

STANDARDS COMMITTEE

Wednesday, 29th July, 2015

10.00 am

**Wantsum Room, Sessions House, County Hall,
Maidstone**





AGENDA

STANDARDS COMMITTEE

Wednesday, 29th July, 2015, at 10.00 am
Wantsum Room, Sessions House, County Hall,
Maidstone

Ask for: **Paul Wickenden**
Telephone: **03000 416836**

Tea/Coffee will be available 15 minutes before the start of the meeting in the meeting room

Membership

Mr L B Ridings, MBE (Chairman), Mrs A D Allen, MBE, Mr D S Daley, Mrs M Elenor,
Mr J A Kite, MBE, Mr C R Pearman and Mrs E D Rowbotham

UNRESTRICTED ITEMS

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

1. Membership Change - Mrs E Rowbotham for Mr W Scobie
2. Substitutes/apologies
3. Declarations of Interest
4. Minutes of the meeting held on 29 November 2013 (Pages 5 - 6)
5. Changes to the Hearing Panel Procedure for an alleged Breach of Misconduct by an Elected Member (Pages 7 - 16)
6. Kent Monitoring Officers - Mutual Assistance Protocol (Pages 17 - 24)
7. Any other urgent business

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)

Peter Sass
Head of Democratic Services
03000 416647

Tuesday, 21 July 2015

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.

KENT COUNTY COUNCIL

STANDARDS COMMITTEE

MINUTES of a meeting of the Standards Committee held in the Wantsum Room, Sessions House, County Hall, Maidstone on Friday, 29 November 2013.

PRESENT: Mr J A Kite, MBE (Vice-Chairman in the Chair), Mrs A D Allen, MBE and Mr D S Daley

IN ATTENDANCE: Mr G Wild (Director of Governance and Law) and Mr P D Wickenden (Democratic Services Manager (Members))

UNRESTRICTED ITEMS

6. Minutes of the meeting held on 6 September 2013
(Item 3)

RESOLVED that the Minutes of the meeting held on 6 September 2013 are correctly recorded and that they be signed by the Chairman.

7. Kent Code of Conduct for Members
(Item 4)

- (1) When considering the operation of the Kent Code of Conduct for Elected Members (the Code) in the past year and some minor consequential amendments recommended by the Kent Secretaries, concerns were expressed over two provisions within the Code which the Committee asked to be reviewed. These related to the ability to:
 - (a) make a complaint anonymously; and
 - (b) maintain their confidentiality
- (2) The report also addressed a small anomaly raised by Mr George, the Independent Person concerning the Code and the operational procedures.
- (3) Since the last meeting, the opportunity had been taken to look at a number of other local authorities to see how they dealt with the two provisions on which the Committee had expressed its concern.
- (4) The Committee noted that none of Kent's nearest neighbour authorities made reference to confidentiality or anonymity within their Member Code of Conduct, but reference is made to these issues within the guidance notes and procedures for investigating complaints.
- (5) The Committee's attention was particularly drawn to the provisions set out in the operational procedures at Devon, Suffolk, West Sussex and Worcestershire County Councils.
- (6) Attached as an appendix to the report was a tracked version of the Code and procedures which showed the effect of removing the two paragraphs relating

to anonymity and confidentiality from the procedures. The appendix also reflected some minor changes to the Code recommended by the Kent Secretaries and the Independent Person.

(7) The Committee noted that an alleged complaint of misconduct which was referred to the Independent Person, Mr George had drawn attention to a small anomaly in the Code and the operational procedures, which he felt was open to differing interpretation.

(8) In the Code it says;

“This code applies whenever you act in your capacity as a Member”

Whereas in the operational procedures, on receipt of an alleged complaint, the Monitoring Officer first applies a legal jurisdiction criteria one of which refers to:

“Was the person complained of acting in an official capacity at the time of the alleged conduct?”

(9) Mr George is of the opinion that “official capacity” suggests the undertaking of council business, whereas “act as a member” is much wider and, for instance would include invoking the fact of being a Member in the course of non-council business.

