

## Witham Town Council – Social Media Policy for Members and Officers

### *Guide to use of Social Media by Members and Officers*

#### **Policy Overview**

This policy explains the way in which members and staff are advised to use their social media accounts to avoid legal and reputational risk to both themselves and the council.

#### **Definitions**

For the purpose of this policy, social media includes (but is not limited to) such websites as:

- Facebook
- Twitter
- LinkedIn
- YouTube
- Instagram
- Snapchat

For the purpose of this policy, media devices include:

- Mobile Phones
- Tablets
- Cameras
- Laptops
- Any other device capable of recording

#### **Code of Conduct- Members**

If acting in the capacity as a councillor rather than a member of the public, adherence to the Code of Conduct applies to online activities in the same way as with any other form of communication and members are still bound by the Nolan Principles.

If a member has an account where they comment as both a councillor and an individual it might be presumed that the views expressed are those of the council rather than the member personally when this may not be the case. It is suggested that members have two accounts, one for personal interaction and another to express their views as a councillor and to interact with members of the public.

If members are not commenting or posting in the official capacity as a member of the council they should refrain from using Councillor in

front of their name as this could be misinterpreted.

Relevant elements of the Members Code of Conduct are:

- You are a member or co-opted member of Witham Town Council and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.
- You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

Members must not disclose any confidential information on Social Media. The same standards must be upheld as when communicating in a more formal context.

Members must not issue statements or press releases on behalf of the council.

#### **Code of Conduct-Officers**

When representing the council officers must adhere to the staff Code of Conduct.

Officers should refrain from posting on behalf of the council unless from an official Witham Town Council social media account and with express permission from the Town Clerk.

Although not mandatory it is suggested that officers do not advertise on social media their place of work so that personal opinions cannot be misinterpreted as those of the council.

Relevant elements of the Staff Code of Conduct are:

- Close personal familiarity between employee and individual Councillors can damage the relationship and prove embarrassing to other employees and councillors and should, therefore, be avoided.
- Employees should avoid doing anything which could reflect adversely on the Council.
- All information or knowledge obtained during the course of an employee's employment must be treated as confidential, unless and until it is formally made public.

#### **Considerations for both Members and Officers**

Whether posting from personal or official councillor social media accounts the following should be taken into consideration:

- Could the post bring the council into disrepute? Members and Officers should not publish anything that could reasonably be perceived as reflecting badly upon or lowering the reputation of themselves or the council.
- Compliance with equality laws. Do not publish anything that might be seen as racist, sexist, ageist, homophobic or anti faith.
- Are there appropriate privacy settings in place for personal social media accounts?
- Even if a post is deleted it will likely have been read by others before it is removed and shared several times.
- Be aware that sharing someone else's post can be seen as agreeing or supporting the content or the person that originally posted.
- Be aware that publishing information obtained from a members' position on the council or through the work as an officer will make the individual posting

seen to be a representative of the council.

- It is not appropriate for Members to request or accept a Council employee or contractor providing services to the council as a 'friend' on social media as this can suggest a personal relationship. Exceptions can be made when the relationship was formed prior to either the Member or Officer being elected to or employed by the council.
- Members should refrain from tagging council employees into posts on social media relating to council work as this identifies them as employees to members of the public. Councillors may publicise the work of the council as a whole but should not identify staff by name.

#### **Legal Issues**

- **Libel-** If a statement is posted online about a person which is both untrue and damaging to their reputation it could result in legal action being taken and damages awarded against the poster.
- **Copyright-** If images or text are posted without first obtaining permission this can result in a breach of copyright and again lead to legal action.
- **Data Protection-** Personal information about an individual should not be posted online without the express consent of that individual.
- **Bias and Predetermination-** If a member is involved in any decision making process they are expected to attend the committee or hearing prepared to listen to the views of others and weigh up all of the evidence. If a comment has already been made on social media then the member could be seen to have made a predetermination before the meeting and any vote they took part in could be challenged as unlawful.

**JS/10/06/2020**

**Agreed at Minute 143 of FTC Meeting held 06.07.2020**

**Review Date: 06/07/2022**

**POLICY NO: WTC/038 - POLICY & RESOURCES**