



AGENDA

SELECTION AND MEMBER SERVICES COMMITTEE

Wednesday, 10 October 2007 at 10.00 am Ask for: **Mary Cooper**
Stour Room, Sessions House Telephone: **01622 694354**
County Hall, Maidstone

UNRESTRICTED ITEMS

(During these items the meeting is likely to be open to the public)

1. Substitutes
2. Declarations of Interests by Members in items on the Agenda for this meeting.
3. Minutes - 6 July 2007 (Pages 1 - 4)
4. Dates of meetings 2008
16 January 10:00 am
26 March 2:30 pm
4 July 10:00 am
8 October 10:00 am
5. The South East Charter for Elected Member Development (Pages 5 - 8)
6. Member Information User Group (Pages 9 - 10)
7. Representation on South East Employers (Pages 11 - 14)
8. Policy Reviews (Pages 15 - 26)

EXEMPT ITEMS

(At the time of preparing the agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public)

Stuart Ballard
Head of Democratic Services
(01622) 694002

2 October 2007

Please note that any background documents referred to in the accompanying papers maybe inspected by arrangement with the officer responsible for preparing the relevant report.

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KENT COUNTY COUNCIL

SELECTION COMMITTEE

MINUTES of a meeting of the Selection Committee held at Sessions House, County Hall, Maidstone on Friday, 6 July 2007.

PRESENT: Mrs P A V Stockell, Mr D S Daley (substitute for Mrs T Dean), Mr G K Gibbens (substitute for Mr K G Lynes), Ms A Harrison, Mr A J King, Mr R J Parry (substitute for Mr P B Carter), Mr J D Simmonds and Mr D Smyth (substitute for Dr M R Eddy).

OFFICERS: Mr G Wild, Director of Law and Governance and Mr P D Wickenden, Overview and Scrutiny Manager.

UNRESTRICTED ITEMS

11. Minutes – 16 April and 17 May 2007

(Item 2)

RESOLVED that:-

- (a) the minutes of the meeting held on 16 April 2007 are correctly recorded and that they be signed by the Chairman subject to Mr Parry's initials being correctly recorded as Mr R J Parry; and
- (b) the minutes of the meeting held on 17 May 2007 are correctly recorded and that they be signed by the Chairman subject to the deletion of (Chairman) after Mr P B Carter in the list of attendees.

12. Members' Allowances 2006/07

(Item 4 – Report by the Head of Democratic Services)

(1) In answer to the Committee's comments on the poor presentation of the information in the table to the report the Clerk said the presentation would be improved for next year's report.

(2) RESOLVED that the annual return of Member Allowances including travel and fares for the period 1 April 2006 to 31 March 2007 be noted.

13. Procedures at County Council Meetings

(Item 5 – Report by Head of Democratic Services)

(1) The Committee received a report setting out a suggested amendment to the County Council's Constitution and the procedures and rules applying to County Council meetings which if approved by the County Council would assist the Clerk in dealing with long and detailed motions and amendments. The County Council at its

meeting on 17 May 2007 had referred this matter back to the Selection Committee for further consideration of the wording and possible amendment.

(2) In addition, the report set out the views and recommendations of the Informal Member Group: Going Local namely that:-

- (a) the idea of public question time at full Council meetings be not pursued;
- (b) the number of Council meetings held each year be increased by one;
- (c) no change be made to Council meetings start and finish times;
- (d) Members questions be subject to rigorous checking to ensure that they comply with the rules in the Constitution. Those that do not comply should be rejected;
- (e) in order to enable more Members to have an opportunity to participate the rules for the time limited debate be modified so that:-
 - (i) no speech (including that by the proposer and seconder) should exceed three minutes; and
 - (ii) the proposer should have no right of reply. Instead, the seconder should have the right to wind up the debate (this would be the seconder's only opportunity to speak).

