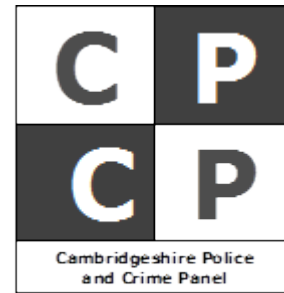




Cambridgeshire Police and Crime Panel

Media Protocol



Summary

This protocol has been written as a basis for all public communications between Cambridgeshire Police and Crime Panel and the media.

Protocol

- a) The Chairperson of the Police and Crime Panel, or the Vice-Chair in their absence, is the official spokesperson for the panel. This will only change if a specified spokesperson from the Panel has been approved in advance by the Chairperson. The Chairperson can ask the communications team at Peterborough City Council to issue statements/press releases on their behalf.
- b) If any member of the Panel other than the Chairperson, or Vice-chair in their absence, is approached by the media for comment on behalf of the panel, they should refer the media organisation to Peterborough City Council's communications team to arrange an official response in consultation with the Chairperson.
- c) It is the responsibility of anyone speaking on behalf of the panel to ensure that what they are reporting is accurate and representative of the views of the Panel and resolutions passed.
- d) Other Panel members may only present personal views or the views of their own Council on a matter relevant to the Panel and this should be in line with their own authority's protocol for communicating with the media. A copy of any statement should be sent to the communications teams at Peterborough City Council and the Office of the Cambridgeshire Police and Crime Commissioner.
- e) As host authority, Peterborough City Council's communications team will respond to day-to-day enquiries from the media by issuing statements and/or arranging interviews with Panel members as appropriate. This will take place following discussions with the Chairperson or Vice-Chair of the Panel and the Director of Governance at Peterborough City Council.
- f) Any member of the Panel can seek advice on communications matters from Peterborough City Council's communications team.

- g) Both the Panel and the Police and Crime Commissioner may issue their own statements/comments following panel meetings.
- h) The Chairperson or nominated spokesperson will consider whether or not it is appropriate to consult with the Office of the Police and Crime Commissioner before a statement is issued.

Publication of Agendas and Minutes

- a) Panel agendas and minutes of meetings will be published on the Panel's page on the Peterborough City Council's website. A link will also be sent to all other local authorities who appoint members to the panel and other interested parties, including the Commissioner's office.
- b) Dates of meetings and agenda items will be shared with the Commissioner's office in advance. This information will then be published on both Peterborough City Council's website and advertised through Peterborough City Council's Twitter account. Other local authorities who appoint members to the Panel and other interested parties, including the Commissioner's office, will be asked to retweet such messages.
- c) After the meeting any Panel external communications will be shared with the Commissioner's office, e.g. any planned interviews, announcements of key decisions and timings to ensure a joined up approach.

Ownership of Policy

- a) This policy is owned by the Cambridgeshire Police and Crime Panel.

The Role of Peterborough City Council's Communications team

- a) Peterborough City Council is the host authority for the Cambridgeshire Police and Crime Panel and therefore communications support is provided by the City Council's communications team.
- b) Any statements or communications issued by the team are on behalf of the Panel and are not representative of the views of anyone at Peterborough City Council or the organisation itself.
- c) Communications will be issued in the name of the Cambridgeshire Police and Crime Panel and not in the name of Peterborough City Council.
- d) Any requests for media interviews as a result of information provided by Peterborough City Council's communications team will be passed back to the Panel for consideration and comment.
- e) When issuing press releases the Communications Team will share these with those on their distribution list. This includes Peterborough Telegraph, BBC Radio Cambs, Heart FM, Look East, Anglia TV and local community magazines. Press releases will also be

shared with partner councils in the county in order for them to be shared with their local media.

Key Contacts

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