



PROTOCOL FOR DEALINGS OF COUNCIL STAFF WITH MEMBERS OF PUBLIC

1. This protocol is about dealings by Parish Council staff (hereafter referred to as 'staff') with members of the public on matters for which the Parish council has no direct responsibility, especially matters for which East Cambridgeshire District Council and Cambridgeshire County Council are responsible.
2. Staff are employed to assist the Parish Council in providing its services and are under no duty to assist members of the public in their dealings with third parties.
3. In general, the appropriate response when staff are contacted on matters for which the Parish Council has no direct responsibility is to give the members of the public contact details for the appropriate authority.
4. In general, staff should not offer to contact the appropriate authority on behalf of members of the public. This can lead to inappropriate involvement by the Parish Council and also runs the risk that time will be spent in following up any contact.
5. Exceptionally a member of the public may be unwilling to give their name to a public authority and in such a case staff may at their discretion agree to pass on their comment (but not to follow it up).
6. There is however no objection to staff passing on purely factual matters such as defective streetlights, potholes and overgrown hedges on verges and public rights of way. Staff should make it clear that the involvement of the Parish Council will not necessarily lead to a quicker resolution of problems.
7. Emails passing on factual information not within the remit of the Parish Council will be forwarded to the relevant principal authority.
8. Staff should be especially cautious in dealing with matters where different people could have different opinions, for example on planning or environment health matters, and especially where there is a disagreement between neighbours. It is important that the Parish Council is not seen as 'taking side' unless the Parish Council has expressed a corporate view. If there is a disagreement between neighbour's emails will not be forwarded where it would amount to publication of defamatory material.
9. Staff should not take action which could be viewed as lobbying on behalf of members of the public or acting as advocates for members of the public.
10. Staff should not get involved in matters such as boundary disputes which do not involve any public authority.

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