

Councillor:.....

Date: .....

**Forms Returned:**

Undertaking to Comply with The Code of Conduct and related legislation	<input type="checkbox"/>
Register of Members' Interest	<input type="checkbox"/>
HR – New Starter Form – Personal Details	<input type="checkbox"/>
Starter Checklist – HM Revenue & Customs	<input type="checkbox"/>
Personal Information	<input type="checkbox"/>
Information Security Policy	<input type="checkbox"/>

**Equipment Required:**

Smartphone	Yes/No
iPad	Yes/No
Business Cards	Yes/No

**Extra Checks:**

Surgeries to be held:	
Thurrock email address:	
Pass given:	Yes/No
Printer blue fob given:	Yes/No

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## PERSONAL INFORMATION

Councillor .....

Date .....

You will need to inform us of which information you wish to be kept confidential and for information that you are happy to have distributed on the Intranet, libraries etc.

Full Name	Public	Confidential
Address:		
Telephone Number (s)		
Mobile:		
Work Contact Numbers:		
Email address:		

Do you require your mail to be delivered to your home address or to be held at the Council Offices for collection?

.....

If you wish we can put your signature on the system electronically. This is purely for the secretariat to sign in your absence (with your permission).

**Yes/No**

If yes, please sign sheet overleaf:

**ELECTRONIC SIGNATURE:**

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# Information & Communications Technology Usage Policy

INFORMATION MANAGEMENT TEAM

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**Version Control Sheet**

<b>Title:</b>	Information Communications Technology Policy
<b>Purpose:</b>	To advise staff of the procedures to follow regarding the use of information communication technology.
<b>Owner:</b>	Strategic Lead Information Management
<b>Approved by:</b>	People Board
<b>Date:</b>	25 February 2021
<b>Version Number:</b>	7
<b>Status:</b>	Final
<b>Review Frequency:</b>	Every 3 years or at the point there are changes to Information Governance Legislation
<b>Next review date:</b>	25 February 2024

**Amendment History / Change Record**

Date	Version	Key Changes / Sections Amended	Amended By
December 2017	6.2	7.0 amended and remove text that stated staff can use council email systems to send personal emails and for private use in their own time. Now 6.2	
December 2017	6.2	Changes made to remove references to 'the Data Protection Act 1998' and replaced with 'data protection legislation'.	Strategic Lead – Information Management
February 2018	6.3	Section 6 - Password policy changed to reflect the use of 14 character passwords	Strategic Lead – Information Management
February 2021	7	<ul style="list-style-type: none"> <li>5.2 Includes a reference to completing a data protection impact assessment</li> <li>5.3 – Removed reference to copyright policy as this no longer exists</li> <li>5.5 – Added in ICT reserve the right to block any devices that have not been procured through the correct process from</li> </ul>	Strategic Lead – Information Management

		<p>connecting to Thurrock systems. In addition they may refuse to provide any support for them</p> <ul style="list-style-type: none"><li>• 7.3 - Removed reference to Government Connect</li><li>• 7.4 – Added in that Employees should ensure emails are retained in-line with email archiving arrangements set out by the council</li><li>• 10 – Removal of references to Fax</li></ul>	
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## 1. Policy Ownership and Responsibilities

This Policy is a supporting policy to the Information Security Policy. It should be read in conjunction with all Information Security Policies.

This Use of Information & Communications Technology (ICT) usage policy and supporting policies/guidelines forms part of an employee's rights and responsibilities and **Must** be read before using any ICT services. Failure to comply with the policy could lead to disciplinary action being taken against the employee, which could lead to dismissal, and in some cases could lead to legal action.

Employees are responsible for maintaining their awareness and complying with this policy.

Any employee discovering a breach of this policy, should raise the issue with their line manager or Assistant Director. The line Manger or Assistant Director should then report the incident to Information Management or the ICT Department.

An employee who reads this policy and uses ICT services will be deemed to have consented to the monitoring and surveillance of e-mail, Internet, telephones and workstations.

Please address any issues or concerns about this document to the Information Manager.

