

DARTFORD

BOROUGH COUNCIL

CONSTITUTION OF THE COUNCIL

PART 11 OTHER

11.1 Introduction

Part 11 of the Constitution contains a list of documents as a source of guidance and information to Councillors, Council officers and members of the public.

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PART 11.1 - DUAL-HATTED MEMBERS FACTSHEET

A.What is a dual-hatted member? Dual-hatted members are Councillors who serve on two or more authorities; for instance, a Member who is both a Borough and Parish Councillor.

B.Will I always have an interest or be conflicted in other ways because of my membership of another authority/body, particularly if I have considered the matter at a meeting of the other authority/body? No – although you will not automatically have an interest or be conflicted (through predetermination or bias) in an item under discussion at Borough Council level, you should always consider whether you have an interest which affects you to a greater extent than Council Tax payers etc and whether a reasonable member of the public, with knowledge of the relevant facts, would believe that your ability to judge the public interest would be impaired.

C.When will my membership of another authority/body give rise to a prejudicial interest? If *all* of the following conditions are met:

- the matter being discussed, affects the other authority's/body's financial position; and
- your interest affects you to a greater extent than Council Tax payers etc; and
- a reasonable member of the public with knowledge of the relevant facts, would believe that your ability to judge the public interest would be impaired.

Note: A regulatory application, including a matter of consent or approval, licence, permission or registration made by the other authority/body, is considered to have an impact upon the financial interests of that authority/body.

D.When will my membership of another authority/body give rise to a disclosable pecuniary interest? Where for example, you are employed by the other authority as a parish clerk.

E.Can I participate in the discussion and vote on an item in which I have a prejudicial or disclosable pecuniary interest? Only if you have been granted a dispensation to speak or to speak and vote. Otherwise, you must withdraw from the meeting room during the debate and vote on the item.

Remember to declare at the beginning of the meeting, or as soon as you become aware of the interest, the existence and nature of the interest and how the business under consideration relates to your membership of the other authority/body.

F.Do I need to consider whether my membership of another authority/body raises other conflicts? Yes – although you may not have a prejudicial or disclosable pecuniary interest, you may be conflicted because of actual or

perceived predetermination or bias.

Can I represent my constituents if I have a prejudicial or disclosable pecuniary interest or if I am conflicted in other ways? Yes, by:

- making written representations - these should be addressed to officers;
- arranging for another Member to represent the views of your constituents.

G. Which Code applies if I am on more than one authority or if I represent the Borough Council on another authority? You must abide by the code of conduct that applies to the authority whose business you are carrying out at the time. So for example, if you are a Borough Councillor and also a Kent County Councillor, you will be bound by the County Council's code of conduct when carrying out County Council business.

If you represent the Borough Council on any other body, you must comply with the Borough Council's Code of Conduct – except where it conflicts with any other legal obligations by which the other body is bound. You should seek legal advice if you consider that the provisions of the Borough Council's Code of Conduct conflict with other legal obligations. These circumstances will not arise very often.

If I serve on more than one authority, do I need to register my interests for each authority?

Yes.

If I serve on more than one authority, do I need to register my interests for each authority?

Yes.

H. Find out more - The Probity in Planning Protocol and the Probity in Licensing Protocol offer further guidance. Advice or clarification can be sought from the Monitoring Officer or the Head of Legal Services.

11.2 - Environmental Information Regulations

Equalities: We are subject to numerous legal duties relating to equalities e.g. race, disability, gender etc. We recognise and welcome those duties, which are embraced in our [Equality and Diversity Document Framework](#)

You have the right to access environmental information under the [Environmental Information Regulations](#). This is separate from your rights under the Freedom of Information Act.

Environmental information' is a broad term, and includes:

- information on the state of the environment and factors effecting the environment, such as flooding, habitat loss, greenhouse gases, radioactive waste, noise, building developments and so on
- information on measures such as policies, legislation, environmental agreements and also economic and cost-benefit analyses of these measures
- information on the state of human health and safety, the food chain, cultural/built structures and the conditions of human life where they are affected by environmental factors, such as acid rain or air pollution.

What kind of environmental information is there in the archives?

The Council holds all kinds of environmental information, including information about pollution (including air, water and noise).

Is there any information I can't see?

The Environmental Information Regulations contain a number of exceptions. We will not withhold information unless an exception applies.

How do I make a request for information:

[Contact the FOI team Online](#) We monitor [non-routine requests only](#)

Feedback - [Give us your feedback using this Online Form](#)

FOI
Dartford Borough Council
Civic Centre
Home Gardens
Dartford Kent
DA1 1DR
Tel: 01322 343434

DX: 142726 DARTFORD 7
Online: [Contact our FOI Team](#)

11.3 - E-Petitions

Equalities: We are subject to numerous legal duties relating to equalities e.g. race, disability, gender etc. We recognise and welcome those duties, which are embraced in our [Equality and Diversity Document Framework](#).

