



BLIDWORTH PARISH COUNCIL

Social Media Policy

Policy statement

1.1. This policy is intended to help councillors and council staff make appropriate decisions about the use of social media such as emails, blogs, Wikipedia, instagram, social networking websites, podcasts, forums, message boards, or comments on web-articles, such as X (formerly Twitter), Facebook, LinkedIn and other relevant social media websites.

The council will encourage the use of social media 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 social media, the circumstances in which the council will monitor the use of social media and the 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 Members Code of Conduct.

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

1. 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).

2. The scope of this policy

3.1. The council has a corporate presence on the web and by use of email, 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 Social Media Policy will be updated to reflect the new arrangements.

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

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

3.4 Breach of the policy by councillors will result in permissions to Blidworth Parish Council website and social media profiles being withdrawn by the Parish Clerk.

3.5 Where members of the public raise a complaint regarding the social media use of a councillor or employee, The Blidworth Parish Council complaints policy shall apply. In the case of councillors, referral to the Newark and Sherwood District Council Monitoring officer may be considered by a complainer where a breach consists of behaviour contravening 3.6 below.

3.6 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.

3.7 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.

3.8 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 as this may be subject to a FOI request.

4. Rules for using social media.

4.1 Staff and councillors must not allow their interaction on any websites or blogs to damage their working relationships with others. They must not make any derogatory, discriminatory, defamatory or offensive comments 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 maximum of three nominated persons as moderators. They will be responsible for posting and monitoring of the content on council pages, ensuring it complies with the Social Media 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 also the clerk for council records.

4.6 The Parish Council Clerk, with the support of the nominated moderators, will maintain and update the Parish Council Website and social media profiles. These may be used to:

- ✓ Post notices and minutes of meetings
- ✓ Advertise events and activities
- ✓ Post good news stories
- ✓ Link to appropriate websites or press page if those sites meet the council's expectations of conduct
- ✓ Advertise vacancies
- ✓ Retweet or 'share' information from partners i. e. Police, Library, district council, etc.
- ✓ Announce new information appropriate to the council.
- ✓ Post or Share information promoting bodies for community benefit such as schools, Scouts, sports clubs and community groups
- ✓ Post other items as the council see fit.
- ✓ Facebook and/or X, etc, may be used to support the website and its information as above.

4.7 Before posting on the Parish Council website or social media profiles, moderators must have their post reviewed and approved by a fellow moderator or the Parish Clerk. The Clerk as the authority to post without moderator approval.

4.8 The Parish Council Clerk, nominated moderators, and all councillors where possible, shall participate in social media training.

4.9 Staff and individual parish councillors are responsible for what they post. They are personally responsible for their online activity, including via their published e-mail parish council address, which is used for council business.

4.10 All social media sites in use should be checked on a regular basis to ensure the security settings are in place. Strong passwords and, where possible, multifactor authentication must be used

4.11 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 in particular 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.
- ✓ Do not post Party Political notices in the Parish Councils name
- ✓ 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.

4.12 Residents and councillors should be aware that not all communication through social media requires a response, although an acknowledgement should be made if appropriate.

4.13 If a matter raised in any form of social media needs further consideration by the council it may be raised at either the open forum or as a full agenda item for consideration by a quorum of Councillors. Again the 'poster' shall be informed via the page or direct message that this is the case and invited to contact the clerk direct. Any response agreed by the council will be recorded in the minutes of the meeting.

4.14 Reports of any concerns regarding content placed on social media sites should be reported to the Clerk for referral to the moderator(s) and/or council as required.

4.15 Additional guidance on social media use, created by Newark and Sherwood District Council, can be found in Appendix 1.

5. Use of messaging and email by Parish Councillors

5.1 Email is the approved means of communication between councillors.

5.2 A WhatsApp community, managed by the Clerk and moderators, will be available for councillors to optionally join.

5.2.1 This group shall be for additionally communicating urgent updates and requests only and shall not replace the approved method of communication between councillors.

5.3 In accordance with policy point 3.8, emails and instant messages of councillors may be subject to freedom of information requests under the Freedom of Information Act, and subject access requests under UK GDPR.

6 The Policy will be reviewed annually and brought up to date accordingly

APPENDIX 1 - SOCIAL MEDIA PROTOCOL FOR MEMBERS – NEWARK AND SHERWOOD DISTRICT COUNCIL

Taken from Newark and Sherwood District Council Constitution July 2021, Part 4 (Codes and Protocols)

[https://www.newark-sherwooddc.gov.uk/media/nsdc-redesign/documents-and-images/your-council/your-council/councillors-and-committees/councilx27s-constitution-/PART-4-Codes-and-Protocols-\(July-2021\).pdf](https://www.newark-sherwooddc.gov.uk/media/nsdc-redesign/documents-and-images/your-council/your-council/councillors-and-committees/councilx27s-constitution-/PART-4-Codes-and-Protocols-(July-2021).pdf)

Purpose of this Protocol

The Council welcomes Members' use of social media and would like to support this by giving guidance so that Members have greater clarity as to what is and is not acceptable usage of social media. This protocol is intended to provide such guidance and complements the general rules under the Code of Conduct for Members.