## 2. Terms Used in this Document

The following terms are used in the document:

<b>"Policy"</b>	covers the main policy and all supporting policies/guidelines.
<b>"must"</b>	means that any failure to comply could be a serious breach of the policy;
<b>"should"</b>	means that compliance is strongly recommended but non-compliance may be acceptable in exceptional circumstances;
<b>"electronic mail"</b>	covers all communications stored electronically, including e-mail, voice mail and items transmitted via facsimile;
<b>"document"</b>	refers to either one or more electronic files used to record information in a loosely structured format;
<b>"database"</b>	refers to either one or more electronic files used to record information in a highly structured format;
<b>"computer system"</b>	refers to any combination of computer hardware, computer software and data that can be considered a discrete system;
<b>"workstation"</b>	refers to any desktop, portable or palmtop PC;

- “ICT”** refers to Information Communications Technology;
- “employee”** includes Members, any permanent employee, temporary or part-time employee, casual worker of Thurrock Council (contract staff **Must** be covered by the same policy);
- “Council”** refers to Thurrock Council.

### 3. Policy Objective

The purpose of this policy is to ensure that employees who use ICT services, including e-mail, Internet, Intranet, desktop, telephones and CCTV etc. do so in accordance with the Council's business objectives and values. This will assist the Council in protecting employees from inappropriate use of technology, protect the security of information held on systems and limit the opportunity for fraudulent use of technology.

The policy is also intended to set out good practice for communicating, storing and retrieving information.

### 4. Scope

This policy applies to all employees of Thurrock Council, Elected Members and its Partners who use the Council's ICT facilities. The relevant sections of this document should also form part of a contract for services for agency or contract staff.

Controlled use of ICT relies on a combination of responsible behaviour by users and management.

### 5. General Policy

#### 5.1 Acceptable Use

Employees **must** not use any ICT services for copying, storing, sending or retrieving unacceptable material. “Unacceptable material” includes any documents, messages, information, graphics or other electronic data that:

- breach UK legislation;
- contravene the Council's Equality Policy;
- contain offensive, pornographic or obscene language or material;
- plan, promote, incite or facilitate any illegal or terrorist activities;
- contain defamatory or slanderous language or material;
- denigrate, insult or ridicule another person;
- intimidate, bully or harass another person;
- adversely comment on the integrity, personality, honesty, character, intelligence, methods or motives of another person unless it is a factual response to a formal reference request;
- provide or facilitate the use of computer hacking tools or virus toolkits.
- Are used in connection with an unconnected business.

- Is used for personal gain

The above list is non exhaustive and will be subject to regular review.

Employees **must** not use the Internet, external electronic mail, external telephone, fax or any other form of electronic communication to transmit information that:

- Is an opinion that does not reflect the policies of the Council (Members may be excluded from this e.g. Opposition Members could transmit opinions that differ from Council Policy);
- could prejudice the security of the Council's assets or information;
- could damage the Council's reputation and standing in the community.

## 5.2 Data Protection

The Council's policy on Data Protection is included as a supporting policy to the main Information Security Policy.

The Council's Strategic Lead is also the Data Protection Officer, who is tasked with ensuring that the Council records, stores and transmits data in compliance with Data Protection legislation.

Data Protection legislation puts certain legal obligations on the Council for the recording and storing of personal information. Any queries should be addressed to the Information Management Team.

Employees responsible for processing personal information **must** ensure that this is done in accordance with Data Protection legislation.

Any employee who develops a database, spreadsheet or other computer system that records personal information **must** ensure that the system complies with Data Protection legislation. This in the main will be to complete a data protection impact assessment in the first instance which should be sent to Information Management.

Employees are only authorised to access information that they need to carry out their work, and employees **must** only use it to carry out their work. Employees are not authorised to access information that they do not need. Whatever the reasons, it is inappropriate to look at personal information about people unless it is necessary for your work.

## 5.3 Intellectual Property Rights

With the facilities offered by ICT systems it is now a straightforward operation to copy, store and transmit complex sets of information. However in doing so it is essential that intellectual property rights are respected.

Material that is Copyrighted or Trademarked, or other proprietary material **must** not be copied, stored or transmitted without the express permission of the owner. Such

action, whether knowing or inadvertent, may result in liability to the Council and/or the individual responsible.

Employees should be aware that the Council retains intellectual property rights to all material that is created by employees of the Council as part of their work or whilst using Council owned resources.

