

Report by: Mike Campbell, Police and Crime Panel Policy Officer

To: Police and Crime Panel

Subject: Panel Communications protocol

1. Introduction

- 1.1 At its initial meeting in November 2012 the Panel adopted an interim Communications protocol. The Protocol sets out the arrangements for the Panel to deal with the press and other media and also set out the arrangements for liaison on press and media comments with the Police and Crime Commissioner's office. The panel agreed that this interim protocol should be reviewed in due course.

2. Review

- 2.1 Panel officers have reviewed the document agreed by the Panel, and have consulted the Office of the Police and Crime commissioner. The review has not identified any need to change the basic principles or arrangements set out in the protocol as they remain appropriate. However, some of the nomenclature is in need of change as job titles and roles have been adjusted in the light of experience. It is also felt that some of the wording in the interim document was unnecessarily lengthy and has therefore been shortened. The revised protocol is attached for the Panel to consider.
- 2.2 It is good practice to review all policies and protocols at regular intervals and it is recommended that this protocol be reviewed again by the Panel in 2 years' time.

Recommendation

That the Panel agrees the Communications Protocol at Appendix A and asks the officers to undertake a further review in September 2016.

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Communications Protocol for the Kent and Medway Police and Crime Panel

Summary: This protocol has been written as a basis for all public communications between the Kent and Medway Police and Crime Panel and the media. It also takes into consideration the sharing of information between the Kent and Medway Police and Crime Panel and the Kent Police and Crime Commissioner.

1. Protocol

- 1.1 The Chairman of the PCP (except in his absence, the Vice Chairman) is the official spokesperson for the panel. This will only change if a specific spokesperson from the panel has been approved in advance by the Chairman.
- 1.2 If a panel member wishes to present the views of their own Council this should be in line with their own authority's protocol for communicating with the media. A copy should be sent to the Kent County Council press office and the Communications Manager at the Office of the Kent Police and Crime Commissioner.
- 1.3 As host authority, Kent County Council's press office will respond to day-to-day enquiries from the media by issuing statements and/or arranging interviews with members or officers as appropriate. This will take place following discussions with the Chairman and Vice Chairman of the Panel and Head of Democratic Services at Kent County Council.
- 1.4 Both the Panel and Commissioner may issue their own statements / comments following panel meetings.

2. Publication of Agenda and Minutes

- 2.1 PCP agenda and minutes will be published on the Panel's page on KCC's website and a link sent to all other local authorities who appoint Members to the Kent and Medway Police and Crime Panel and other interested parties, including the Commissioner's office.
- 2.2 Dates of meetings and agenda items will be shared with the Commissioner's Office in advance. This information will then be published on both KCC's website and through other communications channels.
- 2.3 After the meeting any Panel external communication plans will be shared in advance with the Commissioner's Chief of Staff e.g. any planned interviews, announcement of key decisions, and timings to ensure a joined up approach.

3. Ownership of policy

3.1 This policy owned by the Kent and Medway Police and Crime Panel.

Next review date: September 2016