(3) The Committee debated each of the recommendations separately before it resolved to make the following recommendations to the County Council for amendment to the procedure rules applicable to the County Council meetings as set out in the County Council's Constitution:-

- (a) 1.34 (i) of the Procedure Rules applying to County Council meetings should not be amended;
- (b) at this time the idea of a public question time at full Council meetings should not be pursued;
- (c) the number of Council meetings held each year be increased by one;
- (d) the Council finish time should be amended to 4:30 pm (Procedure Rule 1.12);
- (e) Members questions should be subject to rigorous checking to ensure that they comply with the rules in the Constitution (Rule 1.18). Those that do not comply should be rejected; and
- (f) in order to enable more Members to have an opportunity to participate, the rules for Time Limited Debate (Rule 1.22) be amended to reflect:-
 - (i) no speech (including that by the proposer and seconder) should exceed three minutes;

- (ii) the proposer should retain the right of reply; and
- (iii) debate on each motion should not exceed 45 minutes.

14. Membership of Outside Bodies – the Caldecott Foundation School
(Item 6 – Report by Head of Democratic Services)

(1) The Caldecott Foundation is a charitable foundation which cares for children who have suffered extremes of neglect. The patron is the Archbishop of Canterbury. The Caldecott School based in Smeeth near Ashford is the educational part of provision of year round residential care for 5-16 year olds.

(2) The Board of Trustees had requested Kent County Council to appoint Sue Soan, a senior lecturer and gifted and talented lead academic at Canterbury Christchurch University as a local authority nominated governor.

(3) In the absence of the Trust's Deed it was not clear to the Committee whether it was for the County Council to make the appointment of a local authority Governor of its own choice. The Committee asked the Clerk to seek further information from the Caldecott Foundation and to report back to the next meeting of the Committee when a decision could be taken.

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By: Overview and Scrutiny Manager
Organisational Development Manager

To: Selection Committee – 10 October 2007

Subject: The South East Charter for Elected Member Development

Introduction

1. (1) The South East Charter has been developed in partnership with the Improvement & Development Agency (IDeA) and is based on a charter successfully developed in the North West of England building on the experience of the North West Employers Charter and successful regional Member Development Charter.

(2) Following consultation with the three political party Leaders the Leaders formally took part in a signing ceremony on 6 September to demonstrate the County Council's commitment to achieving the South East Charter by April 2009.

The Charter – what is it and why do we need it?

2. (1) Any local authority dedicated to meeting the needs of its communities must be committed to developing its elected Members. The improvement agenda has placed increasing emphasis on an authority's need to rethink their approach to Member support and development. The impact is such that a majority of local authorities across the South East now have some form of support programme in place – however, the approach, levels of commitment, effectiveness and progress varies considerably.

(2) The South East Charter, therefore, has a number of objectives:-

- a) being fully committed to developing elected Members in order to achieve the Council's aims and objectives;
- b) adopting a Member-led strategic approach to Elected Member Development;
- c) having a Member learning and development plan in place that clearly identifies the difference development activities will make;
- d) seeing that learning and development is effective in building capacity; and
- e) addressing wider development matters to promote work life balance and citizenship.

How does the Charter work?

3. (1) There are a number of steps in working towards the South East Charter for Elected Member Development.

(2) The first step in the process is to undertake a self assessment against the Charter criteria. Based on that self assessment we will develop an Action Plan. This action plan will be considered by the Member Steering Group which has been established to oversee the work of officers in taking this initiative forward to achieve Charter status. Once the Member Steering Group are satisfied with the Assessment and Action Plan the agreement of the South East Employers organisation will be sought.

(3) When the County Council considers it has everything in place to demonstrate it has achieved the Charter we will inform the South East Employers organisation who will make a judgement on whether the authority is ready for assessment.

(4) An onsite assessment is carried out by a small trained team of elected Members/officers of South East Employers. A report will be sent to the Council following the assessment visit outlining good practice, areas for improvement and whether it has achieved Charter status.

