



**Corporate Policy &
Resources Committee**

**Thursday, 13 February
2020**

Subject: Social Media Policy Review

Report by:

Monitoring Officer

Contact Officer:

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People and Organisational Development
Manager

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Purpose / Summary:

To review and update the Council's Social Media
Policy

RECOMMENDATION(S):

That Corporate Policy and Resources committee approve the Social Media Policy and the policy is adopted for all employees of the council.

Delegated authority be granted to the Chief Executive to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of Corporate Policy and Resources committee and the Chairman of the Joint Staff Consultative Committee.

IMPLICATIONS

Legal:

(N.B.) Where there are legal implications the report **MUST** be seen by the MO

Financial :

FIN/175/20

There are no financial implications arising from this report.

Staffing :

(N.B.) Where there are staffing implications the report **MUST** have a HR Ref

Equality and Diversity including Human Rights :

West Lindsey District Council has a commitment to equal opportunities. It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Data Protection Implications :

Climate Related Risks and Opportunities:

Section 17 Crime and Disorder Considerations:

Health Implications:

Title and Location of any Background Papers used in the preparation of this report :

None.

Risk Assessment :

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Introduction

The council has had the Social Media Policy in place since March 2012.

2. Purpose

The policy is in place to minimise the risks from social media to the council and to inform and guide staff and other users.

3. Scope

The policy covers all employees working at all levels. It also applies to other individuals working with WLDC including consultants, contractors, agency staff, volunteers and any other individual who has access to our electronic communication system and equipment.

4. Engagement

The policy has been in place from March 2012, and a review was undertaken by the Senior Communications Officer. If the changes are agreed then this will be widely communicated to staff.

The Data Protection Officer has been involved in the review and has agreed to the changes recommended.

The attached policy shows new additions highlighted in yellow, this will hopefully allow readers to identify the changes in the policy more easily.

The revised policy was presented at JSCC on 16th January 2020 and was fully supported by Members, Union and Staff Representatives.

5. Recommendation

That Corporate Policy and Resources committee approve the Social Media Policy and the policy is adopted for all employees of the council.

Delegated authority be granted to the Chief Executive to make minor housekeeping amendments to the policy in future, in consultation with the chairman of CP&R committee and chairman of JSCC.