



LLANNON COMMUNITY COUNCIL

E-MAIL PROTOCOL

ADOPTED: 15th March 2023

REVIEW DATE: May 2023

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E-MAIL PROTOCOL

1. All Members will be issued with a Council e-mail address following completion of their Declaration of Acceptance of Office.
2. The e-mail address used by Councillors for Council business shall be unique. It is for the sole use of the Councillor to receive and communicate Council business. It must be different from any other e-mail address used for personal, work and/or family communications.
3. E-mail is a means for all Councillors to be kept informed and up to date on Council business and must be used in accordance with the Council's Code of Conduct.
4. The style and content of e-mail messages must be consistent with the standards that the Council expects from written communications.
5. Although email encourages rapid communication, the contents of e-mail messages should be written with care, as messages sent without proper consideration can cause unnecessary misunderstandings.
6. E-mails must be used solely for the exchange of Council information, circulated between Councillors and staff.
7. All recipients shall be clearly identified: the Blind copy (BCC) facility shall not be used.
8. E-mails must not be used to challenge or criticise any fellow Councillors or any Council decisions, or to promote individual Councillors' personal views or opinions on Council related business.
9. Individual Councillors' queries on council related business must be sent to the Clerk and circulated to all Councillors and any fact giving response must be provided by the Clerk copied for all Councillors to read.
10. Any intimidating e-mails sent to Councillors by anyone, must be reported to the Clerk for consideration in order that follow up action may be taken by the Council.
11. All e-mails concerning Council business are public record. No e-mails received or sent should not be deleted from an account without prior consent from the Clerk as the Clerk is responsible for retaining copies of ALL emails concerning Council business.
12. E-mail users must take all necessary precautions against the introduction of viruses into the system and be responsible for their own email security.