(5) When the County Council has achieved the Charter the County Council will receive a certificate/award at an annual celebration event.

(6) The Charter has a lifespan of three years after which the County Council will be required to submit details of how it has sustained the standard. This once again will be judged by a trained team of elected Members and officers undertaking a desktop review.

Next steps

4. (1) As the Committee with overall responsibility for Member development periodic reports will be made to this Committee on the progress being made towards Charter status. To take the Charter forward there is a requirement that a Member Steering Group is established. I have liaised with the three political groups over the establishment of this Steering Group and Mrs Stockell, Mr Parry, Ms Harrison and Mrs Dean have been nominated to serve on this Steering Group. The Committee are asked to agree and endorse the membership of this Member Steering Group.

(2) The Member Steering Group will be supported by an officer steering group lead by ourselves. This group will do the day to day work, gathering evidence, reporting to the Member Steering Group as a reference group. When it is considered that the County Council has everything in place to demonstrate it has achieved the Charter the Member Steering Group will be asked to approve the evidence and take the decision to notify the South East Employers so that the onsite assessment process can commence.

(3) Several of the criterion on which evidence will be required will require Member input to take the assessment process forward before the County Council can write to South East Employers inviting them to make the onsite assessment.

(4) The inaugural meeting of the Member Steering Group is to take place immediately after the meeting of this Committee.

Recommendation

5. The Committee are asked to:-
- a) approve the establishment of the Member Steering Group;
 - b) endorse its membership; and
 - c) note that periodic reports by the Member Steering Group will be made to this Committee.

Paul Wickenden
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Jackie Hinchliffe
Organisational Development Manager
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Background Information: *Include ALL background information taken into account in preparing the report. (This does not include previous Committee Reports)*

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By: Mrs P A V Stockell, Ms A Harrison and Mr G Rowe, Member Information User Group

To: Selection Committee – 10 October 2007

Subject: Member Information User Group

Introduction

1. Members may recall that at the Council meeting on 23 March 2006, when considering the report of the Informal Member Group on the Constitution, the report contained a proposal, which was accepted by the Council, that the focal point for disseminating the information from across the authority is the Information Point.

Member Survey

2. (1) We have recently conducted a survey. One of the focuses of the questionnaire was around Member use of the Information Point and the surrounding area around the Members desk. We would like to re-launch the Information Point at an event for all Members of the County Council.

(2) The Member Survey clearly indicated that those people using The Information Point found that the service and staff were excellent. We are keen to ensure that duplication of information is avoided and to capitalise on the Information Point as a resource and the skills of its staff so that customers receive succinct information in a timely, succinct, and digestible form which wherever possible and practical is tailored to individual needs. As a consequence this should build capacity for us as Members, support us as local representatives and free up officer time to undertake other tasks.

Next Steps

3. (1) It is acknowledged that a Policy Review focussing on knowledge management is to be undertaken to review information flows across the Authority.

(2) We would like to recommend to the Committee that an Informal Member Group (IMG) is established to complement this Officer Group - and also act as a user group - to ensure that the Information Point delivers what Members require as an Information Service. This work could include looking at other comparable Member Services.

Member User Group

(3) We recommend to the Committee that a Member User Group is established comprising 3 Members (one from each political group) be established.

Recommendations

4. The Committee are asked to agree to the establishment of a Member Information User Group comprising three Members which will make periodic reports

to this Committee on the best methods for disseminating information to Members and to ensure Members and others are utilising the Information Point to the full.

Background Information: Include ALL background information taken into account in preparing the report. (This does not include previous Committee Reports)

By: Democratic Services Manager (Council & Governance)

To: Selection Committee – 10 October 2007

Subject: Representation on South East Employers

Introduction

1. (1) The County Council has recently joined the South East Employers organisation.

