



# **ECCLESFIELD PARISH COUNCIL**

## **ECCLESFIELD PARISH COUNCIL NOTICE BOARD POLICY**

### **1. INTRODUCTION**

Notices and office information must be displayed in a professional manner. Notices should be informative and only used when necessary. This policy ensures that a process is in place for the display and removal of notices.

### **2. PURPOSE**

The purpose of this policy is to ensure that the display of notices and office information, temporary and permanent, will be controlled in a uniform way. It is important that notices relevant to the Parish Council business look professional and tidy.

This policy should actively promote the use of the notice boards and display panels provided, and must discourage members of the public from attaching paper notices. Information on how members of the public can have their notices included in the notice boards are available from the Council Office.

### **3. SCOPE**

This policy is applicable to all Parish Council staff and Councillors. This policy is inclusive of all notice boards and notices displayed throughout Ecclesfield Parish Council area.

### **4. DUTIES AND RESPONSIBILITIES**

The Parish Council staff are responsible for monitoring and controlling notices and office information displayed in the notice boards.

The Parish Council staff will ensure that the information within the notice boards are accurate and up to date.

### **5. PROCESS**

All notices will be laminated prior to being placed in the Parish Council's notice boards to ensure they are not damaged.

Councillors that have agreed to update the notice boards in their Parish area will be notified when new notices are to be provided and within 7 days the notice boards will be updated.

Every notice board will include the contact details of the Council Office including the opening times of the office, contact telephone number, email address and website information.

Event information should be dated and displayed on the boards designated for this purpose. All notices without a date will be removed.

## **6. EQUALITY IMPACT STATEMENT**

Ecclesfield Parish Council is committed to ensuring that, as far as is reasonably practicable, the way it provides services to the public does not discriminate against individuals or groups on any grounds.

**Approved by Council 6.2.2020**

**Review date March 2023**