Any person who is registered on the electoral role for the Borough, may submit a petition, in accordance with Part 2 of the [Petitions Guidelines](#).

The Council will not respond to e-Petitions which are submitted by other means eg: email chain/pyramid. e-Petitions will be rejected, if submitted by other means.

e-Petitions are presented in the order in which they are received. All e-Petitions, whether accepted or rejected, will be maintained on the Council's website for 3 months, from the date of receipt and then archived. e-Petitions must follow the procedure in Part 2 of the [Petitions Guideline](#).

During politically sensitive periods, such as prior to an election, politically controversial material may need to be restricted.

Read Part 2 of the [Petitions Guidelines](#) to find out how to submit an e-Petition and how the Council will deal with your ePetition.

[Submit a new ePetition](#)

[Petitions received and Responses](#)

Disclaimer - The Council accepts no liability for the e-Petitions on its web pages. The views expressed in e-Petitions do not necessarily reflect those of the Council.

If you are having problems submitting an e-Petition or would like further advice and information, please contact Democratic Services (contact details below) and we will be happy to assist you.

Civic Centre
Home Gardens
Dartford
Kent
DA1 1DR

Tel: 01322 343430

11.4 – Guidance For Members on Outside Bodies

Introduction

1.1 With the increasing emphasis on partnership working, councillors, as community leaders, have an important role to fulfil in supporting and advising outside bodies. However, this can give rise to conflicts of interest, particularly where the organisation is seeking or receiving funding from the Council. Members always need to be clear about their roles and alert to potential conflicts of interest, in order to ensure transparency and public confidence in local democracy.

1.2 This guidance covers, primarily, the position of Members appointed by the Council to serve on outside bodies, though much of the advice applies equally to Members who are involved with outside bodies in a private capacity. In those situations, however, the Council's insurance/indemnity cover will not apply.

This guidance supplements the advice in the Member/Officer Relations Protocol and the [Member] Code of Conduct.

1.3 In the context of this guidance, 'outside bodies' include trusts, companies, charities, school governing bodies, industrial and provident societies and community associations. Members may be involved as a director, trustee, governor or member (with or without voting powers).

1.4 Members who are involved in the management of outside bodies have responsibilities to that body that must be acted upon. Their role, responsibilities and potential liabilities will depend upon the legal nature of the organisation and the capacity in which they have been appointed. Failure to act in a proper manner may give rise to personal liability or liability for the Council.

2. ISSUES TO CONSIDER BEFORE APPOINTMENT

2.1 Membership on outside bodies can take various forms and it would be prudent to establish the capacity in which you are appointed. This may be either:

- as a member of the management committee, board of directors, or committee of trustees of the outside body. Here, you will not only be representing the interests of the Council, but you will also have duties to the

outside body and a role in its governance. If you serve in a decision-making capacity or have a position of general control or management on the outside body, whether company, trust or other association, you owe duties and responsibilities to that body which are separate and distinct from your duties owed to the Council. On occasion, it is likely that duties owed to the outside body and to the Council, will conflict e.g. if you are the treasurer of an outside body who has applied to the Council for grant funding; or

- as an ‘observer’, or undertaking a monitoring role, facilitating exchanges of views or information as an extension of your Council duties, but take no part in the outside body’s management or governance, other than to attend and vote at annual or general meetings. Here, you will be mainly concerned with representing the Council and will not have responsibilities for governance of the body.

2.2 Before accepting an appointment to an outside body, you should check:

the legal status of the organisation e.g. company, trust, charity, unincorporated association;
the capacity in which they are to be appointed e.g. director, trustee, member with voting rights or member with observer status;
the purpose of the organisation and how this relates to the Council’s functions and objectives;
the relationship between the Council and the body and the likelihood and extent of any conflicts of interest;
the requirements of the organisation’s governing instrument (e.g. constitution; trust deed, memorandum and articles of association), both as a member and generally;
the financial status of the organisation;
the organisation’s governance and decision making arrangements, including the management of risk;
the organisation’s code of conduct for its members;
potential liabilities for the organisation’s members;
the extent of the organisation’s insurance/indemnity cover for its members;
the application of the Council’s [Member] Code of Conduct;
bias factors on objective appraisal.

It is your responsibility to obtain the answers to these matters.

2.3 Having checked the above matters, you should consider carefully whether you should be appointed to participate formally in the management of the external organisation e.g. as a director, trustee or voting member, or whether your role as a representative of the Council, may be more effectively discharged as a non-voting member with observer status only.

2.4 You are entitled to all reasonable assistance from Officers in support of your role as Council representatives on outside bodies. Such assistance will include the provision of information about the body and the identification of a contact Officer to be available for briefing purposes and to assist you in reporting back to the Council on the activities of the body.

3. CODES OF CONDUCT

3.1 The Council's adopted [Member] Code of Conduct states:

- (a) 'You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example. You should have regard to the Council's guidance in Protocols on the conduct between officers and members and the conduct when serving on outside bodies'.
- (b) 'Failure to declare a Disclosable Pecuniary Interest may be a criminal offence and you should also declare any Prejudicial Interest that relates to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest. You should register and declare your interests in a manner conforming with the procedures set out by the Council, including Standing Order 19.'

