



Adopted 24 November 2022  
Reviewed: 10 July 2025  
Next Review: July 2026

## E-Mail Policy

The purpose of this e-mail policy is to ensure that Councillors and staff are aware of how e-mails should be used when discussing Town 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 3).

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.
- 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-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 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 Town).
- Try where possible, to save contentious debates for Town Council meetings as this is the correct place to debate open and honestly.
- All Councillors must ideally use Councillor specific email address i.e. [cllr.xxxx@westmerseatowncouncil.gov.uk](mailto:cllr.xxxx@westmerseatowncouncil.gov.uk) in line with GDPR. Personal e-mail addresses will ideally not be used.

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