(2) As a result the County Council is entitled to appoint three representatives and three deputies who can attend full meetings of the South East Employers on behalf of the County Council. Representation on the South East Employers organisation and serving on Committees is agreed at the South East Employers annual meeting in July.

(3) The County Council are invited to identify their representatives to serve on the South East Employers for the period 2007/2008 but these representatives will not be entitled to serve on any of the South East Employers Committee because this year's nominations have not been made because our nominees were not available for the AGM which took place on 12 July 2007. The remaining full meetings of the organisation which our nominees will be able to attend are Thursday 8 November 2007 and Thursday 13 March 2008.

The next Annual General Meeting is on Thursday 10 July 2008.

The main points affecting the County Council's choice of representatives are:-

- (i) representatives should have an interest in employment and management matters, and in governance, scrutiny and partnership working;
- (ii) the representatives should be in a position to represent the views of their authority;
- (iii) in order to avoid complications under the Local Government and Housing Act 1989 (paragraph 12) the representatives should not be employees of another local authority or an employee or official of any of the local government unions.

Recommendation

The Committee are asked to nominate the three representatives to serve on the South East Employers for the period 2007/2008.

Mrs Mary Cooper
Democratic Services Manager
Legal and Democratic Services
Tel: 01622 694354

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REPRESENTATION ENTITLEMENT

Each Full Member of South East Employers is entitled to appoint representatives to the organisation as follows:

- | | |
|--|-------------------|
| (i) Each County Council member | 3 representatives |
| (ii) Each Unitary Council member with a population of 200,000 or more | 3 representatives |
| (iii) Each Unitary Council member with a population of less than 200,000 | 2 representatives |
| (iv) Each District Council member with a population of 150,000 or more | 2 representatives |
| (v) Each District Council member with a population of less than 150,000 | 1 representative |
| (vi) Each Independent/Other Authority Member | 1 representative |

The population figures used are the latest estimate of population as determined by the Registrar General used to determine the annual subscription fee for the authority.

As well as being your Council's representatives on South East Employers, your representatives will automatically be appointed to the Employers' Side of the South East Provincial Council.

COMMITTEE APPOINTMENTS

Voting to appoint the Chairman, Vice Chairman and Executive Committee members takes place at the Annual General Meeting in July.

Each political party will be entitled to appoint a Vice-Chairman of the organisation, provided that party has 9 or more members appointed to South East Employers. The Vice-Chairmen are then entitled to be nominated for appointment as Chairman – election taking place at the Annual General Meeting on a transferable vote system.

The Executive Committee consists of the Chairman, Vice Chairman, six County Council representatives, six Unitary authority representatives and 14 representatives of District/Independent/Other authorities.

It is important that representatives attend the Annual General Meeting and have input into the process of appointing committees.

SCHEDULE OF MEETING DATES FOR 2007/2008

South East Employers		South East Provincial Council	
Full meetings:	8 November 2007	Joint Seminars	11 October 2007
	13 March 2008		14 February 2008
AGM	10 July 2008	AGM	10 July 2008

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By: Director of Personnel & Development

To: Selection Committee – 10 October 2007

Subject: Policy Reviews

Classification: Unrestricted/Restricted

SUMMARY: Revisions to the Code of Conduct for Officers.

1. **BACKGROUND**

Officers' Code of Conduct

1.1 The present Officers' Code of Conduct is based on the 1994 Local Government Management Board's model Code of Conduct for Local Authority Employees. It is also an appendix to the Constitution.

1.2 The Code as it stands has become outdated partly due to other, related policy changes that have occurred since it was issued, and partly because KCC was awaiting the outcome of the Central Government review of the model Code conducted by the Office for the Deputy Prime Minister. Although the consultation exercise was completed in December 2005 there have been no further developments in this area to date.

1.3 In the absence of any steer from the Government and in light of the need to update our own approach, KCC's Code of Conduct for officers has been modernised and updated.