(10) For clarity it was proposed that in the Code the word “official” is inserted in front of the word “capacity” in the Code.

(11) The Chairman proposed and the Committee endorsed that the Code should not be reviewed again until following the County Council election in 2017.

(12) RESOLVED

(a) that the tracked change version of the Code and operational procedures be submitted to the County Council for approval on 12 December 2013;and

(b) no further reviews of the Code be undertaken until following the County Council election in 2017.

8. Dates of Future Meetings

(Item 6)

RESOLVED that the Standards Committee meet on the following dates in 2014:

Wednesday 5 March	10am
Tuesday 3 June	2pm
Thursday 24 July	2pm
Wednesday 12 November	2pm

By: Geoff Wild, Director of Governance and Law

To: Standards Committee – 29 July 2015

Subject: Changes to the Hearing Panel Procedure for an Alleged Breach of Misconduct by an Elected Member

Summary: This report seeks approval to the amendments to the Hearing Panel Procedure part of the operational arrangements

1. Introduction

At its meeting on 19 July 2012, the County Council approved the Kent Code of Conduct for elected Members, which came into operation retrospectively on 1 July 2012. The Code represented the culmination of the Monitoring and Legal Officers of the Kent Districts and the County Council coming together to prepare a universal Code across the County for all local authorities. The majority of Councils in Kent approved the Code.

2. Monitoring of the Code

- (1) Since the introduction of the Code, the Monitoring Officers have met on a regular basis to review its operation and to recommend any amendments if necessary.
- (2) The Code is backed up by the operational arrangements agreed by the local authorities. Part of these operational arrangements refer to the hearing procedure which would be invoked should a complaint of alleged misconduct by an elected Member reach this stage.
- (3) The Monitoring Officers have recently met and agreed some minor amendments to the Hearing Panel procedure as set out in the attached tracked change copy of this report.

3. Disclosable Pecuniary Interest Form

- (1) At a recent meeting of the Monitoring Officers it was also agreed that an elected Member should declare under that part of the form headed 'employment' that they are an elected Member of the County Council as well as any other local authority.
- (2) I have amended each elected Member's form and uploaded this to the County Council website.

4. Recommendations:

The Standards Committee is asked to:

- (1) Approve the amendments to the Hearing Panel Procedure in the operational arrangements for the Kent Code of Conduct for elected Members; and
- (2) Note that elected Members will be invited to declare their membership of any local authority on their declaration of Disclosable Pecuniary Interests form.

Hearing Panel Procedure

1. Pre Hearing Procedure

1.1 In order to allow the hearing to proceed fairly and efficiently, the Monitoring Officer may in appropriate cases use a pre-hearing procedure to:-

- Identify which facts in the investigation report are agreed and which are in dispute.
- Determine whether there is any fresh evidence not mentioned in the investigation report which will be put before the hearing.
- Determine whether there is documentary evidence which a party intends to put before the hearing is admissible.
- Establish whether the parties intend to attend; whether the parties intend to be represented in accordance with paragraph 2 and, if so, by whom; and the number and identity of witnesses to be called.
- Determine whether the subject member wants the whole or any part of the hearing to be held in private.
- Determine whether the subject member wants the whole or any part of the investigation report or other relevant documents to be withheld from the public.

1.2 The Monitoring Officer will notify the parties of the date, time and place for the hearing.

2. Rules of procedure

2.1 The Hearing Panel consists of three voting elected Members drawn from the Standards Committee, one of whom shall be elected as Chairman

2.2 The quorum for a meeting of the Hearing Panel is three elected Members.

2.3 The Independent Person's views must be sought and taken into consideration before the Hearing Panel takes any decision on whether the Subject Member's conduct constitutes a failure to comply with the Code of Conduct and as to any sanction to be taken following a finding of failure to comply with the Code of Conduct. The Independent Person should normally be present throughout the hearing (but not during the deliberations of the Hearing Panel in private) but in the event that this is not possible, may instead submit their views on the complaint to the Hearing Panel in writing.