#### **5.4 Use of privately owned devices on the Councils network**

The use of privately owned devices on the council network is not allowed. This is due to:

- The devices are not controlled by the ICT Department; therefore the Council cannot stipulate what software should be installed on the equipment. This can result in unlicensed software being used on the network for council business.
- If the user is connecting the device to their personal computer and the corporate network it can be used as a means to introduce a virus. This method circumvents all network perimeter security.

An exception to the above could be whereby consultants use the broadband to connect elsewhere, however this will need prior approval from the ICT Department.

#### **5.5 Procurement of ICT equipment**

All ICT equipment used on the council network should be procured or approved by the ICT Department. Local purchasing of ICT equipment exposes the Council to the risks detailed in 5.4 above, prevents ICT equipment being recorded on the central IT inventory system and is normally a more expensive option for the council. ICT reserve the right to block any devices that have not been procured through the correct process from connecting to Thurrock systems. In addition they may refuse to provide any support for them.

### **6. System Security Policy**

#### **6.1 Securing Passwords**

Passwords are assigned to individual users of ICT systems for the following reasons:

- to maintain the security of systems and the data that they contain;
- to ensure that all access and modification to the data can be traced back to an individual employee.

Employees **must** protect their passwords and keep them secure as they will be held accountable for all activities undertaken under their usernames.

Misuse of passwords is a serious breach of this Policy. In accordance with the HR Policy serious breaches (of the Information Security Policy) will be treated as gross misconduct.

## 6.2 Choosing Passwords

Password's must be a minimum of 14 characters long and contain at least three of the following:

- Upper case letter
- Lower case letter
- Digit
- Special Character (i.e. % \$ £ & ? !)

It is recommended that you create a password using multiple random words. You should avoid using sentences, real names or company names.

Temporary passwords **should** be changed at the first log on.

Groups of employees **must** not share the same password for their individual usernames on a computer system. Such action defeats the objectives of secure and accountable access to data.

Acceptable use regarding passwords:

- You must not use the same passwords for any personal activity as those used for work purposes.
- You **must** not attempt to bypass or disable any security controls.
- You **must** not disclose your password to anyone. You are accountable for any action taken using your login and password. If you are asked to log into a computer and allow support staff to access the network, you **should** note the date and time in case of later query.
- You **must** not ask anyone else for their password.
- If you find it necessary to record a password, best efforts **must** be taken ensure that it is not accessible to anyone else.
- You **must** not tell the system to store passwords so that it can access them without typing them in. Information security relies on the proper use of passwords.
- If you suspect that your password is no longer secure, it **must** be changed immediately and follow the incident reporting procedure if appropriate.
- You **must** change Passwords when a breach of security occurs or is suspected.

## 6.3 Staff Changes

When an employee leaves their job, the current Line Manager **must ensure that the leavers process is followed** so that access to systems can be disabled.

## 6.4 Access to Systems

Employees **must** never attempt to gain unauthorised access to other computers, networks or information either within or external to the Council. In the UK this is an offence under the Computer Misuse Act.

Most computer systems will automatically suspend a username if repeated attempts are made to access it using an incorrect password. If this occurs then the employee to whom this username is assigned **should** contact the ICT service desk or where applicable the appropriate administrator to have the username unlocked.

Employees **must** not give any unauthorised person not employed by the Council access to any computer system whilst that person is working in Council premises without the written permission of the Information Management Team

Employees **must** not set up any remote access facilities to any Council computer system without the written permission of the ICT Department.

Employees **must** not interfere with any system that controls or monitors access to a computer system.

Managers should ensure that any member of staff who is subject to disciplinary proceedings are prevented from accessing systems and email accounts where appropriate.

## 6.5 System Integrity

Employees **must** not damage or compromise the integrity of any computer system.

Employees **must** not alter any information held on any computer system for any reason other than the normal performance of their duties.

Line Managers **must** ensure that where data backup or security procedures are delegated to them that these procedures are followed.

## 6.6 Encryption

Employees **must** not install or use any encryption software without the written permission of the ICT Department.

## 6.7 Disposal of Computer equipment

All ICT equipment **must** be disposed of by the ICT Department.

## 7 Electronic Mail Policy

The Council provides electronic mail systems for business use only.

