

10. Email forwarding by the clerk

Background

The clerk's job description states "To receive correspondence and documents on behalf of the council and to deal with the correspondence or documents **or** bring such items to the attention of the council. To issue correspondence as a result of the instructions of, **or** the known policy of the council". This is taken to mean that the clerk can deal with routine correspondence without reference to the council on each occasion. Matters that need to be brought to the council's attention will be.

Some councillors asked the clerk to forward all documents to councillors. The clerk has been doing this, but because of the large volume of circulars, spam etc, some of the councillors opted out of receiving all emails and asked the clerk to only send relevant ones again.

Current

The clerk keeps a time sheet and in the last week alone, the extra time taken to forward the excess emails to half of the councillors is over an hour, more than 25% of the clerk's time. This is obviously not sustainable and is interfering with the normal running of the council.

Decision

To agree that the clerk can revert to the action as detailed in the job description and use discretion in forwarding emails.