

HUGHENDEN PARISH COUNCIL

EMAIL PROTOCOL FOR COUNCILLORS

(With effect from 8th September 2009, as RESOLVED at the Council Meeting on 8th September 2009)

For the purposes of this document, 'Chairman' and 'Vice Chairman' means
Chairman and Vice Chairman of the Council.

1. All reports, or discussion papers, to be sent to the Clerk for distribution with the Agenda.
2. It is not appropriate for individual councillors to email all other Councillors.
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.
4. Reports are for Councillors only and should not be forwarded elsewhere by individual Councillors.
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.
6. Lobbying related to forthcoming discussions is also inappropriate. The Council chamber is the place to contribute to discussions.
7. It follows from the above points that emailing between groups, or to all Councillors, should be very limited and guided by the Clerk.
8. Requests for clarification should be addressed to the Clerk.
9. It is sometimes helpful for the Chairman/Vice Chairman to be copied in to emails to the Clerk. They may always be approached for guidance by phone or email.