

From: Peter Sass – Head of Democratic Services

To: Shadow Kent and Medway Police and Crime Panel – 24 July 2012

Subject: Communications Protocol for Kent and Medway's Police and Crime Panel

Summary: This protocol has been written as a basis for all communications between the Kent and Medway Police and Crime Panel and the media.

Unrestricted

1. Introduction

1.1 The Kent and Medway Police and Crime Panel (PCP) is being established to scrutinise the work of the Police and Crime Commissioner. The Panel is made up of one representative from each of the 14 local authorities in the force area, a further four councillor representatives from the local authorities and two independent co-opted members.

1.2 Kent County Council is currently the host authority for the PCP.

2. Protocol

2.1 The Chairman of the PCP (except in his absence in which case the Vice-Chairman) should be the official spokesperson for the panel unless a spokesperson has been identified by the Chairman.

2.2 If a panel member wishes to present the views of their own council this should be in line with their own Council's protocol for communicating with the media and a copy should be sent to the host authority.

2.3 Kent County Council's press office will respond to day to day inquiries from the media by issuing statements and/or arranging interviews with members or officers as appropriate. This will be following discussions with the Chairman and Vice Chairman of the Panel and the Head of Democratic Services, KCC.

2.4 The media will be invited and are entitled to attend all formal meetings of the Police and Crime Panel unless matters of an exempt nature are to be discussed.

3. Publication of Agenda and Minutes

3.1 PCP agenda and minutes will be published on the host authority's website and a link will be sent to all interested parties.

3.2 The possibility of a dedicated website can be explored as the role of the PCP develops.

4. Recommendations

4.1 The Shadow Police and Crime Panel is asked to approve the communications protocol for Kent and Medway's Police and Crime Panel.