

TC/3933/20

Oswestry Town Council

Report from the Town Clerk to Council – Wednesday 23rd September 2020

Use of Email Policy for Elected Members

Purpose

To agree a fit for purpose e-mail policy for elected Members.

Introduction

The Council have agreed to provide e-mail addresses for elected Members in order to improve its data protection arrangements.

The e-mails have been provided to support elected Members fulfil their roles, to provide assurance to their constituents and to help separate Council and private life.

Instructions issued to staff regarding the acceptable use of IT are not transferrable to the role of the elected Members and therefore a short, fit for purpose policy has been drafted for elected Members to consider. Further details on e-mail addresses, logging on and setting passwords will be provided once the IT provider has enabled the facility.

Code of Conduct

Staff are contracted and are subject to a disciplinary and grievance procedure should they not comply with Council policy. The role of the elected Member is overseen by a Code of Conduct. As a member of Oswestry Town Council, Councillors shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership. (Nolan)

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Policy

The e-mail address provided will be the chosen communication method with elected Members. This is provided solely for use in their role as a Councillor and must not be used for private matters. Elected Members are responsible for the security of your e-mail account and for ensuring that it is not used by an unauthorised person.

The email address must not be used:

- To register an account on any website being used for personal reasons, or to receive communications from such websites;
- To receive communications relating to any personal businesses or income generating ventures, such as property letting;
- To subscribe to regular update emails for social activities such as cinema or theatre listings or other non-business purposes.

Use of the e-mail system by transmission of any material in any of the following categories will be referred to the Monitoring Officer (in line with the Code of Conduct):

- defamatory;
- offensive or obscene;
- untrue or malicious;
- discriminatory on grounds of race, sex, marital status, disability, sexual orientation, religion or religious belief & philosophical beliefs or age;
- the Council's Confidential Information.

Conclusion

Council are asked to consider the draft policy set out in this report and resolve accordingly.

Arren Roberts

Town Clerk