Electronic mail users **should** be aware of the importance of using e-mail on a daily basis, using common courtesy in messages, performing regular housekeeping and discouraging excessive, inappropriate or wrongful use of the system.

A supporting email policy has been produced and forms part of the overall Information Security Policy.

## 7.1 Ownership and Privacy

All electronic mail originating, arriving, or in transit through any electronic mail system belonging to the Council, for whatever reason or purpose, is the property of the Council.

An employee may be granted access to use an electronic mail system at the discretion of management and the Council reserves the right, in its sole discretion, to suspend or terminate any persons use of electronic mail at any time, for any reason. In addition the Council may take disciplinary action against any person who misuses electronic mail.

The Council strives to provide controls to safeguard information access to its electronic mail systems. Surveillance will be undertaken in order to monitor and detect breaches of this policy, where there is reasonable cause to believe the system is being used in a manner incompatible with this policy or for the purposes of audit and security.

In this context and for this purpose, the Council reserves the right to monitor, access and review all messages without additional consent being required from any employee, contractor, vendor or person who uses an electronic mail system belonging to the Council.

If a potential breach of this policy is detected, relevant information including the content of any messages may be disclosed to the appropriate bodies without additional consent being required from any employee, contractor, vendor or person who uses an electronic mail system belonging to the Council.

Electronic mail communications, either internally or on the Internet, are not guaranteed to be private nor to arrive at their destination either within a particular time, or at all.

## 7.2 Private Use

Private use of the Council's electronic mail systems **is not permitted**. Employees must not use their work email address to sign up to websites or forums that are not work related. Thurrock Council email addresses must be used for council business only.

## 7.3 Acceptable Use

In accordance with the HR Policy, accessing pornographic websites or storing or re-sending pornographic emails at work or on council equipment outside of work will be regarded as gross misconduct.

As well as the general policy detailed above in 5.1, the following specific usage constraints for electronic mail also apply:

- employees **must** not participate in chain or pyramid letters or similar schemes;
- electronic mail used to complete transactions, such as transfer of funds, **must** only be used in controlled environments that can ensure the authenticity of the originating persons (for advice on this subject contact the Information Manager);
- employees **must** not use e-mail to provide any reference of a personal nature i.e. employment, medical or financial without confirming the authenticity of the request;
- employees **must** ensure that all OFFICIAL-SENSITIVE emails they send contains a security classification in the subject line of the email
- employees **must** ensure that external emails they send are classified as OFFICIAL-SENSITIVE and are only sent using a secure email method
- employees **must** not send irrelevant or inappropriate e-mail to mailing lists or bulletin boards;
- employees **should** report to their line manager, or the Human Resources Department, the receipt of any e-mail that they consider to be offensive or that may be construed as bullying or harassment;
- messages **should** be communicated in a way that clearly identifies the author and if writing to someone that isn't known to the author then they should include their first name, surname, job title, and if relevant, the organisation;
- an employee receiving an electronic mail message in error **must** inform the sender immediately and delete the message from the system.
- Employees **must** not access other users emails without their permission
- Employees **must not** subscribe to services using Thurrock Councils e-mail address unless representing Thurrock Council.
- Employees **must not** send unsolicited, irrelevant or inappropriate e-mail to multiple newsgroups or mailing lists.
- Employees **must** protect the confidentiality of e-mail you view inadvertently.
- Employees **must** follow Thurrock Council procedures for authorisation and notification if accessing someone else's e-mail.
- Employees **must** use personal and professional courtesy and consideration when using e-mail.
- Employees **should** check with the sender if not sure about the authenticity of a message.
- Employees **should** regularly check their e-mail inbox for new messages.
- Employees **must** not knowingly disrupt Thurrock Council's e-mail service or send emails from another users address unless the email identifies the sender i.e. 'on behalf of'.
- Employees **should not** rely exclusively on e-mail to archive or retain records.
- Employees **should** take care when you use the Reply to All function as this may be inappropriate.

#### 7.4 House-keeping

Employees **must** reduce the size of their mailbox if requested.

Employees **should** check their electronic mail on a daily basis, and ensure arrangements are in place to ensure their account is available to ensure service continuity.



Employees **should** arrange to set up a rule notifying other users sending messages when they are on leave. The return message **should** state an alternative contact who can deal with work in their absence.