The expectation in the public mind is that, whatever your appointed role, you will at all times, act in the public interest, provide leadership for your community and conduct yourself appropriately.

3.2 When appointed to an outside body, you will have responsibilities as a member of the outside body. These responsibilities may potentially include personal liabilities and may also raise questions of conflicts of interest. Conflicts of interest may arise through competing personal interests, or the competing interests of the outside body of which you are a member. You will therefore need to consider whether you can accept such an appointment in each case.

3.3 Conflicting interests should be declared on every occasion. It will be a matter for your individual judgement as to whether your interest, in the context of the Council's decision making process, amounts to a prejudicial interest (see Appendix B for the definition of 'prejudicial interest').

Where you have a prejudicial interest in a matter to be considered, or being considered at a meeting you must:

- 3.3.1 disclose the interest; and
- 3.3.2 explain the nature of that interest at the commencement of that consideration or when the interest becomes apparent; and unless you have been granted a dispensation, you must:
- 3.3.3 not participate in any discussion of, or vote taken on, the matter at the meeting; and
- 3.3.4 withdraw from the meeting room whenever it becomes apparent that the business is being considered; and
- 3.3.5 not seek improperly to influence a decision about that business.

3.4 In the context of the outside body's decision making process, conflicting

interests should also be declared on every occasion and you should have regard to the organisation's governance and decision making arrangements or code of conduct rules on conflicts of interest.

4 BIAS

4.1 Where you might be inclined to the view that you have no prejudicial interest, your duties as a director, or as a trustee or a member of a management committee may well be regarded, on an objective appraisal, as giving rise to a legitimate fear of lack of impartiality, especially having regard to the desirability of maintaining public confidence. Participation in the decision making at a Council committee meeting by a Councillor disqualified by bias, potentially invalidates the decision.

4.2 Where your membership on the outside body is in an advisory or consultative basis, bias will not be assumed from mere membership. However, once the outside body has a line which is being advocated by you and you take part in the

Council's decision making process, it is likely that the Court would find bias, which could result in the Council's decision being struck down.

5 LEGAL STATUS, CAPACITY, DUTIES AND LIABILITIES

5.1 Your specific responsibilities as a member of the outside body will depend upon the legal status of the outside body and the capacity in which you have been appointed. The position in relation to various types of outside body is summarised in Appendix A to this guidance.

5.2 The key point to note is that where you are carrying out your duties as a director, trustee, or management committee member, you may take account of the wishes of the Council, but your primary duty is to act in the best interests of the organisation to which you have been appointed.

6 COUNCIL INSURANCE/INDEMNITY

6.1 The Council's insurance/indemnity cover only operates when you are pursuing your Council duties.

6.2 Generally, whilst the Council appoints councillors to outside bodies, once appointed, they act as members of the outside body rather than as councillors. If you serve as a director of a company, trustee of a charity or in other decision-making capacities on outside bodies, you serve the particular body rather than the Council and it follows that the Council cannot indemnify you against claims brought against you personally. Where there is any possibility of legal liability, the outside body should effect appropriate insurance cover for its directors, company officers, trustees, committee members etc.

6.2 The Council's insurance/indemnity cover will only extend to you, where you are assisting the outside body as an adviser or observer, either through facilitating exchanges of views or information as an extension of your Council duties or, otherwise representing the Council. The Council will provide insurance/indemnity cover where the organisation is a joint committee of two or more local authorities.

7. SUBSTITUTION

7.1 Where you take no part in the outside body's management or governance, other than to attend and vote at annual or general meetings e.g. as an 'observer', or undertaking a monitoring role, facilitating exchanges of views or information as an extension of your Council duties, another Councillor may substitute for you on the outside body. However, if you have a role in the governance of the outside body.

i.e. you serve in a decision-making capacity or have a position of general control or management as director, trustee etc, no other Councillor can substitute for you.

8. FEEDBACK

8.1 Feedback is an excellent vehicle to communicate the Council's involvement in outside bodies to the wider community. It is important for the Council to receive feedback on issues affecting outside organisations where Members are nominated to represent the Council.

8.2 Members' feedback demonstrates transparency in local government through the open reporting of their activities and involvements with and on behalf of the Council with outside bodies.

8.3 You will report back to the Council (at least twice yearly) on your involvement in outside bodies. In most instances, the report will be in the form of the minutes of the outside body, to be noted in the Members' Information Bulletin. On occasions, these minutes may be edited to protect confidentiality or withheld entirely from the public domain, on grounds of confidentiality.

9. COMPLAINTS AND ALLEGATIONS OF BREACHES OF THIS GUIDANCE

9.1 Allegations of any failure to meet this guidance must be made in writing, to the Monitoring Officer. The Monitoring Officer will consider how the complaint or allegation should be dealt with. At a minor level, this may be no more than informally referring the matter to the Leader of the relevant party group. More serious complaints may result in an investigation and a hearing before the Hearing Panel.

