



RAMSDEN CRAYS PARISH COUNCIL

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 into disrepute.

Councillors should at all times apply the 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 e-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 Councillors 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 open and honestly.

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

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