



Stapleford Abbots Parish Council

EMAIL POLICY

Version: 1.2

June 2023

A Scope

This policy applies to the Stapleford Abbots Parish Council. Where the term ‘staff’ is used, this includes any staff (paid and voluntary) working for the Council. This policy is aimed at all Councillors and staff working for Stapleford Abbots Parish Council.

B Confidential Notice & Intellectual Property

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C Document Details

Policy	<i>Email Policy</i>
Policy Statement	<i>This document sets out an Email Policy to use by Stapleford Abbots PC</i>
Version Number	<i>1.2</i>
Version Date	<i>05/2023</i>
Review Date	<i>01/04/2024</i>
Author	<i>J Jackson</i>
Responsible Owner	<i>Stapleford Abbots Parish Council</i>
Approving Body	<i>Stapleford Abbots Parish Council</i>

D **Revision History**

Version	Revision Date	Details of Changes	Author
1.1	01/06/2021	Current version	J Jackson
1.2	01/06/2022	Current version	J Jackson
1.2	01/06/2023	Current version	J Jackson

E **Freedom of Information**

If requested, this document may be made available to the public and persons outside the Council as part of Stapleford Abbots Parish Council’s commitment to transparency and compliance with the Freedom of Information Act.

F **Accessibility**

This document can be made available in other styles, formats, sizes, languages and media in order to enable anyone who is interested in its content to have the opportunity to read and understand it. Any such requests should be made to the Clerk.

G **Dissemination**

This policy will be disseminated to all staff. All staff will have to read this policy at publication and every time there is an update or change to the policy. The Stapleford Abbots Parish Councillors will have the overall responsibility for implementing the policy.

H **Review**

This policy will be reviewed every year or when new evidence, policy or guidelines come to light necessitating an update / change. The policy review and update will be the responsibility of the Stapleford Abbots Parish Council.

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 email usage keeps everyone properly informed and assists in keeping the Meeting times within the specified timeframe (Standing Order No 1).

Guideline for use of e-mails

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, honesty and leadership

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

All email correspondence from members of the public should be addressed to the Clerk and sent to the designated Parish Council email address. Any councillor who receives an email or conversation of council concern personally or to their personal email should advise the sender to communicate directly with the clerk to ensure consistency and provide a central record for the councils action and consideration

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

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.

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.

If the e-mails are of an informal nature (i.e. to make arrangements to meet/discuss an agreed project) it is not necessary to share with all.

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 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 openly and honestly.

All Councillors must ideally use Councillor specific email address i.e. xxxxxx.sapc@gmail.com in line with GDPR. Personal e-mail addressed will not be used.

Those Councillors who do not use e-mail will no longer receive paper copies of documents.

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