What is Social Media?

Social media is the term to describe websites and online tools which allow people to interact with each other. This could, for example, be blogs, and postings on a wide range of social media platforms including (but not limited to) Facebook, Twitter, LinkedIn, Snap-chat, Instagram etc. On many social media sites users share information, give opinions and may create interest groups or pages leading to longer exchanges. Ultimately people use these sites and tools to build online communities and networks which encourage participation and engagement.

Social Media and Members

It is not a requirement for Members to have a Facebook or Twitter account or to use other forms of social media to fulfil their job as a Member. However, if you are using or planning to use social media in connection with your work as a Councillor, or are already using such media in your private capacity, these guidelines will be relevant. Remember that, whenever you act or appear to act in your official capacity, you must comply with the Code of Conduct.

Social Media can be used:

- To support councillors in performing their community leadership role.
- To keep in touch with or obtain local views and opinions.
- For political campaigning.
- For campaigning on local issues.

Types of Social Media:

- Blogging and micro blogging – online journals – Twitter is an example of micro blogging, where entries are limited to 280 characters.
- Online Forums – people with similar interests sharing information and opinions – AccyWeb is an example.
- Social networking sites – these facilitate connections between those who already know each other, often in a social context, but are increasingly used by businesses to promote their products or services- Facebook is an example.
- Video and photo publishing – sharing videos and photographs worldwide – Flickr is an example.

Things to Bear in Mind

- Any communication is capable of being misinterpreted. While the use of social media should not be more susceptible to this problem than any other form of communication, something about the immediacy of social media seems to magnify the problem.
- By the nature of such media, misinterpretation or misrepresentation, particularly with regard to something that is perceived as being more controversial than it was expected to be, is likely to lead to rapid and wide broadcasting of that apparently “controversial” item.
- There are no special, additional legal or ethical burdens relating to the use of social media. The same rules apply here that govern the rest of your behaviour as a councillor – you just need to think about them in this new context – their immediacy and ease of dissemination.
- Although the best use of social media is conversational in tone, publishing to the internet is still publishing. What you’ve said online is recorded and it is permanent. Most pitfalls will be avoided if your online content is accurate, informative and thought through. Think of it as speaking in public. Think before you commit each word.
- This doesn’t mean that members cannot, in the appropriate context, communicate politically. This is expected of a councillor, but you should be careful not to say anything that you wouldn’t be comfortable repeating or justifying, for example, at a public meeting.

Some Legal Issues:

- **Libel** – If you publish an untrue statement about a person which is damaging to their reputation, they may consider it as defamatory and consider legal action. The same thing may happen if, for example, someone else publishes something defamatory on your website; you know about it and don’t take swift action to remove it. A successful legal claim could result in the award of damages against you.
- **Defamation** – the Communications Team endeavour to monitor local social media channels. However, it cannot police every single comment that is made about the council or councillors. The Communications Team can directly remove postings on social media channels which it owns but not those on third party sites. Some sites are private or closed for which the team has no access to comment or report offending postings. Comments can be reported to some sites, for example to Facebook, if they are distasteful, illustrates use of drugs, guns or products of harm or is a comment based on race, gender, sexual orientation or disability. It is then in the hands of the social media channel to decide on the removal of the comment. Regarding defamation and social media, a complainant would need to prove that comments actually caused damage to a member’s reputation. This may be very difficult to quantify, and generally, the council is unable to commit resources to an action for defamation by an individual or group of members but would provide supporting evidence to those wishing to take such action.
- **Copyright** – Placing images or text on your site / channel from a copyrighted source (for example extracts from publications or photos), without obtaining permission, is likely to breach copyright laws. Therefore don’t publish anything you are unsure about, or obtain prior permission. Again, a successful claim for breach of copyright would be likely to lead to an award of damages against you.
- **Data Protection** – Do not publish the personal data of individuals unless you have their express permission. Personal information in an email or personal exchange should not be presumed to imply any consent to pass it on to others. If you place personal information on a public forum you should expect it to be published by others.
- **Bias and Predetermination** – if you are involved in making planning, licensing or other quasi-judicial decisions, do not say anything through social media (or indeed anywhere) that suggests you have made your mind up on an issue that is due to be formally decided. While your likely view on a particular application may be well known, you need to be able to show that you attended the committee or hearing prepared to take on board and weigh all the evidence, and were genuinely persuadable to a different view, otherwise, the decision may be later challenged as invalid. If a person has suffered some sort of detriment as a result of such an invalid decision, they may have a claim against the council for damages.