Employees should note that e-mails may have to be disclosed if they fall within the remit of a Freedom of Information and/or Data Protection Subject Access Request.

Employees should ensure emails are retained in-line with email archiving arrangements set out by the council.

## 7.5 Good Practice Guidelines

The following good practice guidelines **should** be observed:

- e-mail is intended for business use and whilst correspondence is generally briefer than other correspondence, try to use correct grammar and spelling making use of the spell checking facilities on the e-mail system;
- consider the correspondence to be permanent and do not assume that the e-mail, when deleted, will be lost forever;
- take care when communicating sensitive information;
- take care when communicating with someone in another country as insensitive use could lead to litigation in that country;
- if training is required on the use of the Council's e-mail system then discuss your requirements with your line manager;
- keep a permanent record of an e-mail containing substantive advice;
- do not communicate information via e-mail that you would not be prepared to say to the recipient if you were talking face to face;
- avoid using upper case in e-mail as it is generally interpreted as shouting;
- care should be taken to address electronic mail to the intended recipient as misaddressing is common;
- clearly title messages so that the contents can be understood before the message is opened;
- clearly mark a message "for information" if no action is required;
- make it clear what action or response is required from each recipient;
- do not copy or forward unnecessary messages to others.

## 7.6 Social Noticeboards/Intranet Facilities

The Council provides social noticeboards or business and recreational usage and these are considered part of the electronic mail system.

Messages intended for recreational notice boards **must** be created and posted in the employee's own time.

Employees **must** not use notice boards to create and post unacceptable material. "Unacceptable material" includes messages, information, graphics or other electronic data that:

- breach UK legislation;

- contravene the Council's Equality Policy;
- contain offensive, pornographic or obscene language or material;
- plan, promote, incite or facilitate any illegal or terrorist activities;
- contain defamatory or slanderous language or material;
- denigrate, insult or ridicule another person;
- intimidate, bully or harass another person;
- adversely comment on the integrity, personality, honesty, character, intelligence, methods or motives of another person.
- Promote a business where there is personal gain.

## 8. Internet Policy

The Council's principal objective in providing Internet facilities is to facilitate the organisation's business and meet e-government targets. However, it is recognised that the use of the Internet can also be educational and may therefore be used for purposes other than work under controlled arrangements.

### 8.1 Ownership and Privacy

The Council reserves the right to monitor, access and review an individual's use of the Internet without the additional consent being required from any employee. Surveillance may be undertaken for the purposes of audit, security or where there is reason to believe that a breach of this policy has occurred.

### 8.2 Private Use

An individual may use the internet for private use under the following circumstances:

- private use **must** be through the Council's Internet service;
- private use **must** only occur in the individual's own time after having already signed out of work;

### 8.3 Acceptable use

As well as the general policy detailed above in 5.1, the following specific usage constraints apply for internet usage:

Employees may only use the Council's Internet facilities for private use in their own time (lunch breaks and before and after work), however they **must** not access any obscene or pornographic sites, and **must** not access or use information that would be considered harassing. Council facilities **must** not be used in an unlawful way.

In accordance with the HR Policy, accessing pornographic websites, or storing or re-sending pornographic emails at work or on council equipment outside of work will be regarded as gross misconduct.

It is impossible to define all possible unauthorised use. However, examples of other unacceptable Internet use includes:

- Compromises the privacy of users and their personal data;
- Damages the integrity of a computer system, or the data or programs stored on a computer system;
- Disrupts the intended use of system or network resources;
- Uses or copies proprietary software when not authorised to do so;
- Results in the uploading, downloading, modification, or removal of files on the network for which such action is not authorised;
- Unauthorised attempts to break into any computer or network;
- Using Council time and resources for personal gain;
- Theft or copying of electronic files without permission including breach of copyright;
- Sending or posting Council confidential information outside the Council or inside the Council to unauthorised personnel;
- Refusing to cooperate with a reasonable security investigation;
- Sending chain letters through email;