9.2 OVERSEEING COMPLIANCE WITH THIS GUIDANCE

The Audit Board oversees compliance with this guidance.

9.3 FURTHER GUIDANCE

Further advice or clarification can be sought from the Monitoring Officer or the Head of Legal Services.

Adopted by the General Assembly of the Council - 30.07.2007 [Min.No.53] Reviewed under Managing Director's delegation 26.09.2012

APPENDIX A

Director of Limited Company

If the body is a limited company, it is likely that you will be appointed as a company director. You will need to complete a form giving your details for filing in the Register of Companies at Companies House <http://www.companieshouse.gov.uk/> The company secretary will assist you with this and advise you on your duties to the company.

Duties of a company director are not the same as your responsibilities as a councillor. Briefly your responsibilities as a director are:

- (i) To promote the success of the company
- (ii) To exercise care, diligence and skill
- (iii) Not to exceed powers
- (iv) To comply with the Companies Acts
- (v) To avoid conflicts of interest
- (vi) To exercise independent judgement
- (vii) Not to accept benefits from third parties
- (viii) To declare an interest in a proposed transaction or arrangement with the company.

Local trusts

Occasionally, you may be invited to serve on local trusts which provide that the local councillor is a trustee ex officio. Many such trusts are of some antiquity and often relate to village halls or other community facilities.

'Ex officio' is a Latin term meaning 'by virtue of office or position.' Ex-officio members of boards and committees, therefore, are persons who are members by virtue of some other office or position that they hold. Without exception, ex-officio members of boards and committees have exactly the same rights and privileges as do all other members, including, of course, the right to vote.

Charity trustees

A number of useful publications are available on the Charity Commission's website at www.charitycommission.gov.uk Publication CC3 – 'The Essential Trustee' what you need to know is a useful reference document. Those who are responsible for the control and administration of a charity are referred to as trustees, even where the organisation is a company limited by guarantee, and even though they are not strictly trustees.

A charity may also be unincorporated (see below). The main duties of charity trustees can be summarised as follows, although the outside body should be in a position to advise you more specifically on your duties. You must:

- (1) act in accordance with the charity's trust deed or governing document;
- (2) protect the charity's assets and manage the charity's affairs prudently;
- (3) comply with the Charities Acts and the Trustee Act 2000;
- (4) not make a private profit or personal gain from your position of control;
- (5) take proper professional advice on matters on which you are not competent.

Unincorporated organisations

Groups which are not limited companies may be 'unincorporated associations' which have no separate identity from their members. The rules governing the organisation's members' duties and liabilities will (or should) be set out in a constitution, which is simply an agreement between members as to how the organisation will operate. Usually, the constitution will provide for a management committee to be responsible for the everyday running of the organisation. Management committee members must act within the constitution and must take reasonable care when exercising their powers.

If you are involved in a decision-making capacity or have a position of general control or management on an unincorporated body, you will need to be aware that as the body has no separate corporate status, any liabilities will fall upon you personally and you will need to assess the risk of personal liability and the extent to which this has been covered by insurance, which should be taken out in the name of the organisation's committee members.

Local authority companies

Legislation seeks to restrict and control companies which have a connection with local authorities, either because of the level of interest owned by the local authority, or because of the degree of business and involvement between the local authority and the company.

There are three types of local authority companies which are affected by the legislation. These are controlled, influenced and minority companies.

- **Controlled company:** where there is more than 50% local authority interest;
- **Influenced company:** where there is at least 20% local authority interest plus a business relationship with the company accounting for over 50% of the company's turnover and/or the company is located on local authority land leased or sold for less than best consideration;
- **Minority company:** where the local authority's interest is less than 20%. This type of company is not treated as part of the local authority, and is able to act with more freedom (subject to the other provisions affecting companies in general).

Controlled and influenced companies are also known as 'regulated companies', under the effective control of the local authority, and under the legislation, subject to the capital finance regime which applies to local authorities, as well as other special propriety controls. For this reason, the Council usually ensures that any involvement it has in companies, is kept below 20%, i.e. that less than 20% of voting rights/directors are associated with the Council.

If you are nominated a director of a company which has a Council interest, you owe specific duties, obligations, responsibilities etc to the company, as the company is a separate legal entity from the Council.

Joint committee

A joint committee comprising the Council and other local authorities is established under specific legislative provisions e.g. Eltham Crematorium Joint Committee and is not an 'outside body'. Your appointment to a joint committee is treated in exactly the same way as your appointment to any other Council committee. You are collectively responsible with other members of the joint committee, for the committee's decision making process. You must comply with the [Dartford] Council's [Member] Code of Conduct.