2.4 The legal requirements for publishing agendas, minutes and calling meetings, will apply to the Hearing Panel. The hearing will be held in public no earlier than 14 working days after the Monitoring Officer has copied the Investigating Officer's final report to the complainant and the Subject Member. Schedule 12A Local Government Act 1972 (as amended) will be applied to exclude the public and press from meetings of the Hearing Panel where it is likely that confidential or exempt information will be disclosed.

- 2.5 Once a hearing has started, the District Council's Rules of Substitution do not apply to the Hearing Panel's proceedings.
- 2.6 All matters/issues before the Hearing Panel will be decided by a simple majority of votes cast, with the Chairman having a second or casting vote.
- 2.7 Where the Subject Member fails to attend the Hearing Panel and where the Hearing Panel is not satisfied with their explanation for their absence from the hearing, the Hearing Panel may in the first instance, have regard to any written representations submitted by the Subject Member and may resolve to proceed with the hearing in the Subject Member's absence and make a determination or, if satisfied with the Subject Member's reasons for not attending the hearing, adjourn the hearing to another date. The Hearing Panel may resolve in exceptional circumstances, that it will proceed with the hearing on the basis that it is in the public interest to hear the allegations expeditiously.¹

3. Right to be accompanied by a representative

- 3.1 The Subject Member may choose to be accompanied and/or represented at the Hearing Panel by a fellow councillor, friend or colleague.

4. The conduct of the hearing

- 4.1 Subject to paragraph 4.2 below, the order of business will be as follows:

- (a) elect a Chairman;
- (b) apologies for absence;
- (c) declarations of interests;
- (d) in the absence of the Subject Member, consideration as to whether to adjourn or to proceed with the hearing (refer to paragraph 1.11 above);
- (e) introduction by the Chairman, of members of the Hearing Panel, the Independent Person, Monitoring Officer, Investigating Officer, legal advisor, complainant and the Subject Member and their representative;
- (f) to receive representations from the Monitoring Officer and/or Subject Member as to whether any part of the hearing should be held in private and/or whether any documents (or parts thereof) should be withheld from the public/press;
- (g) to determine whether the public/press are to be excluded from any part of the meeting and/or whether any documents (or parts thereof) should be withheld from the public/press.

- 4.2 The Chairman may exercise their discretion and amend the order of business, where they consider that it is expedient to do so in order to secure the effective and fair consideration of any matter.

- 4.3 The Hearing Panel may adjourn the hearing at any time.

4.4 Presentation of the complaint

- (a) The Monitoring Officer, legal advisor or chairman may each make an introductory statement outlining the nature of the complaint and the purpose of the hearing, and the procedure to be followed.

¹ Janik v Standards Board for England & Adjudication Panel for England (2007)

- (b) The Investigating Officer presents their report including any documentary evidence or other material and calls their witnesses. No new points will be permitted;
- (c) The Subject Member or their representative may question the Investigating Officer and any witnesses called by the Investigating Officer;
- (d) The Hearing Panel may question the Investigating Officer upon the content of their report and any witnesses called by the Investigating Officer.

4.5 Presentation of the Subject Member's case

- (a) The Subject Member or their representative presents their case and calls their witnesses;
- (b) The Investigating Officer may question the Subject Member and any witnesses called by the Subject Member;
- (c) The Hearing Panel may question the Subject Member and any witnesses called by the Subject Member.

4.6 Summing up

- (a) The Investigating Officer sums up the complaint;
- (b) The Subject Member or their representative sums up their case.

Views/Submissions of the Independent Person

- 4.7 The Chairman will invite the Independent Person to express their view on whether or not they consider that on the facts presented to the Hearing Panel, there has been a breach of the Code of Conduct.

