

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 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 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.
- 1.5 This protocol applies to all forms of communication that may be read or heard by members of the public, including social media.

2. Publication of Agenda and Minutes

- 2.1 Panel agendas 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 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 2019