



WHATSAPP COMMUNICATIONS POLICY

1. Purpose

The purpose of this policy is to establish clear guidelines for the use of a Council WhatsApp group to facilitate efficient day-to-day administrative communication between councillors and council staff.

2. Scope

This policy applies to all councillors and council employees who are members of the Council's official WhatsApp group. Participation is voluntary; formal communications will continue through existing channels.

3. Permitted Use

- Meeting reminders
- Attendance confirmations
- Updates regarding Council-organised activities
- Urgent logistical information
- Notifications that do not require discussion or decision

4. Prohibited Use

The group must not be used to discuss agenda items, debate Council business, seek consensus, make decisions, or conduct committee business outside properly convened meetings.

5. Formal Communications

WhatsApp is not an official record of Council business. Formal communications shall continue via approved Council channels, normally email.

6. Freedom of Information

Messages relating to Council business may be subject to disclosure under the Freedom of Information Act 2000 and Environmental Information Regulations 2004.

7. Data Protection and Privacy

Members must secure their devices, protect personal data, and comply with UK GDPR and the Data Protection Act 2018.

8. Standards of Conduct

Members must communicate professionally and respectfully. The Council's Code of Conduct applies.

9. Administration

The Clerk or authorised officer will administer the group and may remove members for serious or persistent breaches.

10. Benefits

Quicker routine communication, improved coordination, reduced administrative burden and more efficient organisation.

11. Review

This policy will be reviewed periodically or when legislation changes.

Dated:	17 th July 2026
Adopted:	1 st September 2026
Review Date:	Annually