

LITTLE CANFIELD PARISH COUNCIL

E-MAIL POLICY

GUIDELINES

Adopted at the Parish Council Meeting 07 February 2022.

(Amended 2024 to reflect adoption of Gov.uk email accounts)

The purpose of this e-mail policy is to ensure that Councillors and the Clerk are aware of how email should be used when discussing Parish Council matters.

The benefit of e-mail usage keeps everyone properly informed and assists in keeping the Meeting times within the specified timeframe (Standing Order No 1).

Guidelines for use of email:

In accordance with the Code of Conduct for Councillors it is incumbent upon Councillors not to conduct themselves in a manner which is likely to bring the Council in disrepute.

Councillors should at all times apply the seven Nolan principles of selflessness, integrity, objectivity, accountability, openness, and honesty.

Have respect for fellow Councillors and the Clerk and not use e-mail for personal bullying or vindictive comments acting always within the Law.

Councillors must not forward mail to external bodies/third parties without prior approval through the Clerk.

Upon receipt of communication from external bodies or parishioners the email should be sent to the Clerk by the recipient copying the original sender.

If emails are being circulated which would assist in Councillors making an informed decision then ALL Councillors should receive a copy of the email, with a copy to the Clerk.

If the email are of a informal nature (for example to make arrangements to meet/discuss an agreed project), it is not necessary to share with all.

Email should not be used for canvassing support or to express personal views (Councillors are reminded that when responding they are representing the Council and considering the benefit for the Parish).

Try, where possible, to save contentious debates for Parish Council meetings as this is the correct place to debate open and honestly.

All Councillors must use Councillor specific email address ie name@council-pc.gov.uk. Personal email addresses should not be used.

Those Councillors who do not use email will no longer receive paper copies of documents.

email: clerk@littlecanfield-pc.gov.uk Tel: 07934 936 822