

### Record of Officer's Decision


#### The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

<b>Date of Decision:</b>	31/01/2025
<b>Decision Maker (Officer):</b>	Ian Davidson, Chief Executive
<b>Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):</b>	Part 3, Schedule 2 – Responsibility for Council (Non-Executive) Functions delegated to Officers paragraph 4.3 (1) – The Assistant Director (Partnerships) [defunct post but underneath Chief Executive) has delegated authority to make “Minor amendments to Human Resources Policies and Procedures necessary as a result of legislation, national guidance or best practice”; and, in addition “The Chief Executive and Corporate Directors shall have authority to act in relation to all matters within their areas of responsibility in connection with management of staff including terms and conditions of employment and dismissal in accordance with the Council’s Human Resources Policies and Staff Handbook as maintained on the Council’s Intranet.”
<b>Identify which Portfolio Holder(s)/Committee Chairman consulted?</b>	Councillor Jayne Chapman (Chairman, Human Resources and Council Tax Committee).  Consultation also conducted with the Unison branch chairman.
<b>Ward Member(s) consulted?</b>	N/A
<b>Is it a Key Decision?</b>	No
<b>Is it subject to call-in?</b>	No
<b>Decision Made:</b>	To adopt a revised version of the council’s Social Media Policy (an employee policy)

<p><b>Reason for Decision (if a report was produced to support the Decision, refer to or attach it):</b></p>	<p>The Council's Social Media Policy was reviewed in 2024 as it was due one under a three year period.</p> <p>As per the terms of the policy this review was led by the Communications Manager, in consultation with the Assistant Director (Partnerships) (and the Head of People once this post was removed), and Head of IT.</p> <p>The policy was last reviewed in 2022, and the current review aims to ensure the policy remains relevant and effective.</p> <p>The review identified several areas for minor updates and improvements. These changes are intended to reflect the evolving social media landscape and to enhance the policy's effectiveness in guiding the council's social media activities.</p> <p>The biggest change has been to strengthen wording around personal/professional use of social media, with particular reference to LinkedIn where the distinction between personal and professional could make it difficult to navigate for employees and the authority.</p>
<p><b>Highlight any associated risks/finance/legal/equality considerations:</b></p>	<p><b>Financial:</b> No financial risks identified.</p> <p><b>Service Delivery:</b> Improved policy expected to enhance service delivery.</p> <p><b>Legal:</b> No legal risks identified (not having a policy could create legal risk).</p> <p><b>Reputation:</b> Strengthened policy expected to enhance protection of the council's reputation.</p> <p><b>Equality:</b> No risks or impacts</p>
<p><b>Details of any Alternative Options Considered and rejected (together with reasons):</b></p>	<p>Not adopting a revision (keeping the existing policy) – this was considered, but rejected as the policy needed updating in line with industry best practice and to encapsulate changing trends on social media.</p> <p>Different revisions – this version was drawn up with consultation with relevant stakeholders to ensure it is the best possible.</p> <p>Scrapping the policy (and having none) – rejected as this could leave both the authority at risk of poor or malicious use of social media; and staff at risk of not</p>

	having a clear policy to follow with regard to their own use.
<p><b>Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision)</b></p> <p><b>If relevant, a note of the dispensation granted by the Monitoring Officer:</b></p>	N/A
<p><b>Reason Decision, or supporting Report, is not published:</b></p> <p><i>Tick one or more of the specific exemptions,</i></p> <p><b><u>and</u></b></p> <p><i>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i></p>	X Not applicable – Decision [and report] to be published
	<b>If Report is not to be published – tick one of the following boxes:</b>
	<input type="checkbox"/> The report supporting the Decision contains confidential information
	<input type="checkbox"/> The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:
	<input type="checkbox"/> • Relates to an individual
	<input type="checkbox"/> • Likely to reveal the identity of an individual
	<input type="checkbox"/> • Relating to financial or business affairs of a person or organisation
	<input type="checkbox"/> • Relates to a claim for legal professional privilege in legal proceedings
	<input type="checkbox"/> • Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment
	<input type="checkbox"/> • Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
<p><u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p> <p>Reasons:</p>	

**Officers**

Signed: 

Title: Chief Executive

Signed: 

Title: Communications Manager

**In consultation with:**

Signed: Katie Wilkins

**Head of People**

**Dated: 31/01/2025**