

SELECTION AND MEMBER SERVICES COMMITTEE

Thursday, 9th March, 2023

2.30 pm

**Council Chamber, Sessions House, County Hall,
Maidstone**





AGENDA

SELECTION AND MEMBER SERVICES COMMITTEE

Thursday, 9 March 2023, at 2.30 pm
Council Chamber, Sessions House, County
Hall, Maidstone

Ask for: **Joel Cook**
Telephone: **03000 416892**

Membership (8)

Conservative (5): Mr N J Collor (Chairman), Mr M C Dance, Mr R W Gough,
Mr C Simkins and Mr B J Sweetland

Liberal Democrat (1): Mr A J Hook

Labour (1): Dr L Sullivan

Green and Independent (1): Rich Lehmann

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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 (Pages 1 - 8)
- 4 Member Remuneration Panel: Arrangements and Terms of Reference (Pages 9 - 18)

- 5 Member ICT Policy (Pages 19 - 28)
- 6 Monitoring Officer Update

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)

Benjamin Watts
General Counsel
03000 416814

Wednesday, 1 March 2023

KENT COUNTY COUNCIL

SELECTION AND MEMBER SERVICES COMMITTEE

MINUTES of a meeting of the Selection and Member Services Committee held in the Council Chamber, Sessions House, County Hall, Maidstone on Wednesday, 29 June 2022.

PRESENT: Mr N J Collor (Chairman), Mr M C Dance, Mr C Simkins, Mr B J Sweetland, Mr B H Lewis and Mr P J Oakford

IN ATTENDANCE: Mr B Watts (General Counsel) and Mr T Godfrey (Senior Governance Manager)

UNRESTRICTED ITEMS

8. Declarations of Interests by Members in items on the Agenda for this meeting.

(Item 2)

No declarations were made.

9. Minutes

(Item 3)

RESOLVED that the minutes of the meeting held on 29 March 2022 were an accurate record and that they be signed by the Chair.

10. Rochester Bridge Trust - arrangement changes

(Item 4)

- 1) Mr Cook (Clerk) introduced the report, clarifying that further to correspondence shared with the Committee regarding membership arrangements and appointments arising outside of the Committee cycle, the paper sought formal approval for proposed revisions to the Trust's membership arrangements. These covered matters such as term limits and nomination processes.
- 2) Responding to questions, Mr Cook and Mr Watts explained that transitional arrangements set out within the papers were applicable to serving Trustees so as allowing for the continued appointment of relevant Members, noting also that the paper included a recommendation to extend KCC's current appointee's term to accord with the new arrangements.

RESOLVED that the Committee:

- i. approve the changes to the Trustee nomination process sought by the Rochester Bridge Trust as set out in Appendices 1 and 2; and
- ii. agree to extend the term of Ms Hohler as Trustee by one year so that her current term will expire on 31 May 2026.

11. Pension Fund Governance

(Item 5)

- 1) Alison Mings (Treasury and Pensions Strategic Advisor) introduced the report, explaining the background to the governance review conducted by Barnett Waddingham with a view to updating and improving the governance processes surrounding the Council's pension management activity.
- 2) Ms Mings advised the Committee that a key finding of the review was that the Terms of Reference and supporting arrangements for the Council's Pension Board should be updated and enhanced. Consequently, revised Terms of Reference had been prepared for consideration by the Committee with a request that they be recommended to County Council for approval.
- 3) Mr Simkins, as Chair of the Pension Fund Committee, highlighted to the Committee that there was a positive working relationship between the Pension Fund Committee and the Pension Board and he hoped the revised arrangements would support this in future by better developing the important role of the Board.
- 4) Members discussed membership arrangements for the Board, noting the challenges around recruitment. Ms Mings advised that the new Terms of Reference and arrangements would support a more regular and effective meeting schedule of the Board. She also clarified that the Board was not a legal committee of the Council but rather a forum required by statute to be established so that it can support the Pension Fund Committee in the exercise of its functions.

RESOLVED that:

- i. the revised Pension Board terms of reference be recommended to County Council for approval; and
- ii. that the Pension Fund Committee Terms of Reference document be noted.

12. Member development and support

(Item 6)

- 1) Mr Watts gave a verbal overview of the report which outlined the existing provision of Member development and support delivered by Governance, Law and Democracy, as well as planned enhancements which were being developed within the existing resource envelope, factoring in Members' needs. He highlighted recent improvements to Member signposting, which including the renovation of the Members Area on the KNet intranet. The scope of the soon to be established Member Development Sub-Committee was addressed. He invited the views of the Committee with regard to Members' civic functions as well as the level of support desired, noting that the wider Membership would be further engaged through a series of surveys and workshops.
- 2) A Member noted that many Members were twin hatters, serving on both the County and district councils in executive or non-executive positions, they asked whether conflicts of interest given the intertwining roles required further

investigation. Mr Watts agreed to further investigate the issue with governance officers and provide a briefing for Members at the appropriate time.