Partnership arrangements

The Council may from time to time enter into a co-ordinated, joined-up and partnership approach with other local authorities and organisations. This may be on a voluntary basis e.g. Thames Gateway Kent Partnership or as required by law e.g. Dartford and Gravesham Community Safety Partnership (CSP) between Dartford and Gravesham Councils and other partners, such as the police service, police authority, fire service, PCT and KCC.

The partnership will, in almost all cases, be an unincorporated association and therefore not a formal partnership in law. Your appointment to such a partnership is treated in exactly the same way as your appointment to an outside body.

APPENDIX B

Prejudicial Interests (as prescribed by Dartford Borough Council)

A prejudicial interest means an interest (other than a Disclosable Pecuniary Interest) in any matter under consideration at any meeting which may reasonably be regarded as affecting your financial position or the financial position of a person or body you are associated with:-

- (a) - to a greater extent than other council tax payers, ratepayers or inhabitants of the Council's area; and
- (b) - where a member of the public with knowledge of the relevant facts would reasonably regard the interest as being so significant that it is likely to prejudice your judgment.

You will not normally have a prejudicial interest if:

- (a) you are a tenant of the Council provided that the matter under consideration does not relate particularly to your tenancy or lease; or
- (b) you are a parent or guardian of a child in full time education, unless the matter under consideration relates particularly to the school which your child attends; or
- (c) you are in receipt of, or are entitled to the receipt of, statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992; or
- (d) as a member of the Council, you are given a payment or indemnity; or
- (e) as a member of the Council, you are being/have been bestowed a ceremonial honour by the Council; or
- (f) the Council is setting the council tax or a precept under the Local Government Finance Act 1992; or
- (g) you serve as a member of a body exercising functions of a public nature (e.g. other government agencies, other councils, public health bodies, school governing bodies), unless the matter under consideration relates particularly to the body.



Amendment authorised by the GAC - 27.02.17 – Min. No.75(4)

11.5 - Councillors' guide to handling harassment, abuse and intimidation

Practical steps that you and your council can undertake to protect yourself as a person in a public position.



Introduction

The role of local government is to set out and deliver local priorities and services on behalf of local communities. Councillors are local leaders and champions, bridging the gap between residents and local government. They take decisions on behalf of local residents and champion the issues affecting them. Becoming and serving as a councillor is a huge privilege and responsibility, but it also means councillors are very visible and often easily accessible to residents.

A pressing concern facing those in public office is the increasing levels of intimidation, harassment and abuse they are experiencing. While debate and expressing different views is all part of a healthy representative democracy, these unacceptable behaviours undermine the key democratic principles of free speech, debate and engagement, and sometimes pose a risk to councillors' safety. Thankfully, serious incidents remain very rare.

Councillors, their peers, political parties, council officers and, when necessary, the police, all have a role to play in addressing harassment, abuse, and intimidation. We are aware that the growth in public intimidation can put people off standing for election and this issue may affect some more than others. However, prospective and elected councillors should

bear in mind that they are not alone in dealing with abuse and intimidation and there are an increasing number of ways to protect themselves and be supported by those around them.

We want to encourage more people to stand for election, including a more diverse range of people to represent their local communities. We do this through the [Be a Councillor](#) campaign and resources like this Guide and others under the [Civility in Public Life](#) programme.

In recognition of the impact of abuse and intimidation of councillors, the LGA has come together with the Welsh LGA, the Northern Ireland LGA and the Convention of Scottish Local Authorities to produce this and other guidance.

Using this guidance

The aim of this Guide is to provide councillors and councils with practical steps they can follow to decrease the likelihood of experiencing harassment, abuse and intimidation and give them some ideas on how to respond should an incident occur. The Guide has been developed based on the most relevant research, and best practice recognised across a range of organisations, as well as the direct experience of councillors.

Throughout the Guide we have provided some examples of criminal offences which may be relevant, however these examples are not exhaustive. You should report any concerns about behaviour or conduct, whether online or in person, which make you feel uncomfortable or unsafe to the police who have a duty to take your report seriously.

A summary of what you can expect from the police and other criminal justice agencies is included later in this Guide. Supporting councillors dealing with harassment, abuse and intimidation is of upmost importance given the potentially harmful impact that such actions have on their and their family's mental health and wellbeing. **Councillors who feel anxious, worried or seeing their daily routines adversely affected should speak with their local GP.**

We are aware that support available to councillors may vary from council to council across the four nations. We would encourage councils, political parties and others supporting councillors to consider the [Advice for supporting councillors section](#) of this guide, which includes helpful tips and case studies, and consider advice from other associations across the UK as necessary.

Finally, this guidance does briefly consider the issue of online abuse, including on social media. However, we know that this issue is of growing significance and so the LGA has produced a separate suite of guidance to support councillors using social media.

Please note that this Guide does not take the place of legal advice or personalised advice from the police on offences or personal security. If you are concerned about your personal safety or security as a result of abuse, harassment or intimidation contact the police.



Please note that this guide does not take the place of legal advice or personalised advice from the police on offences or personal security. If you are concerned about your personal safety or security as a result of abuse, harassment or intimidation, do contact your local police force.