1.4 Following consultation with directorates through Business Support Personnel Teams and trades unions, it was agreed that the core elements of the content should remain in place. Amendments have been largely limited to updating references to related policies and, in so doing, modernising the way in which the Code is written so it is more accessible.

1.5 The revised code, renamed The Kent Code, has therefore been changed primarily in terms of its language and structure to become a better tool for communicating standards to KCC staff.

1.6 The updating of the Code will provide an excellent opportunity to promote ethical and other standards to staff.

(Appendix 1 The Kent Code)

2. **Recommendation**

Code of Conduct

Selection Committee is asked to endorse the modernised version of the Code on

behalf of the County Council

Amanda Beer
Director of Personnel & Development
Ext 4136

The Kent Code Issued by Personnel & Development September 2007



Introduction

The public expects the highest standards of conduct and service from all employees of KCC.

This Code lays down guidelines for the conduct of KCC employees which maintain standards and protects employees from misunderstanding or criticism.

It refers to statements and requirements contained within schemes of Conditions of Service, KCC Financial Regulations, Management Handbook and other documents. Copies of these are available through your line manager.

This Code forms part of all KCC employees' conditions of service. It is your responsibility to read and apply the standards set out in this and related documents including professional codes, policies and guidance. Any employee deliberately or knowingly acting outside the standards will be subject to disciplinary action.

A. Standards of Service

1. You will provide appropriate advice to elected Councillors, work colleagues and the public with impartiality.
2. You will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of management any irregularity in the provision of service.
3. In accordance with financial procedures, if an irregularity occurs or is suspected which may involve financial loss, you must report it immediately to the Chief Internal Auditor.
4. As a KCC employee you are expected to behave at all times in a manner that does not discriminate against your colleagues, service users, partners, contractors or members of the public on any grounds.
5. Complaints against KCC should be investigated in accordance with directorate or corporate complaints procedures.

B. Harassment

1. Harassment, intimidation, unfair discrimination or victimisation, by or against employees will not be tolerated.

2. You have a duty to ensure the standard of conduct for yourself and for colleagues respects the dignity of others and does not cause offence.
3. You should act in such ways as to avoid all forms of unacceptable behaviour in relation to other employees, clients and customers of KCC.

1. Many employees are in a position to obtain information which is highly confidential, politically and/or commercially sensitive, or is personal information protected by the Data Protection Act.
2. You must not use any such information for a personal reason or benefit or pass it on to others who might use it in such a way. This includes information about the work of KCC, its employees or members of the public.
3. Inappropriate disclosure of information or a breach of these rules in any way will render you liable to disciplinary action and could lead to criminal prosecution.
4. In addition, you must not misuse your position by requesting or gaining information unnecessary to carrying out your work.
5. KCC is committed to the highest possible standard of openness, honesty and accountability. If you have any serious concerns about any aspect of KCC's work you should raise your concerns in accordance with the Whistleblowing Procedure

Other sources of guidance and information: Freedom of Information Act: requests from Elected Members

D. Political Neutrality

1. Employees serve the Council as a whole. It follows they must serve all elected Members and not just those of the controlling group and must ensure the individual rights of all elected Members are respected.
2. You may be in a post in which you advise political groups. If you do, you must act with political neutrality. Whilst you may have your own political opinions, you must avoid carrying out your duties in a way which reveals your political affiliation.
3. All officers earning above a set salary (aligned to NJC spinal column point 44) and other officers who regularly advise elected Members are politically restricted by law. Advice on this can be obtained from KCC Secretariat which also holds a list of restricted posts.
4. You must seek legal advice if you wish to stand for election as a Councillor for KCC or any other local authority as it could impact upon your employment. Whilst it is not legally possible to continue to work for KCC if you are elected as a KCC Councillor you may be able to serve public office for other organisations, including other councils. You should obtain advice from the political party for which you are standing to ensure there is no conflict of interest and your political alliance does not compromise your working life.

