

Woodmansey Parish Council

Email Management Policy

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1. Introduction

The clerk, on behalf of the council, receives email from numerous sources. There is a need to ensure such emails are handled appropriately, without undue or unnecessary filing and storage.

2. Responsibilities

2.1 Council

- confirm receipt of emails at meetings, as per the list of emails in supporting papers for the meeting;
- notify the clerk if any email requires handling in any way other than identified in the supporting papers email list.

2.2 Clerk

- manage incoming emails, including forwarding, responding and storing, as appropriate, according to this policy;
- produce a list of emails received and their action as part of supporting papers for council meetings;
- file or delete emails according to this policy.

3. Email management

3.1 On receipt

The clerk will assess emails on receipt, or as soon as practicable after receipt. Emails sent directly to the clerk for action and/or reply by the clerk will be dealt with. All other emails will be forwarded to councillors as soon as is reasonable.

A list of all emails received will be maintained by the clerk. All emails forwarded to councillors will be included on the list, together with a suggested action.

3.2 Council meetings

This list of emails received since the last meeting will be presented to councillors as part of supporting papers for each meeting.

Councillors will:

- review the list prior to the meeting, as well as the related emails, and determine if any action other than that noted on the list is required;
- at the meeting, the receipt of emails will be noted;
- the actions for each email will also be noted and agreed, including any changes from those actions on the supporting papers list;
- agree the retention for each email.

3.3 After meetings

The clerk will schedule and/or perform the agreed actions in the usual way.

Any emails not requiring action will be deleted, unless the clerk, or council, determines there is a need for longer retention.

3.4 Email retention

The default position is that emails will not be retained beyond the time they are acknowledged at council meetings. Exceptions to this are:

- emails that are part of ongoing action and/or dialogue with others;
- those the clerk deems necessary, or useful, to retain;
- those any councillor expressly asks the clerk to retain.