11.6 - An introduction to social media for councillors

This is an introduction for councillors on the use of social media. It includes an overview of how and why councillors should use it, their responsibilities, ways to stay safe and approaches to handling negativity.

Objectives

Getting started on social media

- Why should councillors use social media?
- Communicating on social media
- Prioritising what social media platform you use

Staying safe and secure online

- Setting yourself up to stay safe on social media

- Separating your councillor role and family life online

Your responsibilities as a councillor

- The golden rule to follow
- Understanding what you can and can't post online, including legally

How to deal with negativity and abuse online

- Learning not to 'feed' social media 'trolls'
 - LGA 'rules of engagement' – share our digital citizenship infographics
 - Being confident to block and delete followers
 - Taking a break from social media
-

Getting started on social media

Why should councillors use social media?

Effective communication is at the heart of success for any councillor. Over the last few years, social media has transformed how elected representatives communicate with their communities. For some, their first time using social media happens after their election as a councillor, whereas others are already experienced at using social media. This guide offers support and guidance to all.

There are many key benefits to using social media as a councillor. Using social media, in particular highly used platforms like Facebook, enables councillors to engage regularly with many residents across all age groups and demographics, including local residents who are much less likely to read leaflets or attend council meetings. This has been demonstrated in the COVID-19 pandemic. With face-to-face meetings impossible for a long time, social media enabled people to stay in touch with their elected representatives (and vice versa) in a period in which community support and engagement were vital.

Using social media enables councillors to engage regularly with residents across all age groups and demographics

Communicating on social media

Social media communication is not only useful for sharing information, although that is a key part of it. There are many other advantages of using social media, including that it enables councillors to have a digital 'listening ear' on online conversations about what's going on in your local community whether they are happening on Facebook pages or groups, Twitter hashtags for your town, or on Nextdoor – a networking service for neighbourhoods.

Social media platforms also offer councillors a cost-effective and speedy way to report back to residents about issues, the work of the council and what you're doing as their councillor. While traditional communication methods like leaflets and local media coverage are still important, posts on social media are immediate and offer you the opportunity to respond to what's going on in your local area swiftly and with impact.

Prioritise what social media platform you use

There are many, many social media platforms available to use. Some are much more used than others, however. Statista estimates that there are more than 53 million social media users in the UK in 2022. Facebook has the largest market share with 56 per cent of visits in 2021, followed by Twitter with almost 24 per cent.

Different social media platforms will give you the opportunity to speak with different audiences – different members of your local community. Many people use Twitter to access news. Twitter is made up of very short messages ('posts') – there can be a maximum of 240 characters in one tweet. Instagram is a highly visual platform – it's all about photos and videos. While you can add photos and videos to Twitter, doing so is not its main aim – Instagram, on the other hand, is focused on images and engagements with them.

As a councillor, you need to use your time effectively – you're a busy person! Our advice is to start by prioritising one key social media platform and become confident and impactful on it before deciding to move on to others.

You may wish to start with Facebook because it has the widest reach across all audiences in the UK. Facebook is the main social media platform that residents in your area will be looking at for information.

There are other options, though. Twitter is a great platform to be able to quickly find out information and have real-time, one-to-one conversations with immediate feedback. Instagram is a highly visual platform. To use it you'll need good photos and video content.

Nextdoor is a highly locally focused platform which can be very useful to reach people who you know live in your community. Nextdoor doesn't have the same reach as Facebook, however.

Staying safe and secure online

How to set yourself up to stay safe using social media

While there are many advantages to having an active and engaging presence on social media, it is really important for you to stay safe and secure as a user. There are key actions you can take to protect yourself online, whatever social media platform you use.

The first is to make sure you use a secure login email and password. We'd suggest you:

- don't use your councillor email address which is likely to be well known
- different passwords for each account.

You should set up two-factor authentication on your accounts on all the social media platforms you use. This offers you extra security for your accounts. Two-factor authentication (or multi-factor authentication) means that, when you log in to your account, you'll need to not just add your password but also either:

- enter a code which is sent to your mobile phone number or email
- or, alternatively, authorise your login on an app on your phone.

Keeping your personal and family life private

Make sure you maintain a divide between your personal and family life, and your public profile. On Facebook, we strongly recommend you use a Facebook 'Page' rather than a 'profile' for your councillor role. This can help you maintain separation and balance. Other social media platforms, such as Instagram and Twitter, have similar options too. Make sure you also set up the privacy control settings offered on each platform.

Be aware that councillors are personally responsible for the content they publish on any form of social media, whether it's published on a personal account or not. It's highly recommended that you never post or share anything online, or on any social media account, that you would not be comfortable saying or sharing in a public meeting.

It is easy to share information about yourself online. As a councillor, you need to think carefully about what, and how much, content you put out in the public domain. Before you start posting, it is worthwhile thinking not only about what is safe to post, but also about what you are comfortable with posting and what you want to be available long into the future.