- 3) Public speaking workshops for new Members were encouraged by a Member.
- 4) Members emphasised the diverse needs of Members based on their Council appointments and experiences.
- 5) A Member commented that Members' experiences and camaraderie were affected by the working environment which hadn't fully returned to pre-pandemic arrangements.
- 6) The use of hybrid meeting arrangements to increase meeting accessibility were recognised by a Member, whilst it was noted that networking was more difficult in virtual settings.
- 7) Members emphasised the need to ensure it was straightforward for them to contact relevant officers. It was noted that oversight of developments within their electoral divisions could be negatively impacted by poor communication. Improved signposting as well as triaging were mentioned by a Member as means of improving access. Mr Watts agreed to investigate the problems raised by Members and liaise with the respective service directors.
- 8) Mr Watts further explained how expanded Member and governance services had been delivered with existing resources and that innovation would be further enhanced by a forthcoming intake of graduates into Governance, Law and Democracy.
- 9) Members shared their concerns that new Member conduct in some formal meetings had been inadequate, with the emergence from the pandemic and its different ways of working at the beginning of the County Council's term cited as a contributing factor.
- 10) A Member asked that visits and events at Invicta House be expanded as a way of increasing Member-officer interaction and the understanding of the work carried out by services across the Council.
- 11) Members raised concerns regarding the varying effectiveness of Joint Transport Boards across the county, they asked that the existing agreements and meeting arrangements be reviewed in order to maximise Member and officer productivity. Mr Watts agreed to discuss the issues raised with district monitoring officers at a future meeting of Kent Secretaries.

RESOLVED to:

- a) Support the proposed survey of Members on their support needs;
- b) ask the Member Development Sub-Committee to consider the Member development content as part of its work programme; and
- c) Support the proposal to explore increased Civic event activity and the relevant Member involvement.

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SELECTION AND MEMBER SERVICES COMMITTEE

MINUTES of a meeting of the Selection and Member Services Committee held in the Council Chamber, Sessions House, County Hall, Maidstone on Thursday, 1 December 2022.

PRESENT: Mr N J Collor (Chairman), Mr R W Gough, Mr A J Hook, Mr C Simkins, Dr L Sullivan, Mr B J Sweetland and Mr D Jeffrey (Substitute)

IN ATTENDANCE: Mr B Watts (General Counsel), Mrs K Goldsmith (Research Officer - Overview and Scrutiny), Ms L Adam (Scrutiny Research Officer), J Kennedy-Smith (Scrutiny Research Officer) and Ms S Connelly

IN ATTENDANCE VIRTUALLY: Mr R Lehmann

UNRESTRICTED ITEMS

13. Apologies and Substitutes

(Item)

Apologies were received from Mr Dance for whom Mr Jeffrey was present. Mr Lehmann was in attendance, virtually.

14. Declarations of Interest

(Item)

There were no declarations of interest.

15. Minutes

(Item 3)

The draft minutes from 26 June 2022 were to be brought to the next meeting for Members' consideration.

16. Appointment of Parent Governor Representative

(Item 4)

1) Joel Cook, Democratic Services Manager, outlined the report. Members were advised that a full recruitment process had been undertaken, including an election as there had been a number of applicants for the role of Parent Governor Representative. The vacancy had arisen as the previous Parent Governor Representative had taken up a post at a KCC maintained school, which excluded them from continuing.

It was noted that the Parent Governor Representative would be a member of the Children's, Young People and Education Cabinet Committee in addition to the Scrutiny Committee.

2) Dr Sullivan requested that the supporting statement was circulated to members of the Selection and Member Services Committee.

3) RESOLVED to agree to:

a) confirm the appointment of Rebecca Ainslie-Malik as Parent Governor representative on the Scrutiny Committee for a four-year term.

17. Outside Bodies update - Cranbrook School Trust

(Item 5)

1) Joel Cook, Democratic Services Manager, outlined the report.

2) RESOLVED to agree the recommendations:

(a) Allowing one seat, currently allocated to KCC under the School's Trust Deed but as yet not taken up, to be filled by a non-KCC person nominated by the Trust.

(b) Delegate authority, in consultation with the Chair of Selection and Member Services Committee (and Chief Whip where appropriate) to the Democratic Services Manager, to implement this decision and update and manage the Outside Body Appointment lists to align confirmed appointments with existing Outside Body membership arrangements.

18. Member Remuneration Panel Update

(Item 6)

1) Kay Goldsmith, Scrutiny Research Officer, outlined the report.

