



EMAIL POLICY

Resolved at the Council Meeting 7th November 2017

1. INTRODUCTION

This policy outlines how Little Marlow Parish Council ("**Council**") will act with respect to Electronic Mail.

2. POLICY

- 2.1. All reports or discussion papers for Council Meetings should be sent by email to the Council Clerk for distribution with the Agenda.
- 2.2. It is not appropriate for individual Councillors to email all other Councillors except when replying to an email from the Council Clerk.
- 2.3. Reports to be kept short (one side of A4) with key recommendations/action points identified at the end. Key points to be amplified if necessary when the Agenda item is reached.
- 2.4. Reports are for Councillors only and should not be forwarded elsewhere by individual Councillors.
- 2.5. Once a decision is made in Council the matter cannot be revisited for six months unless 5 Councillors put in a written request. It follows, therefore, that it is inappropriate for decisions to be gone over again by email. Council decisions are corporate and not always unanimous but they are decisions.
- 2.6. Lobbying related to forthcoming discussions is also inappropriate. The Council chamber is the place to contribute to discussions.
- 2.7. It follows from the above points that emailing between groups, or to all Councillors, should be very limited and guided by the Clerk.
- 2.8. Requests for clarification should be addressed to the Clerk.
- 2.9. It is sometimes helpful for the Chairman/Vice Chairman to be copied in to emails to the Clerk. The Chairman and Vice Chairman may always be approached for guidance by phone or email.
- 2.10. The majority of correspondence to the Council from outside bodies is via email. The Clerk will try and minimise the amount of emails which are forwarded on to Councillors. All correspondence forwarded by the Clerk is relevant to Council business, though some will be more urgent than others and some will require a response. To assist Councillors in prioritising which emails are most important, the Clerk will put a 'PLEASE READ' or 'PLEASE RESPOND' or 'FOR INFO' in the header section of the email.