HATFIELD BROAD OAK PARISH COUNCIL

Adopted: Parish Council Meeting on 12th April 2022
Reviewed: 09.07.2024
Next Review Date: July 2025

E-Mail Policy

The purpose of this e-mail policy is to ensure that Councillors and the Clerk are aware of how e-mails 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 e-mails:

1. 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 into disrepute.
2. Councillors should at all times apply the seven Nolan principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
3. Councillors should have respect for fellow Councillors and the Clerk and not use e-mail for personal bullying or vindictive comments, acting always within the Law.
4. Councillors, Committee Members and Working Group Members should include the Clerk in all e-mails to external bodies/third parties.
5. Upon receipt of communication from external bodies or parishioners the e-mail should be sent to the Clerk by the recipient copying the original sender.
6. If e-mails are being circulated, which would assist in Councillors making an informed decision, then **ALL** Councillors should receive a copy of the e-mail, with a copy to the Clerk.
7. If the e-mails are of an informal nature (i.e. to arrange to meet/discuss an agreed project), it is not necessary to share with all.
8. E-mails should not be used for canvassing support or to express personal views (Councillors are reminded that when responding they are representing the Council and should consider the overall benefit to the Parish).
9. Councillors should save contentious debates for Parish Council meetings as this is the correct place to debate in an open, honest and respectful way.
10. Councillors should use their specific parish council e-mail address i.e., xxx@hatfieldbroadoakpc.gov.uk in line with GDPR. Personal e-mail addresses should not be used for parish council business.
11. E-mails from Parishioners sent to the clerk regarding council business and Freedom of Information Requests will be forwarded to Councillors, including the name of the Parishioner, unless the Parishioner expresses anonymity.

Note: E-Mails could be used in Monitoring Officer investigations (Councillors) or tribunals (Employee).