2) Further to questions and comments from Members, it was noted:

- It had been Kent County Council's practice to agree member remuneration after the election, with the Panel's report being made in the pre-election period. However, this meant that where group leaders were no longer elected in a new term, newly elected group leaders did not always have experience of what they were being asked to consider.
- Efforts had been made to make the process more 'automatic', moving away from the idea of Members 'voting for their own pay'. It was felt that the process needed to be as rational and detached as possible.
- It was acknowledged that the issue of member remuneration was highly politicised. It was suggested that the government prescribing remuneration in line with the size of the authority would resolve the issues around Members setting their own allowances.

Ben Watts, General Counsel, said that he was not aware of any government plans to address setting Members' allowances.

3) RESOLVED to request that a further report be brought to the committee containing further information, including an appendix regarding job descriptions for SRAs.

19. Combined Member Grants

(Item 7)

- 1) Lizzy Adam, Operations & Client Relationship Manager outlined the report.
- 2) A question was asked in relation to the Covid-19 Recovery Grants which were given to Members and how these were used. It was agreed that this information would be published on the website and be brought to a future meeting.
- 3) RESOLVED to note the grant recipient list, agree the format of the Combined Member Grants list for the period 2021/22 and approve upload to the KCC website

20. Governance Update

(Item 8)

- 1) Ben Watts, General Counsel, gave a governance update to Members. Work was being done around informal governance and the 'lead-in' procedures for formal decision-making. Reports were to be brought to the committee in relation to these areas of work.
- 2) A request had been made by Mr Hood, the leader of the Green and Independents Group that a seat be added to the Environment and Transport Cabinet Committee. It had been requested that this be raised at Selection and Member Services Committee. However, this was a matter for the Leader of the Council's and Executive's consideration.
- 3) Members explored the procedural arrangements relating to 'visiting or guest members' and rights of Members to speak at meetings where they did not hold a seat on the Committee. Officers clarified that the constitution made clear that the chair of a committee meeting retained discretion as to if and when visiting Members may be able to speak on items and that the Constitution also set out the powers of the chair to make relevant arrangements to facilitate effective meetings. Members were advised that the Constitution set out the expectation was that visiting Members should normally be permitted to speak, however Committee chairs could make specific arrangements relating to how often, on how many items and for how long visiting Members may speak in the relevant circumstances.

RESOLVED that the update be noted.

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From: Tristan Godfrey, Senior Governance Manager
 Kay Goldsmith, Scrutiny Research Officer

To: Selection and Member Services Committee, 9 March 2023

Subject: Member Remuneration Panel: Arrangements and Terms of Reference

Status: Unrestricted

1. Introduction

- a) The County Council is responsible for agreeing the Members Allowances Scheme. A scheme, or an amendment, can only be agreed by Council if it has a report with recommendations before them produced by the independent Member Remuneration Panel (MRP). The regulations underpinning this system have been essentially unchanged since 2003. As part of the ongoing review and refresh of the Council's governance, it is an appropriate time to consider whether any changes are needed to the current process. Recommendations and options are put forward on the following:
 - 1. Starting point of the four-year Members Allowances Scheme.
 - 2. Recruitment process of the MRP.
 - 3. Updating the Terms of Reference of the MRP.
- b) This report only considers matters relating to the recruitment and terms of reference of the MRP and does not make any comment on the Member Allowances Scheme itself or content of any previous MRP report.

2. Starting Point of a Four-Year Scheme

- a) The long-established practice at Kent County Council has been to agree a four-year Members Allowances Scheme coterminous with a four-year Council term. The long-standing practice of the Council has been to agree the scheme after the elections and once the four-year Council term has already begun to which the scheme applies.
- b) Any annual uprating over the four years of a scheme is now agreed as part of the budget and so are put into effect from the start of the financial year.
- c) The intention of the 2003 regulations underpinning Members' allowances schemes is for a scheme to be agreed prior to the beginning of the year to which it applies. As can be seen from Part 1 of Appendix 2, practice varies across the country – not only in terms of whether schemes are agreed before the start of the year but also whether reviews are conducted every year, or every four years, and when a four-year scheme commences.
- d) The following options are presented:
 - 1) **Do nothing.** The current arrangements would remain. The MRP would be appointed in the November prior to an election, with a report

received after the election. A four-year scheme would be agreed aligned with the Council term, and any changes for the first year backdated if needed.

