

Official Correspondence/Media

30. With the exception of the Mayor, all official letters or emails on behalf of the Town Council must be sent in the name of the appropriate Officer, rather than in the name of a Member, unless there is some exceptional reason to the contrary.
31. Members should not use Town Council logos or letterheads on their correspondence.
32. All media communications from the Town Council are in accordance with the agreed Press release process. Members are free to comment or engage with the media or the community on Council matters, provided such comments are in agreement with approved Town Council policies or decisions.
33. Members may engage with the media or the community on any matter as individuals or as party spokesmen. Where such communications are not in accordance with approved Town Council policies or decisions, they should make it clear that they are speaking in a personal capacity or on behalf of their party.

Corporate Governance

34. Both Members and Officers acknowledge the importance of Good Corporate Governance and the principles which underpin it (openness, integrity and accountability) and undertake to meet all prescribed requirements.
35. Both Members and Officers acknowledge the importance of “due process” in carrying out their respective roles for the benefit of the Town Council and will not put pressure on each other to compromise the Town Council’s standing orders, financial regulations and other policies and procedures.

Breaches of the Protocol

36. Where an Officer or Member has breached this protocol the matter shall be drawn to the attention of the Chief Executive Officer - or in the case of the Chief Executive Officer to the Chair of the Staff Subcommittee.
37. Except in the case of a serious breach, the CEO or the Chair of the Staff Subcommittee will seek to deal with the matter informally. If the matter cannot be resolved informally, the CEO or the Chair of the Staff Subcommittee may refer it to the Staff Subcommittee, or, if appropriate, initiate disciplinary action (in the case of the CEO this would have to be approved by the Staff Subcommittee).
38. If the actions of a Member relate to matters covered under the Council’s Code of Conduct for Members, the matter may be referred to the Monitoring Officer.

Approved by the Town Council on xx/xx/2019