#### **Other points to note regarding acceptable use of the internet**

- You **must not** join forums or other forms of electronic notice board in the name of Thurrock Council other than for legitimate Thurrock Council use. Where passwords are required for forums or any other web or e-mail access outside *Thurrock Council*, different passwords **should** be used to those used for internal access.
- You **must not** publish a web site or anything on a web site that could bring Thurrock Council into disrepute.
- You **must not** use any sort of instant messaging software or peer-to-peer software for personal or professional reasons without prior consent from the appropriate manager at Thurrock Council.
- You **must not** commit Thurrock Council to any agreements with third parties over the Internet without prior consent from the appropriate manager.
- You **must** use personal and professional courtesy and consideration when using the internet.
- You **must not** knowingly interfere with other people's use of the internet.
- You **must not** unreasonably offend any colleague, or promote/engage in discriminatory behaviour in the workplace.

#### **8.4 Downloading**

No downloads should contravene copyright laws.

Downloads of files and data for anything other than for work purposes are not permitted.

Downloads of programs/software for any purpose is not permitted unless with permission from the ICT Department

All Council Internet users are prohibited from transmitting or downloading material that is obscene, pornographic, threatening, racially or sexually harassing, or in any way contravenes the Equal Opportunities policy.

## 9. Workstation Policy

Workstations are provided by the Council for business use and **must** not be used for any other purpose other than where agreed as acceptable within this policy.

### 9.1 Ownership and Privacy

All information or programs stored or created on a Council owned computer are the property of the Council and not individual employees.

An employee may be granted access to use a workstation at the discretion of management and the Council reserves the right, in its sole discretion, to suspend or terminate any persons use of any or all workstations, at any time, for any reason. In addition the Council may take disciplinary action against any person who misuses workstations or systems accessible through it.

The Council reserves the right to monitor, access and review an individual's use of workstations without the additional consent being required from any employee. Surveillance may be undertaken for the purposes of audit, security or where there is reason to believe that a breach of this policy has occurred.

Line Management **must** retrieve hardware, software and equipment from employees, contractors and temporary staff leaving the Council.

### 9.2 Private Use

Workstations **must** be used only for Council business, unless express permission has been obtained from a line Manager. Any private use **must** be undertaken outside of work hours and **must** not include:

- processing relating to commercial activities;
- importing or downloading of documents, data or software from other devices or sites;
- any activities that could potentially reduce the security of Council systems and data;
- creation of private intellectual property;
- saving of any data to a network drive.
- Any other purpose expressly prohibited within this policy

### 9.3 Software and Patch Management (Operating System, hardware and application updates)

The software installed onto workstations is very tightly controlled and this may be done by the use of automatic control software installed on the workstation. The following restrictions apply to all software:

- all software installed **must** be properly licensed;
- the use of all software **must** comply with the conditions of the relevant licence agreement;

- all software installed **must** be relevant to the work of the operator of that workstation or the team, section or department in which it is based;
- any installation of software **must** only be done with the prior permission of the ICT Department.
- free, public domain or shareware software is subject to the same restrictions on use as all other software and **must** only be installed in compliance with this policy and its licensing terms;
- employees **must** not attempt to circumvent any security system installed on a workstation by ICT, this includes, but is not limited to, remote control software, automatic control software, lockdown software and anti-virus software.
- in order to perform updates desktop machines must be connected to the Council network on a weekly basis (unless this is due to a period of leave)
- Laptops must be connected to the network on a monthly basis

## 10. Telephones Policy

### 10.1 Personal use

Telephone facilities are intended for business use only. Personal use is only permitted in the following circumstances:

- the call is urgent and could not wait until an appropriate work break;
- the call is connected with the employee having to work later than expected;
- the call is a very brief internal call;
- the employee reimburses the cost of the call, other than calls in connection with the employee working late.

Employees **must** not use the Council's telephone system or their own personal mobile phones to receive private calls whilst working unless the call is urgent.

### 10.2 Council issued mobile phones

The use of Council mobile phones to send inappropriate text and picture messages is a serious breach of this policy.

If Council mobile phones are used for inappropriate internet usage or to send inappropriate emails, then the above email and internet sections of this policy will apply.

### 10.3 Telephones General

The Council reserves the right, in its sole discretion, to suspend or terminate any person's use of any telephone equipment at any time for any reason. In addition the Council may take disciplinary action against any person who misuses the telephony system.

