

## Shrewley Parish Council Social Media Policy

### Amended by Shrewley Parish Council 7<sup>th</sup> January 2019

This policy sets out a Code of Practice to provide guidance to Parish Councillors and Clerk in the use of online communications, including social media.

Social media is a collective term used to describe methods of publishing on the internet. The policy covers Parish Council emails and all forms of social media and social networking sites.

The Parish Council Newsletter is the main medium for the purpose of communicating information about the Parish Council. The Newsletter is available in print and, along with other information, on the Parish website. Social media other than the Parish Website are not used.

The Parish Website [www.shrewley.org](http://www.shrewley.org) is used by the Parish Council and includes the following information:

- Dates, Agendas and minutes of meetings
- Councillor/Clerk contact details
- Newsletter
- End of year accounts
- Audit statement
- Councillor responsibilities
- Register of Members' interests
- Freedom of Information requests
- Fixed Asset Schedule
- Code of Conduct
- Housing Needs Survey
- Other announcements

The Parish Clerk is responsible for notifying the Parish Webmaster of updates/changes to the Parish Council information.

Councillors or residents who have any concerns regarding Parish Council content placed on the Parish Website should report them to the Clerk.

Emails are used to distribute information of council business. The Parish Clerk maintains the email distribution list used by Councillors and Clerk. Copies of emails may be obtained by a Freedom of Information Request to the Clerk.

#### **Resident Queries**

Resident queries should be referred to the Parish Clerk and/or one or more Councillors.

When participating in any online communication, Councillors and the Clerk will...

- a. be responsible and respectful; be direct, informative, brief and transparent.
- b. ensure they adhere to the Council's Code of Conduct and not post any information or conduct any online activity that may violate laws or regulations.

Residents and Councillors should note that **not all** communication requires a response.

- c. If a Councillor feels unable to answer a post for example of a contentious nature, this shall be referred to the Parish Clerk. The poster will be informed by way of response to this fact and also be invited to correspond with the Parish Clerk directly.
- d. Some communication from residents and other third parties may be required to be discussed at a Parish Council meeting. When this is necessary the item will be placed on the next available agenda. Any response will then be included in the minutes of the meeting.
- e. If a matter needs further consideration it may be raised at either the open forum or as a full agenda item for consideration by a quorum of Councillors.
- f. The Parish Clerk will be responsible for all final published responses.

The Policy will be reviewed annually.