- 2) **The four-year scheme starts the year after each election.** No changes are made to the appointment date of the MRP. The MRP is then asked to firstly make recommendations for a one-year scheme (2025/26), which would be agreed and backdated if needed. Secondly, a full review would be carried out by the MRP with a report and recommendations made for a four-year scheme to cover the last three years of the Council term and first year of the following one.
 - 3) **The next full review is brought forward.** A four-year scheme aligned with the Council term would be agreed prior to the 2025 election. To ensure the MRP were in post when it was agreed, the next MRP would need to be appointed in November 2023.
- e) Both options 2 and 3 involve transitional arrangements. Under option 2, the Council would be agreeing a one-year scheme after the 2025 election to cover that year. The first year after the following election (2029/30) would be covered by the four-year scheme already in place. Under option 3, the MRP would have up to 6 members for one year – current members would be entitled to apply for appointment in November 2023 and would start a new four-year term then if appointed; otherwise, they would remain in post alongside these members.
- f) Only option 3 would require additional action prior to the next election.

3. Recruitment of the MRP

- a) As set out in the Terms of Reference of this Committee and the Panel, the selection process of the MRP endeavours to put some distance between Members and those charged with making recommendations on their allowances. A selection panel of three non-Members is appointed by the Selection & Member Services Committee and they are responsible for making nominations as to whom Council should appoint. Historically, the selection panel has been composed of Honorary Aldermen.
- b) This indirect method of selection is unusual with no equivalent arrangement being found on surveying other Councils. It also adds several months to the process. In all other authorities reviewed the selection of names for nomination was conducting by senior Members, senior Officers, or a combination of both. Honorary Aldermen are not covered by the indemnity policy for Members and Officers. If there was a challenge to the recruitment process (including the interviews carried out), this could potentially put the Honorary Aldermen at risk as well as being a reputational risk to the Council.
- c) The principle of distancing Members from the recruitment in the current practice is a sound one. The recommendation therefore is that the Monitoring Officer is responsible for the recruitment/selection process of names for nomination, and this would require a change to the terms of reference of the Panel and a consequential amendment to that of the Selection and Member Services Committee (see Appendix 1). Full Council will still have the final say on appointing the full Panel.

4. Updating the Terms of Reference of the Panel

- a) The role and responsibilities of the MRP are clearly set out in the 2003 regulations. However, the terms of reference are currently not very detailed and could potentially lead to reports and recommendations from the Panel that either cover too little or too much. A review of other terms of reference showed that most contained more detail as to what the scheme should contain and therefore what the recommendations should focus on.
- b) The revision would also be an opportunity to correct an anomaly. The purpose behind the 2003 regulations was that the MRP report would provide an independent perspective from people unaffected by the scheme. However, the allowance for the Panel forms part of the scheme. The MRP have a conflict of interest when considering an increase to the day-rates.
- c) Under the regulations, the Council may make provision to pay Panel members an allowance and/or pay expenses. This payment should not be part of the Members Allowances Scheme as Panel members are not Members or Co-opted members. In addition, the last review was conducted virtually, and led to additional administration where the day rate was converted to an hourly rate.
- d) What is suggested is a straightforward allowance per review, plus appropriate expenses. The figures suggested in the draft terms of reference are based on examples from other authorities, and a consideration of the sums claimed for previous reviews.
- e) The suggested changes to the Terms of Reference are set out in Appendix 1.

5. Further Information

- a) This Committee discussed an earlier version of this paper on 1 December 2022. Additional background information was requested by the Committee to assist them in their deliberations.
- b) This information is set out in Appendix 2. Building on the findings of a further review into practices at other Councils, this paper has been updated with clearer options about the starting point of the four-year allowances scheme.

6. Recommendation

The Selection and Member Services Committee is asked to:

1. Discuss and choose a preferred option on the start point of the next four-year allowances scheme.
2. Recommend to County Council that the Terms of Reference of the Member Remuneration Panel be amended as set out in the appendix.

7. Background Documents

None.

8. Report Author and Relevant Director

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Appendix 1 – Proposed Revision of the Terms of Reference for the Member Remuneration Panel

The changes are not shown as track changes because the revisions largely replace the current content wholesale. The current terms of reference are set out in part two.

Part One – Proposed Terms of Reference

Member Remuneration Panel

- 17.10 The Member Remuneration Panel (MRP) is not a Committee of the Council and is established under The Local Authorities (Members' Allowances) (England) Regulations 2003.
- 17.11 Membership: 3 independent members.
- 17.12 No Panel member may be any of the following:
- a) A Member or Co-opted Member of the Council or any of its Committees.
 - b) An individual disqualified from being or becoming a Member of the Council.
 - c) An employee of the Council.
- 17.13 Membership of the MRP will cease:
- a) Automatically when any of the disqualifications listed in 17.12 apply.
 - b) Upon written notice of resignation sent by the Panel member and received by the Monitoring Officer.
 - c) Immediately upon resolution of County Council following recommendation by the Selection and Member Services Committee.
 - d) At the end of the term of appointment.
- 17.14 The Monitoring Officer shall be responsible for recruiting and recommending 3 individuals to the Selection and Member Services Committee for provisional appointment. The appointments are subject to confirmation by full Council.
- 17.15 Panel members are appointed for four years, or as determined by County Council at the time of appointment.
- 17.16 In the event of an interim vacancy in the Panel membership, the process in 17.14 will be followed with the Monitoring Officer recommending the same number of names as vacancies. The appointment is to run for the remainder of the original appointee's term unless otherwise determined by County Council.