4.8 Deliberations of the Hearing Panel

Deliberation in private

- (a) The Hearing Panel will adjourn the hearing and deliberate in private (assisted on matters of law by a legal advisor) to consider whether or not, on the facts found, the Subject Member has failed to comply with the Code of Conduct.
- (b) The Hearing Panel may at any time come out of private session and reconvene the hearing in public, in order to seek additional evidence from the Investigating Officer, the Subject Member or the witnesses. If further information to assist the Panel cannot be presented, then the Panel may adjourn the hearing and issue directions as to the additional evidence required and by whom.

Announcing decision on facts found

- 4.9 (a) The Hearing Panel will reconvene the hearing in public and the Chairman will announce whether or not on the facts found, the Panel considers that there has been a breach of the Code of Conduct.
- (b) Where the Hearing Panel considers that there has been a breach of the Code of Conduct, the Chairman will invite the Independent Person, the Subject Member and the Monitoring Officer to make their representations as to whether or not any sanctions should be applied and, if so, what form they should take.

- (c) When deciding whether to apply one or more sanctions, the Hearing Panel will ensure that the application of any sanction is reasonable and proportionate to the Subject Member's behaviour. The Hearing Panel will consider the following questions along with any other relevant circumstances or other factors specific to the local environment:
 - (i) What was the Subject Member's intention and did they know that they were failing to follow the District or Parish Council's Code of Conduct?
 - (ii) Did the Subject Member receive advice from officers before the incident and was that advice acted on in good faith?
 - (iii) Has there been a breach of trust?
 - (iv) Has there been financial impropriety, e.g. improper expense claims or procedural irregularities?
 - (v) What was the result/impact of failing to follow the District or Parish Council's Code of Conduct?
 - (vi) How serious was the incident?
 - (vii) Does the Subject Member accept that they were at fault?
 - (viii) Did the Subject Member apologise to the relevant persons?
 - (ix) Has the Subject Member previously been reprimanded or warned for similar misconduct?
 - (x) Has the Subject Member previously breached of the District or Parish Council's Code of Conduct?
 - (xi) Is there likely to be a repetition of the incident?
- (d) Having heard the representations of the Independent Person, the Subject Member and the Monitoring Officer on the application of sanctions, the Hearing Panel will adjourn and deliberate in private.
- (e) If evidence presented to the Hearing Panel highlights other potential breaches of the District or Parish Council's Code of Conduct, then the Chairman will outline the Hearing Panel's concerns and recommend that the matter be referred to the Monitoring Officer as a new complaint.

Final Decision

- 4.10 (a) Where the complaint has a number of aspects, the Hearing Panel may reach a finding, apply a sanction and/or make a recommendation on each aspect separately.
- (b) The Hearing Panel will make its decision on the balance of probabilities, based on the evidence before it during the hearing.
- (c) Having taken into account the Independent Person, the Subject Member and the Monitoring Officer's representations on the application of sanctions, the Hearing Panel will reconvene the hearing in public and the Chairman will announce:
 - (i) the Panel's decision as to whether or not the Subject Member has failed to comply with the Code of Conduct, and the principal reasons for the decision;
 - (ii) the sanctions (if any) to be applied;
 - (iii) the recommendations (if any) to be made to the District or Parish Council or Monitoring Officer;
 - (iv) that there is no right of appeal against the Panel's decision and/or recommendations.

5. Range of possible sanctions

5.1 ~~Subject to paragraph 4.4 below, wWhere~~ the Hearing Panel determines that the Subject Member has failed to comply with the Code of Conduct, any one or more of the following sanctions may be applied/recommended:

Comment [HR]: This related to a list of criteria to be taken into account imposing a sanction which was abandoned at an early stage of the prperation of the suite of documents

