



## CHIGWELL PARISH COUNCIL

### E-MAIL POLICY

Adopted at the Parish Council Meeting of 13<sup>TH</sup> OCTOBER 2022.

REVIEW DATE: MAY 2023

**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 is that it 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**

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 & leadership.

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 e-mails to external bodies/third parties without prior approval of 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 in 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 e-mail address i.e. [cllx@chigwellparishcouncil.gov.uk](mailto:cllx@chigwellparishcouncil.gov.uk) in line with GDPR. Personal e-mail addresses are not permitted to be used.

**Those Councillors who do not use e-mail will no longer receive paper copies of supporting documents, but special requests will be considered.**

**Note: e-mails could be used in Monitoring Officer investigations (Councillors) or tribunals (Employee).**