- 17.17 On a four yearly basis, the MRP is responsible for reviewing the whole Members Allowances Scheme and making recommendations to the Council on the following:
- a) The amount of the basic allowance.
 - b) The responsibilities and duties to allow the following to be received and the amount thereof:
 - i. Special Responsibility Allowance (SRA).
 - ii. Travel and subsistence expenses.
 - iii. Co-optees allowance.
 - c) The amount of the dependants' carers' allowance.
 - d) The implementation date for the new Members' Allowances Scheme and whether any payments should be backdated to the start of the municipal or financial year.
 - e) Whether there are to be any annual changes to the amounts received for a-d above; and where the changes are to be related to an index, the details of such an index.
- 17.18 In addition to the four yearly review, the Selection and Member Services Committee can request the MRP to conduct a review of one or more of the areas set out in 17.17(a-e) and make recommendations to the Council.
- 17.19 The MRP shall select from its number a Chair.
- 17.20 No Member of the Council has a right to attend its meetings and its procedures are determined by the Panel itself, subject to the requirement of a quorum of 3 Panel members when agreeing recommendations to make to the Council.
- 17.21 Upon completion of the four-yearly review under section 17.17, each Panel member shall receive an allowance of £1,000. Reasonable travel and other expenses shall also be paid.
- 17.22 Upon completion of a review under 17.18, each Panel member shall receive an allowance of £600. Reasonable travel and other expenses shall also be paid.
- 17.23 The Chair of the Panel shall receive an additional allowance of £200 upon completion of each review under both 17.17 and 17.18.
- 17.24 The work and recommendations of the Panel must conform to the relevant legislation.

Part Two – Current Terms of Reference

- 17.10 Membership: 3 independent members.
- 17.11 Independent Members of the Remuneration Panel are recommended to the Council for appointment by a Panel of three people (not Members of the Council) appointed by the Selection and Member Services Committee.
- 17.12 The Independent Remuneration Panel regularly reviews the Council's allowances and expenses scheme.
- 17.13 It meets on a regular basis and no one on the Panel is a Councillor or Council employee.
- 17.14 It has the responsibility for making recommendations to the Council on a scheme of allowances and expenses for Council Members and for reviewing that scheme in whole or in part as required by law or requested by the Selection and Member Services Committee.
- 17.15 The Panel is not a Committee of the Council. No Member of the Council has a right to attend its meetings and its procedures are determined by the Panel itself.

Part Three – Consequential amendment to the Terms of Reference of the Selection and Member Services Committee

Current Section 17.43(i)iv – This Committee is responsible for making or arranging the following appointments and nominations ... the selection Panel for the Independent Person and members of the Member Remuneration Panel.

This would be amended if the Terms of Reference set out in Part One are agreed by amending 17.43(i)iv to - This Committee is responsible for making or arranging the following appointments and nominations ... the selection Panel for the Independent Person.

A new Section 17.43(i)v would also be inserted - This Committee is responsible for making or arranging the following appointments and nominations... members of the Member Remuneration Panel.

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Appendix 2

Part 1 – Other Councils

This table shows the dates when County Councils in two-tier areas agreed their Member Allowances Schemes for 2017/18 and 2021/22. Where the dates are in **bold**, the decision was taken prior to the election held in 2017 and 2021 respectively.

