



Facebook Policy

1. Policy statement

1.1 This policy is intended to help Councillors and Council staff, make appropriate decisions about the use of Facebook. The policy relates to Councillors and Staff whilst acting for/on behalf of the Council and /or in their official capacity.

The Council will encourage the use of Facebook for the purposes of:

- providing and exchanging information about services
- supporting local democracy
- gathering citizen insights and managing citizen relationships
- promoting cultural events or tourism for the area
- supporting community cohesion, neighbourliness and resilience; and
- creating internal communications and learning and development.

1.2 This policy outlines the standards the Council requires Councillors and staff to observe when using Facebook, the circumstances in which the Council will monitor the use of Facebook action to be taken in respect of breaches of this policy.

1.3 This policy supplements and should be read in conjunction with all other policies and procedures adopted by the Council, such as the Equal Opportunities Policy, Data Protection Policy, Disciplinary Procedure, Members Code of Conduct and such like.

1.4 This policy does not form part of any contract of employment and it may be amended at any time.

2. Who is covered by this policy

2.1 This policy covers all individuals working at all levels with the council, including all elected and co-opted councillors, the clerk to the council and all other employees and volunteers (collectively referred to as staff in this policy).

3. The scope of this policy

3.1 The Council has a corporate presence on the web which it uses to communicate with people who live in, work in and visit the parish. The council will always try to use the most effective channel for its communications. We may ask those who contact us for their preferred channel of communication when we deal with them. Over time the Parish Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Facebook Policy will be updated to reflect the new arrangements.

3.2 All members and staff are always expected to comply with this policy to protect the reputation, privacy, confidentiality, and interests of the council, its services, employees, partners and community.

3.3 Serious breaches of this policy by employees may be dealt with under the Employee Disciplinary Procedure. The Council may take disciplinary action in respect of unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive comments by an employee.

3.4 Breach of the policy by volunteers will result in the Council no longer using their services and, if necessary, appropriate action will be taken.

3.5 Behaviour required by the Members' Code of Conduct shall apply to online activity in the same way it does to other written or verbal communication. Members will bear in mind that inappropriate conduct can still attract adverse publicity, even where the code does not apply. Remarks are easily withdrawn, apologised for and forgotten when made in person, but posting them on the internet means that they have been published in a way that cannot be contained. Online content should be objective, balanced, informative and accurate. Members must be aware that their profile as a Councillor means the more likely it is they will be seen as acting in an official capacity when blogging or networking. It must be remembered that communications on the internet are permanent and public. When communicating in a 'private' group it should be ensured that the council would be content with the statement should it be made public.

4. Rules for using Facebook.

4.1 Staff and councillors must not allow their interaction on any Council run websites / blogs to damage their working relationships with others. They must not make any derogatory, discriminatory, defamatory or offensive comments through these sites, about other staff, Councillors, the Council or about the people, businesses and agencies the Council works with and serves.

4.2 Posts must not contain anyone's personal information, other than necessary basic contact details.

4.3 If Staff or Councillors blog or tweet personally, and not in their role as a Councillor, they must not act, claim to act, or give the impression that they are acting as a representative of the Council. They should not include web links to official Council websites as this may give or reinforce the impression that they are representing the Council.

4.4 All staff and Councillors must ensure they use Council facilities appropriately. If using a Council-provided website, blog site or social networking area, any posts made will be viewed as made in an official capacity. Do not use Council facilities for personal or political blogs.

4.5 The Council will appoint a nominated person as moderator. They will be responsible for posting and monitoring of the content on Council pages, ensuring it complies with the Facebook Policy. The moderator will have authority to immediately, without notice or comment, remove any posts from the Council's social media pages if they are deemed to be inflammatory or of a defamatory or libellous nature. Such post will also be reported to the Hosts (i.e. Facebook) and the Clerk for Council records.

4.6 Staff and individual Parish Councillors are responsible for what they post. They are personally responsible for any online activity conducted via their published e-mail address, which is used for Council business. Both staff and councillors are strongly advised to have separate Council and personal email addresses.

4.7 The Facebook site in use should be checked on a regular basis to ensure the security settings are in place.

4.8 When participating in online communication staff and councillors must:

- Be responsible and respectful; be direct, informative, brief and transparent.
- Always disclose their identity and affiliation to the Council.
- Never make false or misleading statements.
- Not present themselves in a way that might cause embarrassment. They must protect the good reputation of the Council.
- Be mindful of the information posted on sites and make sure personal opinions are not published as being that of the council.
- Keep the tone of comments respectful and informative, never condescending or "loud." Use sentence case format, not capital letters, do not write in red to emphasise points.
- Refrain from posting controversial or potentially inflammatory remarks. Language that may be deemed as offensive relating to race, sexuality, disability, gender, age or religion or belief should not be published on any social media site.
- Avoid personal attacks, online fights and hostile communications.
- Do not post comments that you would not be prepared make in writing or face to face.
- Never name an individual third party unless you have written permission to do so.
- Seek permission to publish original photographs or videos from the persons or organisations in the video or photograph before they are uploaded. You must check that there is parental permission before photos of children are used.
- Respect the privacy of other councillors, staff and residents.
- Never post any information or conduct any online activity that may violate laws or regulations, such as libel and copyright.
- Spell and grammar check everything.