- (a) Recommending to the District or Parish Council that the Subject Member be issued with a formal censure (i.e. the issue of an unfavourable opinion or judgement or reprimand) by motion;
- (b) Recommending to the Subject Member's Group Leader or Parish Council, or in the case of a ungrouped Subject Member, to the District or Parish Council that they be removed from committees or sub-committees of the Council;
- (c) Recommending to the Leader of the District Council that the Subject Member be removed from the Cabinet or removed from particular Portfolio responsibilities;
- (d) Instructing the Monitoring Officer [or recommendation to the Parish Council] to arrange training for the Subject Member;
- (e) Recommending to the District or Parish Council that the Subject Member be removed from one or more outside appointments to which they have been appointed or nominated by the District or Parish Council;
- (f) Recommending to the District or Parish Council that it withdraws facilities provided to the Subject Member by the Council, such as a computer, website and/or email and internet access;
- (g) Recommending to the District or Parish Council the exclusion of the Subject Member from the District of Parish Council's offices or other premises, with the exception of meeting rooms as necessary for attending District or Parish Council committee and sub- committee meetings;
- (h) Reporting the Panel's findings to the District or Parish Council for information;
- (i) Instructing the Monitoring Officer to apply the informal resolution process;
- (j) Sending a formal letter to the Subject Member;
- (k) Recommending to the District Parish Council to issue a press release or other form of publicity;
- (l) Publishing its findings in respect of the Subject Member's conduct in such manner as the Panel considers appropriate.

5.2 The Hearing Panel has no power to suspend or disqualify the Subject Member or to withdraw basic or special responsibility allowances.

5.3 The Hearing Panel may specify that any sanction take effect immediately or take effect at a later date and that the sanction be time limited.

6. Publication and notification of the Hearing Panel's decision and recommendations

6.1 Within 20 working days {substitute preferred number of days} of the Hearing Panel's announcement of its decision and recommendations, the Monitoring Officer will publish the name of the Subject Member and a summary of the Hearing Panel's decision and recommendations and reasons for the decision and recommendations on the District Council's website.

6.2 Within 20 working days {substitute preferred number of days} of the announcement of the Hearing Panel's decision, the Monitoring Officer will provide a full written decision and the reasons for the decision, including any recommendations, in the format of the Decision Notice template below to:

- (a) the Subject Member;
- (b) the Complainant;
- (c) [the Clerk to the Parish Council;]
- (d) Kent County Council's Standards Committee (*applicable only where the Subject Member is serving at both District and County level*);
- (e) District Council's Standards Committee (*applicable only where the Subject Member is serving at both District and County level*).

6.3 The Monitoring Officer will report the Hearing Panel's decision and recommendations to a meeting of the Standards Committee for information.

TEMPLATE – DECISION NOTICE (of Hearing Panel)

Complaint No: xxxx

On [insert date], the Hearing Panel of Dover District Council considered a report of an investigation into the alleged conduct of [insert name of councillor], a member of [insert authority name]. A general summary of the complaint is set out below.

Complaint summary

[Summarise complaint in numbered paragraphs as set out in the Investigating Officer's report to the Hearing Panel]

Consultation with Independent Person

[Summarise the Independent Person's views in numbered paragraphs]

Findings

After considering the submissions of the parties to the hearing and the views of the Independent Person, the Hearing Panel reached the following decision(s):

[Summarise the finding of facts and the Hearing Panel's decision against each finding of fact in numbered paragraphs as set out in the Investigating Officer's report to the Hearing Panel, but substitute the Investigating Officer for the Hearing Panel. Please note that the Hearing Panel's findings may differ from that of the Investigating Officer]

The Hearing Panel also made the following recommendation(s)

[Detail recommendations]

Sanctions applied

The breach of the [insert authority name] Code of Conduct warrants a [detail sanctions applied].

Appeal

There is no right of appeal against the Hearing Panel's decision.

Notification of decision

This decision notice is sent to the:

- Councillor [name of councillor]
- Complainant
- Monitoring Officer
- [Clerk to the xxxx Parish/Town Council];
- Kent County Council's Monitoring Officer *[applicable only where the Councillor is serving at both District and County level]*

Additional help

If you need additional support in relation to this decision notice or future contact with the District Council, please let us know as soon as possible. If you have difficulty reading this notice, we can make reasonable adjustments to assist you, in line with the requirements of the Equality Act 2010. We can also help if English is not your first language. Please refer to the attached Community Interpreting Service leaflet or contact our Customer Services on [insert telephone number] or email [insert email address].