<i>Council</i>	<i>Date of full Council agreeing scheme for 2017/18</i>	<i>Date of full Council agreeing scheme for 2021/22</i>
<i>Kent County</i>	13-Jul-17	04-Nov-21
<i>Cambridgeshire County</i>	18-Jul-17	20-Jul-21
<i>Cumbria County</i>	07-Sep-16	19-Nov-20
<i>Derbyshire County (see note 1)</i>		24-Mar-21
<i>Devon County</i>	24-May-18	18-Feb-21
<i>East Sussex County</i>	17-Oct-17	12-Oct-21
<i>Essex County (see note 2)</i>	13-Oct-15	12-Jul-22
<i>Gloucestershire County (see note 3)</i>	15 Feb 17 (Basic) and 14 Feb 18 (SRAs)	(See Note 3)
<i>Hampshire County (see note 4)</i>		22 Feb 18
<i>Hertfordshire County</i>	17-Jul-17	23-Feb-21
<i>Lancashire County</i>	20 Jul 17	15-Jul-21
<i>Leicestershire County</i>	27-Sep-17	29-Sep-21
<i>Lincolnshire County</i>	24-Feb-17	11-Dec-20
<i>Norfolk County (see note 1)</i>		22-Feb-21
<i>North Yorkshire County</i>	15-Feb-17	17-Feb-21
<i>Nottinghamshire County</i>	13-Jul-17	22-Jul-21
<i>Oxfordshire County (see note 5)</i>	09-Dec-14	8 Dec 20 but deferred to 2 Nov 21
<i>Somerset County (See note 6)</i>	19-Jul-17	23-Feb-22 (election in May 2022)
<i>Staffordshire County (see note 5)</i>	23 Mar 17 and 20 Jul 17	22-Jul-21
<i>Suffolk County</i>	20-Jul-17	03-Dec-20
<i>Surrey County (see note 1)</i>	10-Oct-17	
<i>Warwickshire County (see note 7)</i>	20-Mar-18	20-Mar-18
<i>West Sussex County</i>	16-Dec-16	11-Dec-20
<i>Worcestershire County (see note 1)</i>	13-Jul-17	

Notes:

1. Where no date is given, the date of agreement could not be ascertained in time for the report.
2. In Essex, a four-year scheme was agreed in 2015, covering 2017/18.
3. In Gloucestershire, the Basic Allowance was agreed for 2017/18 prior to the election with the decision on SRAs following at a later date. For 2021/22, the IRP did not recommend any changes and County Council did not vote on the scheme, letting the previous year's scheme roll forward.
4. In Hampshire, a four-year scheme was agreed in 2018 and this covered 2021/22 as the last year.
5. In Oxfordshire and Staffordshire there was an instance of having the Remuneration Panel report before them prior to the election but postponing the decision.
6. Due to moving to a unitary structure, the election date for Somerset was May 2022. The scheme agreed on 23 February 2022 was for the year 2022/23.
7. In Warwickshire, the scheme for 2017/18 was agreed and backdated at the same time as a four-year scheme was agreed that included 2021/2.

Part 2 – Other Models

Police and Crime Commissioners: Decisions on the salary pay bands of Police and Crime Commissioners are made by the Home Office following recommendations made by the Senior Salaries Review Body.

Mayors of Combined Authorities: Decisions on the allowances of Mayors are made by the Combined Authority (CA) following recommendations of an Independent Remuneration Panel appointed by the CA.

Mayor of London: Under the Greater London Authority Act 1999, the Authority determines the salary of the Mayor (and Assembly Members). A framework has been agreed with the Senior Salaries Review Body how this is to be done.

From: Ben Watts, General Counsel
Lisa Gannon, Director of Technology
To: Selection and Member Services Committee, 9 March 2023
Subject: Protocol: Member Use of ICT Equipment
Status: Unrestricted

1. Introduction

- a) This report introduces the attached Protocol for the use of IT equipment provided to Kent County Council Elected Members. This has been developed by Lisa Gannon, Director of Technology, and Ben Watts, General Counsel. It will continue to be revised and updated by them as necessary.
- b) ICT equipment is provided for elected Members to assist them in that role and must be used in accordance with the policies and standards that underpin the protocol, as well as within the framework of the Kent Code of Member Conduct.
- c) The document, when finalised, will be provided to Group Leaders for circulation, promoted on Member KNet and within the Important Notice section displayed on screen at log-in reference to the policy will be included for agreement of use.

2. Recommendation

- 1. The Selection and Member Services Committee is asked to note the report.
- 2. Group Leaders agree to promote the policy within their Groups.

3. Background Documents

None.

4. Report Author and Relevant Director

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Member ICT Policy

Document Owner	Lisa Gannon & Ben Watts
Version	v.2 February 2023
Approved	TBC
Review	February 2024

Introduction

ICT equipment is provided to Members to support them in carrying out their role as county councillors. All Members are expected to read Kent County Council's (KCC's) [ICT Acceptable Use Policy](#) along with the following guidance and policy documents to ensure appropriate use: [ICT Standards](#), [Information Security Policy](#), [Information Governance](#), [Member-Net Acceptable Use Policy](#), [Bring Your Own Device Policy](#).

Cantium Business Solutions' VIP Support Team provides dedicated ICT Support to Members.

KCC Devices

KCC will offer to all elected Members the opportunity to receive, on loan from KCC, one piece of equipment (Lenovo Laptop).

On allocation of the requested equipment, the elected Member will sign for the receipt of the equipment, that they agree to return the device and adhere to the process on breakages documented later in the policy. When using KCC devices the Member ICT Policy and its associated policies should be adhered to.