5. If you are involved in politics in your private time, you must not carry out any political activity which might lead the public to think you are acting in your capacity as a KCC employee. It is particularly important, if you are an Elected Member with another council, to keep your two roles separate and not use confidential information obtained in one capacity in the other.

E. Relationships

1. Elected Members

Mutual respect between employees and elected Members is essential to good local government. Close personal familiarity between employees and individual Members can damage the relationship and prove embarrassing to other employees and Members and should therefore be avoided.

2. The local community and service users

You should always remember your responsibilities to the community you serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of the Council.

3. Media

If you are not authorised to deal with representatives of the media, you should refer any enquiries you receive to your line manager or to a media relations officer at County Hall.

If you have specific authority to deal with media enquiries, you should only reply to requests for information or questions which relate to the facts of a situation.

If an expression of opinion or official statement of policy is needed, you must speak to your Head of Department.

Every assistance should be given to elected Members who need information to deal with questions from the media. You should refer to the Corporate Communication Manager for further advice if you are unsure of the protocols.

If you speak as a private individual directly to the press, or at a public meeting or other situation where your remarks may be reported to the press, ensure nothing you say might lead the public to think you are acting in your capacity as a KCC employee.

If you ever speak on behalf of a recognised trade union you must make it clear that the views you are expressing are those of the trade union you represent and not those of the Authority.

4. Contractors/Consultants

All relationships of a business or private nature with internal or external contractors or consultants, or potential contractors or consultants, should be made known to an appropriate senior manager.

Orders and contracts must be awarded on merit, by fair competition against other tenders. No part of the local community should be discriminated against when considering contracts and tenders.

F. Staff Appointments and Other Employment Matters

1. If you are involved in appointing staff, you must ensure decisions to appoint are made on the basis of merit.
2. It would be unlawful for you to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post.
3. KCC Council has a detailed process for the appointment of staff. The process must be followed scrupulously by all employees involved in appointments at all times.
4. In order to avoid any possible accusation of bias, you should not be involved in an appointment if you are related to an applicant or have a close personal relationship with them with outside work.
5. Similarly, you should not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner or close friend.
6. If your post is exempt from the Rehabilitation of Offenders Act and subject to a CRB Disclosure, you are obliged to tell your manager of any convictions, warnings, cautions, reprimands etc., no matter how minor, you may receive from the police whilst a KCC employee
7. If you line manage staff, you may give an employer's reference on behalf of KCC for a member of staff or an ex-member of staff, unless otherwise informed. You owe a legal duty of care to ensure the reference is based on fact. You are strongly advised to follow the detailed guidelines on employer's references available on KNet.

G. Outside Commitments

1. You must be clear about your contractual obligations and should not take additional or 'outside' employment (paid or unpaid) which conflicts with KCC's interests. Your conditions of service may require you to obtain written consent to take any additional employment inside or outside the organisation.
2. Where you are permitted to take outside employment, either within your conditions of service or by way of written consent, no outside work of any sort should be undertaken on KCC premises.
3. Use of facilities such as telephones, computers, etc is forbidden and correspondence and incoming phone calls related to outside work are not allowed.
4. These provisions do not apply to public appointments (e.g. as a magistrate).
5. You may, in a professional capacity whilst undertaking additional or outside work, publish books and articles, give lectures or speak on radio or television and may illustrate these by reference to KCC's activities or policies, but your

Managing Director should be consulted before doing so. You must be clear that any views you express are your own and not necessarily those of KCC.

6. You may retain lecturing fees under the following conditions only:
 - * Officers who lecture in their own time for outside bodies may retain the whole of any fee payable.
 - * Officers who are permitted to lecture to outside bodies in KCC's time may retain half of any fee payable.
 - * Fees will not be paid to officers who lecture on any of KCC's internal courses, whether in their own time or not.

