

## **Dacre Parish Council – Agreed policy for use of e-mail**

E-mail is a useful and powerful method of communication, and it has been resolved by The Council that agendas, financial information and minutes will be circulated in this way. However, any Councillor may ask for a paper copy to be posted to him/her.

It is expected that the use of e-mail for general Council work will increase further, but the following points should be taken into consideration:

1. It is expected that any messages from Councillors will normally be copied to all Councillors. This may not include administration emails (e.g. draft agendas, minutes, apologies, forms and documents in preparation for/follow-up to a meeting).
2. All Councillors should acknowledge receipt of Council business related emails.
3. All Councillors should inform the Clerk of any change in e-mail address.
4. All messages should be written in respectful terms and contain no bad language or defamatory comments.
5. In broad terms, e-mail may be used as an alternative to post or telephone in the following circumstances:
  - a. To pass on information quickly
  - b. To allow all Councillors to see a document at more or less the same time
  - c. To arrange a meeting
  - d. To praise
6. It should not be used for the following:
  - a. For discussions - it quickly becomes unwieldy
  - b. To criticise - it is difficult to refute allegations
  - c. To send out very large documents
    - some users may have access or printing difficulties
  - d. Relaying confidential information
    - not all Councillor addresses are private to them