



Report to Cabinet

Subject: “Contacts” Editorial Board

Date: 10 July 2008

Author: Head of Strategy and Performance on behalf of the Leader of the Council

There has been a request from elected members to be more involved with the development and production of the Council’s magazine, “*Contacts*”.

It is not members’ intention to be involved in the detailed aspects of production, which rightly fall within the operational responsibility of officers – rather that members wish to have the opportunity to set a broad direction for the magazine and to support officers with its development. Members are aware and fully understand that the magazine must continue to comply with the Code on Local Authority Publicity and be non party-political.

To facilitate this involvement, it has been suggested that a cross-party editorial board should be established to fulfil this role. Suggested terms of reference have been drawn up by elected members, advised by officers – these are attached at **Appendix A**.

It is likely that the Board will meet twice during the production of each edition.

If the proposal is supported, the intention is that the arrangement would begin with the next edition of *Contacts*, due for publication in late Autumn – therefore nominations from groups would be sought to allow the group to begin its work in early September. Arrangements would be reviewed for their effectiveness and value-added after one year.

Members’ instructions are requested.

Appendix A

Suggested Terms of Reference

Editorial Board - Contacts Magazine

The purpose of the Editorial Board is to give elected members the opportunity to:-

- Suggest items of interest for inclusion in the Magazine;
- Comment on the appearance and presentation of the magazine prior to publication;
- Monitor any feedback from the general public and to provide a platform for items of genuine local interest;
- Ensure that GBC success stories are celebrated as widely as possible within the community.

The Editorial Board is responsible for:-

- Advising on the content of the Magazine.
- Ensuring that the Magazine remains overtly non-political;
- Ensuring that the Magazine provides an equitable and balanced representation across the Borough.

The Editorial Board has no direct responsibility for the publication or distribution of the magazine.

The composition of the Editorial Board is:-

- 2 Conservative Members
- 1 Labour Member
- 1 Liberal Democrat Member

- 2 Officers to act as advisors to the Editorial Board (currently S. Bray and Carolynne Tasker)

It is the prerogative of the Leader of the Council to approve the 'Draft' of the Contact Magazine prior to actual publication.