H. Personal Interests

1. You must declare annually to an appropriate senior manager any financial and non-financial interests or commitments, which may conflict with KCC's interests. (Appendix 1 – Model Declaration of Interests Form)

Membership of, or activity on behalf of, a recognised trade union or professional society does not constitute such an interest. KCC encourages you to take an active part in the life of your community. This code does not seek to discourage such involvement. If there is any doubt, advice should be sought from the line manager or Legal and Democratic Services.

2. You should declare to an appropriate senior manager, membership of any organisation, lodge, chapter, society, trust or regular gathering or meeting which is not open to members of the public who are not members of that lodge, chapter, society or trust or requires secrecy about its rules, membership or conduct.
3. In addition to the above, you should advise an appropriate senior manager of your membership of any such organisation where in a specific instance such membership constitutes (or can be perceived as) a conflict of interest.
4. A register of financial and non-financial interest is maintained by each directorate. Personnel & Development maintain a register for senior managers at Managing Director and Director/second tier level who should ensure appropriate entries are made and the nature of any potential or perceived conflict of interest is recorded in the register.
5. KCC Financial Regulations specify that employees who have a direct or indirect financial interest in a contract shall not be supplied with, or given access to, any tender documents, contracts or other information relating to them, without the authority of the Managing Director.
6. Employees must advise a senior manager if they are declared bankrupt or are involved as a Director of a company which is wound up or put into voluntary liquidation if it may impact upon the employee's role and duties. Such information will be treated in the strictest confidence.
7. Intellectual property rights are relevant to patents, copyright, database rights, registered and unregistered design rights, trademarks, utility models, plant variety rights and other intellectual property, applications

for registration of any of the same, confidential information and know how, whether in all cases registered or unregistered. Where an employee makes or creates any Intellectual Property Rights that may be of benefit to KCC in the course of their normal duties, their manager should be informed in writing and, unless an alternative agreement is reached with the managing director, KCC is generally considered the 'owner' so far as the law allows.

I. Equality Issues

You should ensure that policies relating to equality issues as agreed by KCC Council are complied with, in addition to the requirements of the law. All members of the local community, customers, clients, job applicants and employees have a right to be treated with fairness and equity.

J. Separation of Roles during Tendering

1. If you are involved in the tendering process and dealing with contractors, you must be clear about the separation of client and contractor roles within KCC. Senior employees who have both a client and contractor responsibility must be aware of the need for accountability and openness.
2. If you have access to confidential information on tenders or costs for either internal or external contractors, you must not disclose that information to any unauthorised party or organisation.
3. You should ensure no special favour is shown to current or recent former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

K. Working With Voluntary And Other Organisations

KCC encourages working in partnership with voluntary organisations. Where the partnership takes the form of a company, trust or charity, guidelines are given within the Companies' Framework held by Legal & Democratic Services.

L. Gifts and Hospitality

1. You should not accept significant personal gifts from contractors, clients or outside suppliers. Minor articles, e.g. diaries, calendars, office items and the like, will not be regarded as a gift. If there is any doubt, a gift should be refused.
2. Gifts, 'fees', personal discounts, loans or any other reward or advantage should be refused. If you receive unsolicited gifts, they must be returned with a polite refusal letter to the sender. You should also inform your manager, so it can be clearly recorded in the Directorate/Service Unit Register of Hospitality/Gifts.
3. You may not accept legacies from clients or others who may have benefited from your services delivered on behalf of KCC. If you are named as a beneficiary, you should immediately inform your manager.
4. You should only accept offers of hospitality if there is a genuine need to impart information or represent KCC in the community. Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community or where KCC should be seen to be represented. They should be properly authorised and recorded in advance of the event in the Directorate's Hospitality/Gifts Register.