- **Electoral periods** – be mindful that when you are using social media for campaigning during election periods you will need to provide a return of expenditure on any advertising or campaign literature, including web advertising and the design and website costs of downloadable material.

Social Media and the Code of Conduct for Members Generally:

- Aspects of the Code of Conduct for Members will apply to your online activity in the same way as they do to any other communication you may use. The key to whether your online activity is subject to the Code is whether you are, or appear to be, acting in your capacity as a councillor rather than as a private individual. If you have a Facebook or Twitter account which includes your role as a councillor, you should keep this separate from your personal accounts or you risk being subject to the code of conduct.

- It can be presumed by others that you are speaking as a councillor. This can happen where you have a social media account where you comment both as a councillor and as an individual. Although you may be clear in your mind that you are acting in a private capacity it may be less clear to others. This can also mean that your views can be taken as being those of your organisation or party (rather than you personally) when this may not be the case.

- The presumption can arise simply because you are commenting on council business, because you are known to be a councillor or make reference to this, use party political symbols or references in the text.

- One way of avoiding this, and avoiding some of the potential problems related to the Code of Conduct, may be to consider keeping your online accounts as a councillor separate from those where you communicate in a personal capacity. Another is to spell it out in the text (e.g. “speaking entirely personally...”). This is a decision for each member and some Members may find the convenience of having one account outweighs the advantages of separate accounts. The council’s Communications Team can help you with more specific advice if needed.

Relevant Elements of the Members’ Code of Conduct:

- **You must treat others with respect** - do not use social media to make personal attacks or indulge in rude, disrespectful or offensive comments.

- **You must comply with equality laws** – do not publish anything that might be seen as racist, sexist, ageist, homophobic or anti-faith.

- **You must not bully or harass anyone** – do not say anything, particularly if it is part of a series of similar comments about a person or on a theme that might be construed as bullying or intimidation.

- **You must not bring the council into disrepute** – you should not publish anything that could reasonably be perceived as reflecting badly upon or lowering the reputation of you or the Council.

- **You must not disclose confidential information** - you must not, in your use of social media, just as in any other circumstances, disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature. Inadvertent leaks of the council’s confidential information are more likely to take place when a councillor is using social media, rather than, say, when they are carefully drafting a letter for publication in the local paper. This may be because of the more immediate, conversational, off-the-cuff nature of much social media communication. Members must be careful to apply exactly the same standards to their social media communications as they would to statements made in a more formal context.

Staying out of Trouble - Some Do’s and Don’ts

Some Do’s

- set appropriate privacy and security settings for your blog or networking site –especially if you have a private, non-political blog.

- keep an eye out for defamatory or obscene posts from others on your blog or page and remove them as soon as possible to avoid the perception that you condone such views. Be aware that the higher your profile as an elected member, the more likely it is you will be seen as acting in your official capacity when you blog or network.
- Consider keeping your personal and elected member profile on social networking sites separate and maintain appropriate professional boundaries.
- ensure you use council facilities appropriately; if you use a council provided blog site or social networking area, any posts you make will be viewed as made in your official capacity.
- be aware that you will be seen as acting in your official capacity if you publish information that you could only have accessed by being an elected member.
- feel able to make political points, but be careful about being too specific or personal if referring to individuals. An attack on individuals may be seen as disrespectful, whereas general comments about another party or comments on policy are less likely to be viewed as disrespect.

Some Don'ts

- Blog in haste, particularly in circumstances where your judgement might be impaired; for example if you are tired or have consumed alcohol.
- post comments that you would not be prepared to make on paper or face to face.
- request or accept a Council employee or contractor providing services to the council as a “friend” on a social networking site where this suggests close personal association. For the avoidance of doubt, this does not apply to sites which are intended as a neutral, professional connections registry (such as LinkedIn.)
- use social media in any way to attack, insult, abuse, defame or otherwise make negative, offensive or discriminatory comments about council staff, service users, their family or friends, colleagues, other professionals, other organisations, or the council.
- publish confidential information that you may have learned or had access to as part of your role as an elected member. This includes personal information about service users, their families or friends or others e.g. contractors, council staff as well as council related information.
- represent your personal views, or those of any political party or interest group you belong to, as being those of the council, on any social medium.
- browse, download, upload or distribute any material that could be considered inappropriate, offensive, defamatory, illegal or discriminatory.
- make conspicuous or excessive use of social media technology during the course of a Council or committee meeting so that you give the impression to the public of not being respectful of the proceedings and, more seriously, taking decisions that are not based on full engagement with the facts and arguments.

Further Information

Local Government Association - Digital Councils

<http://www.local.gov.uk/digital-councils/get-started>