



## **Cromarty & District Community Council**

### **Cromarty & District Community Council Members' Communication Transparency Protocols - 30<sup>th</sup> June 2025**

To improve the C&DCC's transparency and communication, Members are required to follow these protocols –

When communicating by email about C&DCC matters to anyone, Members should always cc the email to [cromartydcc@cromartylive.co.uk](mailto:cromartydcc@cromartylive.co.uk). The recipient should also be asked to 'Reply to All' when responding. In this way the email, and any reply, will then be shared with all C&DCC Members.

If it is necessary to copy in any Member of the C&DCC to the original email, it is important that their email details are bcc'd and not cc'd.

Other than in the C&DCC Members' group, WhatsApp should not be used when communicating about C&DCC matters. Only matters shared within the WhatsApp C&DCC Members' group will be recognised as official C&DCC business.

The Member with portfolio responsibility for the C&DCC email (currently lead PS with AP as back up) will, daily, share all emails received that are relevant to C&DCC matters, with all C&DCC Members.

If emails, pertaining to C&DCC matters, are sent from the C&DCC email (e.g. funding applications, consultation submissions etc), they should either be bcc'd to all Members or a copy of the sent email forwarded to all Members.

Where matters require C&DCC meeting approval, and/or discussion, they should be included in the business of the next Ordinary C&DCC Meeting. If urgent, Chair's approval can be used but details of this matter will be shared with all Members within 24 hours and then retrospectively be confirmed at the next Ordinary C&DCC Meeting.

No other methods of communication should be used to agree or approve C&DCC business.

[www.cromartylive.co.uk](http://www.cromartylive.co.uk)