



## CODE OF PRACTICE RELATING TO THE USE OF EMAILS

Approved at the Annual Meeting  
of the Council on 17.05.16

### **Code of practice relating to the use of emails**

Reference to emails in this Code of Practice shall be taken to refer also to all other forms of written communication.

- 1 All Members and Officers will be aware at all times of the Council's obligations under the terms of the Freedom of Information Act, 2000 and the Data Protection Act 1998.
- 2 All email correspondence between Members shall be undertaken in a courteous manner.
- 3 Members shall reply to all those named in a group message only on those occasions when it is considered to be in the interests of all those named, and when a reply only to the originator of the message is considered to be insufficient.
- 4 All messages between all members of officially constituted council groups (eg council, committees, working groups) shall be copied to the Council Manager.
- 5 Members receiving emails from other members of the Council shall not forward such emails to others either within or without the Council, except with the explicit consent of the originator of the message or messages.
- 6 Members who hold office in other statutory, commercial or voluntary groups which may have concerns relating to the subject of an email, shall indicate in which capacity they are sending related emails to other members of the Council or other bodies.
- 7 Members will be aware that Council policy may be determined only by the Council or others as delegated by the Council, and cannot be made by email.
- 8 If a Town Councillor is expressing a view that is contrary to a view of Town Council they should make it clear they are not representing the Council.