Signed:

Date

Print name:

Chairman of the Hearing Panel
Dover District Council
White Cliffs Business Park
Dover
Kent
CT16 3PJ

By: Geoff Wild, Director of Governance and Law

To: Standards Committee – 29 July, 2015

Subject: Mutual Assistance Protocol

Summary: The Committee is asked to endorse the Mutual Assistance Protocol.

1. Introduction

- (1) The Kent Monitoring Officers (KMOs) agreed in 2012 a protocol to enhance the arrangements for co-operation between Kent Monitoring Officers that allows for the creation of a cost effective and expeditious system whereby KMOs offer assistance to each other where, by reason of actual or likely conflicts of interest, non-availability, natural justice or other reasons a Monitoring Officer is unable to carry out their functions with the Authority.
- (2) The Protocol was agreed by all the district local authorities in Kent as well as Medway Council and the London Boroughs of Bromley and Bexley.
- (3) I was the signatory to the Protocol on behalf of the County Council.

2. Amendment to the Protocol

Attached is a copy of the Protocol with some suggested amendments as agreed by the KMOs.

3. Recommendation

The Committee is asked to endorse the Protocol.

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KENT MONITORING OFFICERS MUTUAL ASSISTANCE PROTOCOL

1. DEFINITIONS

- 1.1 'Participating Authority' shall mean the Kent authorities named within, and signatories to, this Protocol (Appendix 1).
- 1.2 'Monitoring Officer' shall mean the person within each Participating Authority who is designated as such pursuant to ~~S~~section 5 of the Local Government and Housing Act 1989 (as amended) or, where ~~he/she is~~they are unable to act, shall include any person nominated as their deputy for the purposes of that section.
- 1.3 'Independent Person' shall be interpreted in accordance with the- Local Authorities (Standing Orders) (England) Regulations 2001.

2. MUTUAL ASSISTANCE

- 2.1 This Protocol enhances existing arrangements for co-operation between Kent Monitoring Officers (KMOs) and allows for the creation of a cost effective and expeditious system whereby KMOs offer assistance to each other where, by reason of actual or likely conflicts of interest, non-availability, natural justice or other reasons, a Monitoring Officer is unable to carry out ~~his/her~~their functions within ~~his/her~~their authority.
- 2.2 The Participating Authorities have agreed to enter into arrangements for the provision of mutual assistance in connection with the Monitoring Officer's functions as follows:
 - (a) ~~the statutory duty of~~ leading and carrying out an investigation of a Member complaint;
 - (b) ~~the statutory duty of~~ bringing ~~the a~~ Member complaint before ~~a sub-committee of~~ the Standards Committee;
 - (c) ~~the statutory duty of~~ advising the Standards Committee;
 - (d) ~~the provision of~~providing general advice on issues related to the Member Code of Conduct;
 - (e) expressing a view or advising on a matter relating to a Member complaint which is the subject of investigation;
 - (f) any other aspect of Monitoring Officer activity deemed appropriate by the KMOs.
- 2.3 If a Participating Authority wishes to request assistance from the Independent Person of another Participating Authority in relation to functions under The Local Authorities (Standing Orders) (England) Regulations 2001 then The Monitoring Officer of the Participating Authority wishing to request assistance will address that request for

assistance to the Monitoring Officer of the other Participating Authority who will make relevant enquires of that authority's Independent Person(s) and will respond accordingly.

- 2.3 Nothing in this Protocol is intended to dissuade any Monitoring Officer from seeking private sector legal advice.

3. PARTICIPATING AUTHORITIES

- 3.1 The County of Kent shall for the purposes of this Protocol, be divided into the following geographical areas:

East Kent authorities

- (1) Ashford
- (2) Canterbury
- (3) Dover
- (4) Shepway
- (5) Swale
- (6) Thanet

West Kent authorities

- (1) Dartford
- (2) Gravesham
- (3) Maidstone
- (4) Sevenoaks
- (5) Tonbridge and Malling
- (6) Tunbridge Wells

County, London Boroughs and Unitary authorities

- (1) Kent County Council
- (2) London Borough of Bexley
- (3) London Borough of Bromley
- (4) Medway Council

- 3.2 Subject to clause 3.5, a Monitoring Officer shall in the first instance, seek assistance from a Participating Authority within their authority's geographical area, failing which, they may, as considered appropriate in the circumstances of the case, seek assistance from a Participating Authority outside their authority's geographical area.