Security

The security of data and information on equipment provided by KCC is paramount and must not be compromised. As a Social Care authority, there are particular statutory obligations on KCC to manage access to data very carefully, requiring the application of rigorous ICT security protocols.

Personal and sensitive information must be appropriately secured and protected, particularly when moved between premises or information systems. There are significant risks associated with using portable electronic devices, removable media and online storage facilities. The [Safe Use of Removal and Online Storage Policy](#) sets out expectations for their use with the aim of reducing the risk of loss or disclosure.

Computers and Connection

- Members are encouraged to make full use of the functionality of the ICT available to enable remote working and reduce paper consumption wherever possible.
- The computer equipment provided will connect to KCC data when at Sessions House, County Hall, and via home broadband internet (wireless or wired) with KCC's secure connection, A2K (Access to Kent). When at other government sites GovRoam may be connected to KCC devices. The Member may choose to use GovRoam for personal devices.
- Member Net is also available when at Sessions House, County Hall for personal device connections, should you require access please ask Member Hub. Adherence to the [Member Net Acceptable Use Policy](#) must be followed.
- The selected piece of equipment will be supplied pre-loaded with the software required for discharging the role of a County Councillor. Apps or software for personal use must not be installed onto the device however an approved software list is available for additional requirements and requests can be made to vip.support@cantium.solutions or call 03301 650650.
- Members are encouraged to utilise their home broadband, and if seeking assistance with connection issues from VIP Support, will be required to know their broadband login details (this information can usually be found on the router or on a card issued by the Internet Service Provider).
- It is the Member's responsibility to arrange appropriate internet connection at their home and the Member's basic allowance may be used for this purpose. VIP Support cannot assist with the initial set-up of home broadband or deal directly with Internet Service Providers.
- VIP Support will assist with advice on how to use KCC software applications and hardware in relation to KCC business. If identified training needs are required this will be developed through the Member Development Steering Group.
- Member Hub will assist with advice on the Expenses system.

Password Management

- All Elected Members are responsible for managing their own passwords, keeping them secure and their renewal. **KCC requires passwords for network login to be renewed every 90 days.**
- VIP Support will assist in the event of a locked device due to incorrect passwords.
- Passwords must not be shared with KCC or Cantium staff.
- Passwords must not be written down and left with equipment/taped to devices.

Password reset guidance

You can change your password at any time from a KCC desktop/laptop by pressing **Ctrl+Alt+Delete** and selecting **Change a password**.

For security purposes, network login passwords have a variety of requirements and rules.

Your password must be at least ten characters long.

Passwords must not be the same as the user's first name, last name, user account name or use "easy to guess" passwords such as sports teams, months, or default passwords. Password must not be re-used across multiple systems.

Please note that your account will become locked after 8 incorrect login attempts.

You can also reset your KCC network password without needing to speak to VIP Support. **Self-Service Password Reset** is available 24/7 on any device. Go to <https://passwordreset.microsoftonline.com> and follow the prompts.

If you have any queries please call VIP Support on **03301 650650** or email vip.support@cantium.solutions.

Geo-blocking

KCC blocks all connection attempts from countries except the UK, EU and US. Our network receives millions of requests from countries every month and any one could turn into a successful cyber-attack, so by blocking traffic from these countries KCC is reducing the risk of an attempted attack substantially.

Where a Member would like to work from a blocked country, Cantium are able to make an exception if the Internet Service Provider in the destination country is able to provide a Static IP address to Cantium so that IT can open up our network to that single device rather than all traffic from that country. As an example, in a 30-day period between December and January we had 157,060 blocked connection attempts from India - any one of those if allowed could have resulted in a major cyber-attack if other lines of defence were also circumvented successfully.

- KCC has followed guidance from the National Cyber Security Centre (www.ncsc.gov.uk) and blocked any connections to KCC's network or KCC's Microsoft 365 applications (including Outlook, Teams) from any country that is not in the EU, Gibraltar or the US. This will apply to any KCC or personal ICT device, e.g. laptop, tablet or mobile phone

- Requests to access the KCC network and KCC Microsoft 365 applications outside the EU, Gibraltar or the US must be made at least two weeks in advance of travel. Requests must be made to members.desk@kent.gov.uk where additional guidance will be provided.

Smartphones and other mobile devices

Since 2021 KCC has not provided mobile devices to Members and the following section relates to existing devices only:

- VIP Support will assist in setting up and supporting KCC owned equipment which includes the use of KCC email, calendar appointments, contacts and installation of Mod.gov.
- Member Hub can assist in the access to the secure application for Mod.Gov.

For Non-KCC devices:

- VIP Support can assist with connection of non-KCC devices to the KCC wireless network, facilitate internet access and the ability to receive email whilst at County Hall. Connection of non-KCC devices to the KCC wireless network is subject to agreement of KCC IT Policies aforementioned.