As a rule, don't share personal information such as your personal phone number, date of birth, home address – or photos that make any of these obvious. Remember that you also need to consider the personal data of others around you. You might be comfortable living your life in the public glare, but you need to ask yourself: "Are my family, friends, neighbours and work colleagues also comfortable to do so?"

From a security point of view, think carefully before you post. Once a piece of content is on social media, you lose nearly all control about how it will be used. As with emails, you will need to watch out for phishing scams, cons, and malicious software.

Your responsibilities as a councillor

The golden rule to follow

There's a golden rule for using social media, which is: if you are unsure about posting something, stop and ask for advice first before doing anything else.

Social media works in the public domain. Once something is published it is 'out there' for everyone to see and very easily it can:

- go viral
- be altered or changed without your consent
- be taken out of context
- be shared around the world.

Using social media as an elected (or co-opted) member of a council is very different from using it as someone who isn't. Councillors have additional responsibilities because of their position.

If you are unsure about posting something, stop and ask for advice first.

Understand what you can and can't post online, including legally

Councillors are personally responsible for the social media content they create, publish and share. Being a councillor will not prevent someone else pursuing legal action following the publication of an untrue statement. In such a situation, it is likely that you will be held personally liable.

Councillors should be mindful of the difference between fact and opinion. They also play a central role in preventing the spread of disinformation. Think twice before you press 'share' or 'retweet'!

On social media, councillors should also keep in mind their responsibility in relation to confidential information, copyright, data protection, the pre-election period and exempt reports. Councillors are still subject to the Code of Conduct on social media where there is an explicit link between the content posted and council business or your role as councillor. As a general rule, councillors should demonstrate good conduct at all times and so should act as though their public engagement on social media falls in scope of the Code of Conduct.

When posting to social media you should remember that:

- you are an elected representative of your council
- what you post can affect the reputation of your council
- your council is a corporate decision-making body – you can't, independently, make decisions for the council on social media
- some issues and communications are best left to your council's official social media channels, which are usually managed by officers
- having a single voice or message can be critical in some situations – for example, in the event of major flooding
- you don't have to respond to or comment on everything on social media – and sometimes it's best not to.

Think before you press 'publish'! There is a simple test. If you would be reluctant to say something face-to-face to a group of strangers in the street, then you probably shouldn't say it on social media.

How to deal with negativity and abuse online

Learn not to feed social media 'trolls'

Unfortunately, on every social media platform, there can be other users who are negative and abusive. Such people are often referred to as 'trolls'. Trolls are not easy to deal with – the best way is 'not to feed them'. By this, we mean don't respond to what they post, which is designed to upset, elicit a response or to further their own goals. Your best response is to either to

ignore what they have posted, or (if it's on your own page or profile) to delete or hide their comment, so your other followers don't see it either.

Digital citizenship 'rules of engagement'

The LGA has produced [digital citizenship 'rules of engagement' infographics](#) for councillors, which you can add to your social media profile. These set out the social media code you will follow on social media and how you expect your followers to behave.

Be confident to block and delete followers

It is easy to delete, block followers, and report individuals who are persistently abusive to you, including to the police. It is sensible and reasonable to block some people – not just to protect yourself, but also to protect others who follow you who may also feel threatened by what they write in comments.

Taking a break from social media

Don't be afraid of taking a break from social media if you feel you need to – to protect your mental health and wellbeing. You can easily temporarily unpublish your Facebook page or Twitter account and give yourself some 'time offline'.

11.7 - Checklist for councillors - How can you most effectively use social media as a councillor?

Be a person - In the words of Digital Specialist Euan Semple, "Organisations don't tweet, people do". You are likely to be more effective if your social media profile is you (with a picture of you) rather than an organisation with a logo.

Don't worry about reaching everyone in your ward - Social media will be more effective in some wards than others. University towns, urban areas with good broadband and mobile connections, and a working age population tend to work best. Wards with an older population and poor internet connectivity tend not to be so effective at reaching your ward. However, don't let this stop you as connections are continuously improving as we move towards a higher level of digital inclusion.

Don't let it replace your traditional work - To be an effective councillor you won't stop meeting people and posting leaflets simply because you are posting online. The traditional work of a councillor still has to be done. You will know your residents best—consider which channel works best for them to connect with you, online and offline.

Think about the platform you'll use - If people in your ward are keen Facebook users then think seriously about Facebook. Twitter is popular among politicians because it's easy to use and connects people really well. Whichever one you choose, learn one at a time before even thinking of trying something else. You will know your residents better than anyone else so ask them which channel works best for them.

See how other councillors use it - Watch and learn from other councillors who are using social media. Have a chat to them. You'll very often find they will be happy to talk. Even to those from different parties.

Don't be a slogan machine - There is a really important decision to be taken over how political to be. You may have been elected on a party political ticket. But you are also a rounded human being. Social media is a chance for you to show your human side. Just posting party political content is likely to switch many people off and you may be talking only to the party faithful.