5. When hospitality has to be refused, the invitation should still be recorded in the Directorate's Register of Hospitality/Gifts.
6. Many supermarkets, petrol stations and high street stores offer loyalty cards for customers as an incentive to purchase from them. There are various types of loyalty cards, which offer a variety of rewards or bonuses, and it is likely you will have at least one of these cards for your personal use. You should not use your personal loyalty cards when purchasing goods or services on behalf of KCC or its clients. The use of such cards may compromise your professional integrity, particularly if the retail outlet or supplier was chosen because they offer you additional reward and not because it provided the greatest benefit and cost effectiveness to KCC or its clients.
7. Likewise, many credit card companies offer loyalty rewards. The use of personal credit cards to purchase goods or services on behalf of KCC or its clients should be avoided unless no other means of expenditure is available.

M. Sponsorship - Giving and Receiving

1. Where an outside organisation wishes to sponsor a KCC activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply and must be recorded within the Directorate's register. Particular care must be taken when dealing with contractors or potential contractors.
2. Where KCC wishes to sponsor an event or service, neither you nor your partner, spouse, close friend or relative must benefit from such sponsorship. Similarly, where KCC, through sponsorship, grant aid, financial or other means, gives support in the community, you should ensure impartial advice is given and there is no conflict of interest involved.
3. Enquiries about seeking or accepting sponsorship for KCC should be directed to the Kent External Funding Team.

N. Health and Safety at Work

1. You must, by law, take reasonable care for your own health and safety and that of other people who may be affected by anything you do at work. The use of illegal drugs or misuse of other drugs or alcohol to the extent it affects health, work performance, attendance, conduct or relationships at work is not acceptable. (For further information see KCC's Drugs & Alcohol Policy.)
2. KCC has a comprehensive policy on Health and Safety which contains all you need to know about compliance with legislation, standards and KCC procedures in connection with health, safety and welfare at work.

O. Equipment and Materials

1. KCC's telephone, computer systems, other equipment and materials (including headed paper) are the property of KCC and are provided for employees' business purposes and for interaction with the public in the delivery of services.

2. Some personal use of the KCC's electronic communication facilities and devices including phone, internet and email is permitted, provided it is within the scope of KCC's Electronic Communications Use Policy (ECUP) and Responsible User Guidance (RUG).
3. No software can be used unless there is proof of legal registration to KCC under the Copyright, Designs and Patents Act. No personal software may be used on KCC equipment. It is a criminal offence to knowingly use or make unauthorised copies of KCC registered software

P. Use of Financial Resources

1. You must ensure you use public funds entrusted to you in a responsible and lawful manner. They must be fully approved and used for the purpose for which they are intended.
2. You should ensure value for money to the local community and avoid legal challenge to KCC.
3. KCC's Financial Regulations and Anti Fraud & Corruption Statement of Policy must be adhered to at all times.

RELATED PROCEDURES, POLICIES, GUIDELINES AND SUPPORT

The following can be found in the people management handbook, the 'Blue Book' (Kent Scheme Terms and Conditions of Employment) and on KNet.

- * Drugs & Alcohol Policy
- * Equality & Diversity Policy
- * Stress Management Policy
- * KCC's Financial Regulations
- * Anti-Fraud & Corruption Statement of Policy
- * Electronic Communications Use Policy (ECUP)
- * Responsible User Guidance (RUG)
- * Whistleblowing Policy
- * Virus Protection Policy
- * Smoking Policy
- * Managers' Guidance on Employment References
- * Health & Safety at Work Policy and Guidance
- * Health & Safety Framework
- * Harassment Procedure
- * Guidance on Foreign Travel
- * Code of Practice on Tenders and Contracts

**Appendix 1
Annual Declaration of Independence
Issued by Personnel & Development
(Model Form)**



I confirm that in carrying out my work on behalf of Kent County Council (insert Directorate) am free from any conflict of interest arising either from professional or personal relationships or from pecuniary or other interests, except for the areas listed below:

Interest declared	Management action to prevent conflict of interest

Signed:
(Employee)

Date:

Print Name:

Signed :
(Managing Director or
Delegated Manager)

Date: