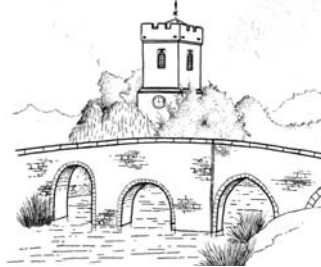


# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **BIDFORD-ON-AVON PARISH COUNCIL SOCIAL MEDIA POLICY**

#### **1. About this Policy**

- This policy is in place to assist Councillors to minimize the risk of being found to have breached the adopted Code of Conduct through their use of social media
  
- This policy deals with the use of all forms of social media, including
  - Facebook
  - LinkedIn
  - Twitter
  - Google +
  - Wikipedia
  - Whisper Instagram
  - Vine
  - Tumblr
  - And all other social networking sites, internet postings and blogs.It applies to use of social media whenever you are acting in the capacity of Parish Councillor as well as personal use in your private capacity that may affect the Parish Council in any way
  
- The Parish Council may amend this policy at any time

#### **2. Personal use of Social Media**

Personal use of Social Media is permitted by means of the Parish council's computers, networks and other IT resources and communications systems provided that all usage is undertaken in a responsible manner. Parish councillors should never use their Parish Council address ([Cllrxxxx@gmail.com](mailto:Cllrxxxx@gmail.com)) to set up social media accounts.

### **3. Prohibited use**

- You may never make any social media communications that could damage the Parish Council's interests or reputation, even indirectly
- You may not use social media to defame or disparage the Parish Council, other Parish Councillors, The Parish Council staff or any third party
- You must not harass, bully or unlawfully discriminate against other Parish Councillors, the Parish Council staff or any third party
- You must not make false or misleading statements' or impersonate other Parish Councillors, Parish Council staff or any third party
- You must not do anything to jeopardise the Parish Council's confidential information and intellectual property. Please do not include the Parish Council logo or other trademarks in any social media posting or in your profile on any social media

### **4. Guidelines for responsible use of Social Media**

- You must make it clear in Social Media postings, and/or in your profile, whenever you are speaking on your behalf in your capacity as an elected representative of the Parish Council.
- You must be respectful to others when making any statement on Social Media and be aware that you are personally responsible for all communications (including posting or sharing images and sharing other content online) which will be published on the internet for anyone to see.
- You must ensure that your profile and any content you post is consistent with your capacity as an elected representative of the Parish Council.
- If you are uncertain or concerned about the appropriateness of any statement or posting, please refrain from posting until you have discussed it with the Clerk
- If you see Social Media contents that disparages or reflects poorly on the Parish Council, other Parish councillors, the parish Council staff or any third party, please contact the Clerk

## **5. The use of Social Media and Mobile Devices at Public Council Meetings**

- Use Mobile Devices sparingly, discreetly and with common sense at meetings, considering the impression they are giving to others. Remember that someone may be recording the meeting.
- Frequent use of these devices during meetings may give the public the impression that you are not paying full attention to an item that is being discussed in a debate on a decision that is to be made
- Avoid the following use:
  - Using Social Media during meetings or during the consideration of confidential or exempt items of business at meetings
  - Frequently checking emails and messages that are not related to the meeting
  - Taking and sending electronic images of proceedings and
  - Extended period of use that would suggest that insufficient attention is being paid to the meeting

## **6. Breach of this Policy**

Breach of this Policy may be a breach of the Code of conduct.

Approved by Bidford-on-Avon Parish Council on 29<sup>th</sup> October 2018