Printing

Printing and scanning facilities are available for Member use at County Hall via a centralised system.

- All elected Members will be provided with a managed print code. Such codes are not kept centrally, and it is the Member's responsibility to maintain a record of this. ICT and Member Hub staff will be able to assist in amending this to a more memorable code. This code will allow for printing and scanning on any managed print device across the Council.
- Printing consumables (i.e. toner, paper etc. within the Member Areas in Sessions House, County Hall) are managed by the Member Hub Team.
- Any printing consumables, faults with printers or difficulties connecting to printers should be reported to the Member Hub Team and for local printers to the relevant Executive Support Officers.

Additional hardware and software not supported by VIP Support

The Council provides computer equipment and corporate standard software to assist Members with their KCC role.

VIP Support are unable to assist with: -

- Resolving hardware or non-KCC software/non-approved app issues on personal devices. It is advised to sign out then back in or uninstall/reinstall software in the first instance.
- Setting up or managing personal email accounts (e.g. Gmail, AOL or BT internet accounts).
- Setting up or managing personal cloud applications such as iCloud, Google docs and Dropbox
- Transfer of photos, music or other personal items on KCC devices via cloud storage or iTunes but advice can be provided should a Member require initial support.

Modern.Gov

The Modern.gov app allows Members to view all public committee papers and may also support Members accessing relevant restricted (exempt / Part II) Committee papers as an alternative to the Modern.gov supported intranet. Access to specific documents is dependent on Member roles and committee appointments.

Elected Members must not:

- Share any documents that contain sensitive, exempt or confidential information – this includes, screenshots, email, paper copies.
- Share personal login details.

For issues with Modern.Gov app and for Restricted papers access, Members should contact Democratic Services - democratic.services@kent.gov.uk

Lost or stolen equipment

In the event of the loss of any KCC ICT or mobile equipment (or non-KCC devices which receive KCC data), the Member should immediately contact the following to report the loss as per the [KCC Data Breach Policy](#):

- VIP Support on vip.support@cantium.solutions or 03301 650650
- The Information, Resilience and Transparency Team on data.protection@kent.gov.uk or 03000 416033 to report the loss (in case of potential data protection breaches).
- The Member Hub Team Supervisor on members.desk@kent.gov.uk or 03000 411009
- Democratic Services on democratic.services@kent.gov.uk

If the equipment has been stolen, then in addition to alerting the above KCC teams, the Police should be contacted by calling 101.

Breakdown of equipment

The Council will ensure that the equipment is functioning properly. Any failure in the performance of the equipment should be reported immediately to VIP Support at vip.support@cantium.solutions or 03301 650650. Cantium will deal with the reported problem in accordance with the equipment warranty and a replacement device will be provided.

Screen breakages

From time-to-time screen breakages will occur. Per administrative term, the Council will ordinarily pay for the first breakage of a screen on a KCC piece of equipment, thereafter any subsequent damage will be at the Member's cost, unless the reason for damage is a defective device.

Other/subsequent incidents of accidental damage

Per administrative term, the Council will ordinarily pay for the first repair to a piece of KCC equipment arising from an unforeseen incident or accidental damage. Subsequent repairs will be at the Member's cost.

ICT Support

VIP Support provide a dedicated ICT support service between the hours of 8.00am and 5.30pm, Monday to Friday.

- Faults should be reported by calling: 03301 650650 or by email: vip.support@cantium.solutions (please include a contact telephone number in the email).
- Faults will be logged and responded to as a priority by a dedicated VIP Support engineer.

Members' Expenses System

Any questions about Members' Expenses, difficulties accessing the system or submitting expenses should be raised with the Member Hub Team on members.desk@kent.gov.uk

Member KNet

- Member KNet provides a wealth of resources available to all Members to facilitate their function as county councillors. This includes resources such as useful contact information, presentation slides and updates on KCC business.
- For any requests relating to KNet content, please contact member.enquiries@kent.gov.uk

Training

A new programme of Member Development is being created and as part of that it is envisioned that IT Training will be developed, along with further IT induction planning. All Members will be required to demonstrate that they understand the legislative requirements around information governance.

Member responsibilities

In addition to the guidance within existing KCC ICT policies Members must:

- report any damage or loss of equipment to VIP Support as soon as possible.
- connect KCC laptops to the KCC network at least once a month to ensure that essential security updates, which protect our network and devices, can be applied. Equipment that has not been connected to the domain after 90 days will no longer be accessible and significant costs are incurred in the reinstatement.
- ensure that all KCC computer equipment is returned to KCC within one month when no longer undertaking a role as a County Councillor.
- only use KCC devices for purposes in relation to discharging Member duties.

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