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# Thurrock Council

## Register of Members' Interests

I ..... an elected member/commissioner of Thurrock Council on ..... declare all my interests as required by the relevant code of conduct adopted by the Council. I may be in breach of the code of conduct if I omit relevant information, or provide information that is false or misleading, do not give notice of any changes in my declared interests within 28 days and fail to declare interests at meetings.

### General Notes:

Members are required to register details of their interests within 28 days of their election and must re-register their interests on re-election.

Members are required to register any new interests or changes to existing interests within 28 days of becoming aware of the new or changed interest.

Members information may be shared between services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud.

Member means a member of Thurrock Council.

Reference to Member includes a co-opted member (with voting rights).

Reference to election and re-election means appointment or re-appointment.

Members are required to register not only their own interests but their "partner", anyone who meets the definition in the Localism Act. This may be a spouse or civil partner, or person with whom you live as husband or wife, or person with whom you live as if you are civil partners, and you are aware that they have an interest.

**Signed:** .....

**Date:** .....

### RECEIVED BY

**Signed, Monitoring Officer, Thurrock Council:** .....

**Date:** .....

## 1. Employment Office, Trade, Profession or Vocation

You should show every type of employment, office, trade, profession, or vocation that you carry out or would declare for income tax purposes, excluding employment by Thurrock Council.

You	Your partner
<p><b>Guidance Notes:</b> This section should include any employment, office, trade, profession or vocation carried on for profit or gain.</p>	

## 2. Sponsorship

Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.

You	Your partner
<p><b>Guidance Notes:</b> This section includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>	



### 3. Contracts

Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living.

You	Your partner

**Guidance Notes:** This section includes any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partner (or a firm in which such a person is a partner, or an incorporated body of which such person is a director or a body that such person has a beneficial interest in the securities of) and the council: (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.

### 4. Land and Property

Any beneficial interest in land which is within the area of the Council.

You	Your partner

**Guidance Notes:** In this section "Land" excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.

## 5. Licences

Any licence (alone or jointly with others) to occupy land in the area of the Council.

You	Your partner
<p><b>Guidance Notes:</b> This section should include land in the Thurrock area where you have a right either alone or jointly with another to occupy for 28 days or longer, but neither own nor have a tenancy. You should give the address or a brief description to identify it. "Land" includes any buildings or parts of buildings.</p>	

## 6. Corporate Tenancies

You should list any tenancies of property of which you are aware where the landlord is Thurrock Council.

You	Your partner
<p><b>Guidance Notes:</b> This section to include any tenancy where (to the councillor's knowledge): (a) the landlord is the council (b) the tenant is a body that the councillor, his/her spouse/civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director of or has a beneficial interest in the securities of.</p>	

## 7. Securities

You should include details of any beneficial interest in securities of a body where that body, to your knowledge, has a place of business or land in Thurrock.

You	Your partner
<p><b>Guidance Notes:</b> This section to include any beneficial interest in securities of a body where: (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either: (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>	

## 8. Appointments by Council

Anybody of which you are a member or in a position of general control or management and to which you are nominated or appointed by the Council.

You	Your partner
<p><b>Guidance Notes:</b> This section to include the name and position to which you hold for the body to which you have been appointed.</p>	

## 9. Other Registrable Interests

You	Your partner

**Guidance Notes:** This section you must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) anybody of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) anybody:
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes; or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

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**ELECTRONIC SIGNATURE:**

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**INFORMATION SECURITY POLICY AND CODE OF CONDUCT POLICY  
SIGNED UNDERTAKING**

Name: .....

Post Number: .....

Post Title: .....

I confirm that I have read the supplied copy of the **Council's Information Security Policy** and agree to abide by it and any subsequent updates of the policy and to follow the practice guides published on the Council's intranet

Signed: ..... Date: .....

I confirm that I have read the supplied copy of the **Council's Code of Conduct Policy** and agree to abide by it and subsequent updates of the policy and to follow the practice guides published on the Council's intranet.

Signed: ..... Date: .....