- 3.3 KMOs shall use their reasonable endeavours to ensure that when assistance is provided, it is provided in a competent and cost effective manner and the presumption shall be, that KMOs shall use the resources of their own authority when providing assistance.

- 3.4 Taking into account their capabilities, resources and other factors such as potential conflicts of interest, KMOs may decline a request to assist.

3.5 Reciprocal assistance

A Monitoring Officer who is in receipt of assistance from a KMO, shall, be under an obligation to provide reciprocal assistance to the KMO, if requested. Once reciprocal assistance is provided, the obligation shall be discharged.

4. INSTRUCTIONS AND RECOVERABLE COSTS

- 4.1 When seeking assistance, the Monitoring Officer shall describe the work involved and provide a best estimate of time in sufficient detail.
- 4.2 KMOs shall respond within 7 days of receiving a request for assistance, either accepting or rejecting the request.
- 4.3 When accepting a request for assistance, KMOs may specify their hourly rate as charged to their authority (with no allowance for uplift) [plus VAT?].

5. COMMENCEMENT DATE

The date upon which the arrangements detailed in this Protocol take effect, subject to the duly authorised signature of all KMOs.

6. DURATION AND AMENDMENTS

- 6.1 The arrangements detailed within this Protocol shall continue to apply until discontinued by mutual determination.
- 6.2 Additions and/or amendments to this Protocol may be made at any time, subject to appropriate consultation with, and consent of, the KMOs.

APPENDIX 1

The undernoted Monitoring Officers agree to participate in the Mutual Assistance Protocol with immediate effect:

- 1. Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL**

Signed:

Date:

- 2. Canterbury City Council, Council Offices, Military Road, Canterbury, Kent CT1 1YW**

Signed:

Date:

- 3. Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR**

Signed:

Date:

- 4. Dover District Council, White Cliffs Business Park, Dover, Kent CT16 3PJ**

Signed:

Date:

- 5. Gravesham Borough Council, Civic Centre, Windmill Street, Gravesend, Kent DA12 1AU**

Signed:

Date:

- 6. Kent County Council, Sessions House, Maidstone, Kent ME1G 1XQ**

Signed:

Date:

- 7. London Borough of Bexley, Civic Offices, Broadway, Bexleyheath, Kent DA6 7LP**

Signed:

Date:

- 8. London Borough of Bromley, Civic Centre, Stockwell Close, Bromley, Kent BR1 3UH**

Signed:

Date:

- 9. Maidstone Borough Council, Maidstone House, King Street, Maidstone, Kent ME15 6JG**

Signed:

Date:

- 10. Medway Council, Gun Wharf, Dock Road, Chatham, Kent ME4 4TR**

Signed:

Date:

- 11. Sevenoaks District Council, Council Offices, Argyle Road, Sevenoaks, Kent TN13 1NG**

Signed:
Date:

12. Shepway District Council, Civic Centre, Castle Hill Avenue, Folkestone, Kent CT20 2QY

Signed:
Date:

13. Swale Borough Council, Swale House, East Street, Sittingbourne, Kent ME10 3HT

Signed:
Date:

14. Thanet District Council, Council Offices, P O Box 9, Cecil Street, Margate, Kent CT9 1XZ

Signed:
Date:

15. Tonbridge and Malling Borough Council, Gibson Building, Gibson Drive, Kings Hill, West Malling, Kent ME19 4LZ

Signed:
Date:

16. Tunbridge Wells Borough Council, Town Hall, Tunbridge Wells, Kent TN2 5LD

Signed:
Date:

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