as they would with any other form of communication concerning the Parish Council. Under no circumstances should Councillors use Social Media to conduct Parish Council business or disclose confidential matters.
- 3.2 Should a Councillor have information that he/she feels would benefit the community, they are requested to send the information to the Clerk who will review and share accordingly.



SHOTGATE PARISH COUNCIL

MEDIA – OTHER

RELATES TO NEWSPAPERS/JOURNALS/MAGAZINES

The Clerk is the first port of call for all officer-related media enquiries. Where appropriate the Clerk to respond to all calls and may arrange interviews with Councillors.

The Media Policy is to be:

- Open
- Transparent
- Honest
- Proactive and assertive
- Helpful to the media in facilitating photograph opportunities, interviews and other reasonable requests

The Clerk, staff and Councillors will:

- Promote the reputation of the Parish Council
- Respond quickly and effectively to media enquiries
- Respect the confidential nature of information which is retained by the Parish Council on individual cases or other matters which are officially specified as confidential.

Adopted at the meeting of 26th June 2018.....

Chairman ...Cllr. M. Biddle..... Clerk ...K. Kuderovitch