

WEMBURY PARISH COUNCIL

INDIVIDUALS COMMUNICATION PROTOCOL

Individuals Communication Protocol

If an individual wishes to send out a personal letter or email which may appear to be controversial and may impinge on the Parish Council policy or reputation, then it should be sent to the Clerk &/or Chairman for a comment, before taking action.

If the councillor disagrees with the Clerk/Chairman comments, then it should be circulated to all the councillors for a collective comment before any action is taken.

If a councillor disagrees with the actions of Wembury PC, then the councillor should make clear his disagreement at a vote of Wembury PC on that matter.

If the councillor still disagrees with the Council's comments and sends out any letter or email, then the Council should have the right to respond, explaining the councils view to any third parties concerned.

If the councillor wishes to pursue this matter outside of the WPC in a private capacity, then again the Clerk &/or Chairman should be informed of any such action and should be entitled to make a comment to a third party on behalf of Wembury PC, on any letters or emails sent by the individual.

Any confidential emails or letters should not be forwarded on to anyone else, unless the person sending the confidential letter or email approves.

All communication should also comply with the General Data Protection Regulations and the Wembury Parish Council Information and Data Protection Policy.

Reviewed at Wembury PC meeting on 20th May 2019

Approved in Minute :- 19-063