

West Wycombe Parish Council

Email Policy

1. All reports, or discussion papers for Council Meetings, to be sent to the Clerk for distribution with the Agenda.
2. 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.
3. Reports are for Councillors only and should not be forwarded elsewhere by individual Councillors.
4. Once a decision is made in Council the matter cannot be revisited for six months unless 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.
5. Lobbying related to forthcoming discussions via email also inappropriate. The Council meeting is the place to contribute to discussions.
6. It follows from the above points that emailing between groups, or to all Councillors, should be very limited and guided by the Clerk.
7. Requests for clarification should be addressed to the Clerk.
8. 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.
9. The majority of correspondence to the Council from outside bodies is via email. The Clerk will try and minimise the number 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.

Adopted: 9th June 2016