

# Lower Hardres & Nackington Parish Council

## Communications & Monitoring Policy

### **1. Vice Chairman**

- 1.1 The Chairman of the Parish Council will appoint a Vice Chairman whose responsibility will be to take the Chair at any meeting when the Chairman is unable to be present. The Vice Chairman will also be responsible for monitoring the work of the Chairman and ensure continuity.

### **2. Email**

- 2.1 The Chairman of the Parish Council will have an email address in the format Chair@Lowerhardresandnackingtonparishcouncil.org.uk. This address will be used exclusively for communications relating to parish council business.
- 2.2 The Chairman must not use a personal email address for any parish council business.
- 2.3 The Clerk should communicate with the Chairman by email but if a telephone call is made in an urgent situation this must be followed by an email confirming the content of the call and any decision or action agreed. This to ensure that there is a timed record.
- 2.4 The password to the Chair email is to be given to the Vice Chairman.

### **3. Clerk**

- 3.1 In the event of being unable to contact the Chairman or get a response, the Clerk is to inform the Vice Chairman.

### **4. Monitoring**

- 4.1 In the event of any concerns and at his own discretion, the Vice Chairman is to check the Chair email to see that duties are being performed promptly and appropriately.
- 4.2 If not satisfied, the Vice Chairman is to discuss with the Chairman, and if not satisfactorily resolved is to then discuss with all the other Members.

### **5. Appointment of a new Chairman**

- 5.1 To ensure continuity of office whenever a new Chairman is appointed the password to the Chair email must be replaced by a new password agreed between the Chairman and Vice Chairman.