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## HR New Starter Form

Personal Details	
Post/Position Title:	Post Number:
Title: Mr/Mrs/Ms/Miss/Other:	Surname:
Forename(s):	Previous Name:
Marital Status:	National Insurance Number:
Date of Birth:	Town of Birth:
Country of Birth:	Nationality:
Address: - _____ _____ Postcode: _____	
Home Telephone:	Mobile:
Email:	
Are you currently being paid via Thurrock Council? YES/NO	Department/Service/ School:
School No. (if applicable):	DfES No (Teachers Only): ___ / _____

Emergency Contact Details		
Name:	Relationship:	
Daytime Telephone:	Evening Telephone:	Mobile Telephone:
Address (if different from above): _____		
Postcode: _____		

Bank/Building Society Details	
Account Holder:	
Bank/Building Society Name:	
Bank/Building Society Address: _____	
Postcode: _____	
Bank Sort Code:	Bank Account Number:
Building Society Reference:	

Verification by Employee
I certify that the above information is true and correct.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: if this section is left unsigned the form will be returned to you, which could cause a delay in payment of salary*

**For office use only:**

<b>Qualifications (if app.)</b>	
Name:	Result:
Institution:	Date:
<b>HCPC (if app.)</b>	
Type:	Registration no:
Start Date:	Expiry Date:
<b>DBS (if app.)</b>	
DBS required: Y / N	Enhanced / Standard:
DBS form received: Y / N	DBS certificate received: Y / N
Disclosure number:	Disclosure date:
Details of current DBS if TC not received:	Risk Assessment required: Y / N

<b>Payroll</b>	
Start Date:	LG Start Date (if app.):
End Date/Review Date (if app.):	Payroll Number:
Pay Band:	Below Scale Point 6: (Y / N)
Hours:	Location:
Line Manager:	Payroll: Corporate / Education:
Contract Type (weeks per year):	Starting Pay Point:
Additional Allowances (please list):	
Business User Allowance:	Terms & Conditions:
Probation Length:	Probation End Date:
Date Added to Oracle:	Living Wage Element Applied (Y / N):
Date Passed to Payroll:	Date p46/p45 Passed to Payroll:
Date Successful Applicant Form Sent to ICT:	

<b>Authorisation</b>	
Recruitment Officer:	Recruitment Officer Signature:
Checked by:	Signature:

Payroll Officer:	Payroll Officer Signature:

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# Thurrock Council – HR new starter form

## Personal details

Post / position title: Independent Persons	Post number: n/a	
Title – Mr / Mrs / Ms / Miss / other:	Surname:	
Forename(s):	Previous name:	
Marital status:	National Insurance number:	
Date of birth:	Town of birth:	
Country of birth:	Nationality:	
Address, including postcode:		
Home telephone:	Mobile telephone:	Email:
Are you currently being paid via Thurrock Council? <input type="checkbox"/> Yes <input type="checkbox"/> No	Department / Service / School:	
School number (if applicable):	DfES number (teachers only): /	

## Emergency contact details

Name:	Relationship:	
Daytime telephone:	Evening telephone:	Mobile telephone:
Address, including postcode, if different from above:		

## Bank / building society details

Account holder:	Bank / building society name:	
Bank / building society address, including postcode:		
Bank sort code:	Bank account number:	Building society reference:

## Verification by employee

I certify that the information on the reverse of this form is true and correct.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

If this form is unsigned it will be returned to you, which could cause a delay in payment of salary.

## For office use only

Qualifications	
Name:	Result:
Institution:	Date:
HCPC (if applicable)	
Type:	Registration number:
Start date:	Expiry date:
DBS (if applicable)	
DBS required?: Yes / No	Enhanced / Standard
DBS form received?: Yes / No	DBS certificate received: Yes / No
Disclosure number:	Disclosure date:
Details of current DBS if TC not received:	Risk assessment required?: Yes / No
Payroll	
Start date:	LG start date (if applicable):
End date:	Payroll number:
Pay band:	Below scale point 6?: Yes / No
Hours:	Location:
Line manager:	Payroll: Corporate / Education
Contract type, weeks per year:	Starting pay point:
Cost code:	Additional allowances:
Business user allowance:	
Probation length:	Terms and conditions:
Date added to Oracle:	Probation end date:
Date passed to payroll:	Living wage element applied?: Yes / No
Date P46/P45 passed to payroll:	Date applicant form sent to ICT:
Authorisation	
Recruitment officer:	Signature: _____
Payroll officer:	Signature: _____