Have a conversation - Social media works best as a two-way conversation connecting people and sharing information. Good councillors do this every day face-to-face with residents—social media should be no different to this.

Don't wait for people to come to you - You've got your Facebook profile or your Twitter profile. People won't just come flocking to you. Run a search on your chosen profile for the name of your ward or an issue. Make a connection. Join a Facebook group set-up by residents. Comment on a blog, a website or a video clip.

Think about times when you won't post - From experience, many elected members say that Friday and Saturday nights are not always the best time to post overtly political messages. You won't always get the most rounded debates. Many councillors post sparingly on religious holidays.

To post in meetings or not? - Some authorities frown on posting from social media in meetings. Check the situation where you are. Residents, residents groups, journalists and bloggers are being encouraged to use social media from meetings. So adding your voice to the conversation may be a good thing as part of democracy. If you can post an update from a meeting and it doesn't hamper your role in that meeting then it's something to think about.

Do not have a row - Robust debate is fine from time-to-time and its part of the cut and thrust of local politics. Most people can accept that. But remember how this debate is playing out to passers-by who are not interested in the detail of the issue. They are likely to be switched off. Take the row offline with a phone call or an email.

Don't be abusive - An absolute 'no no' is abusing people online. It doesn't work. It will make you look awful and is a sure-fire way to land you in trouble with your electorate, the party and the council. Be professional. Don't say anything you

wouldn't be happy saying in a public meeting with the Press there.

Don't discuss case work detail - Case work can be reported to you on social media. Everything from uncollected rubbish and a cracked paving slab to concerns about child protection. As a good rule of thumb, ask residents to tell you the detail of an issue offline. Social media platforms usually have an easy-to-use way to talk one-to-one. Email and telephone can come into play too.

Pictures work - People respond really well to pictures. They don't have to be print quality. They don't have to be posed. If you are on a ward walk post some pictures. Include the people you are with if they are happy with that. Post pictures that show your human side too. That sunrise you just noticed. Your dog. Things that make you human.

Enjoy it - It's not meant to be scary. It's not meant to be hard work. Relax. Be yourself. Be a responsible elected member. Enjoy it.

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11.8 WORKING IN PARTNERSHIP - 2025 REGISTER

Major Working in Partnership – Potential for Financial/Reputational Risk

Definition - Joint working (non contractual) between two or more organisations, towards achieving a shared goal, where there is potential for either financial or reputational risk for the Council

Major Partnership	Dates: Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
DARTFORD COMMUNITY SAFETY PARTNERSHIP	Set up in 2020 following dissolution of Dartford & Gravesham CSP	DBC, KCC, Police, KF&RS, Integrated Care Board, Probation - Statutory Partners. There are many others who work to support aims – including Change Grow Live (CGL), We Are With You, OPCC, Victim Support	Director of Housing & Public Protection	To create a safer, cleaner place to live, work and socialise To deliver statutory responsibilities under Section 17 of the Crime and Disorder Act 1998 - Duty to consider crime and disorder implications	Brings together key local partners at strategic level underpinned by tactical and operational joint working Monitors emerging threats and creates the annual Strategic Assessment & subsequent Community Safety Plan accordingly.	Reputational if targets not delivered. Financial - Funding streams may reduce in current climate. The Council will not be delivering its statutory responsibilities in terms of Crime & Disorder

Major Partnership	Dates: Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
DARTFORD HEALTH TEAM & DBC HEALTH & WELLBEING ALLIANCE		KCC Public Health, DGS CCG, DBC	Health Team Lead	Local partnership focussed on health inequalities, the preventative agenda and joint initiatives	Improved health and addressing health inequalities	KCC has stated its intention to operate One You Kent in North Kent through the allocation of a grant for 2026-2029. This is to support Weight Management and Healthy Lifestyles, and which will in 2026-27 include signposting for Smoking and Cannabis Cessation. KCC has stated its intention to terminate a contract with one provider in North Kent and has asked DBC to expand delivery which will impact targets. This is currently under discussion. There may be a TUPE risk – this is being

						investigated. Failure to meet targets may result in suspension of funding
JOINT WORKING WITH KENT DISTRICTS <ul style="list-style-type: none"> • Audit • Revs and Bens • Reprographics • Insurance • Procurement 	2008	DBC; TMBC; SDC	Chief Officer & Director of Corporate Services	To deliver service and activities under shared management arrangements	Efficiencies and improved services based on best practice	Reputational – risk to service delivery if partnership fails. Partnership agreement in place for joint working and arrangements monitored via the Partnership Board

Major Partnership	Dates: Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
<p>KENT LEADERS</p> <p>And</p> <p>Kent Joint Chief Executives Group and other Working Groups</p>	2010	KCC, Medway BC, District Councils,	Leader and Chief Officer & Director of Corporate Services	To achieve the vision for Kent	<p>Partners working together, with local actions contributing to common aims.</p> <p>Joint working on Local Government Reorganisation proposals</p>	Reputational – risk if agreed targets are not met
KENT AND MEDWAY ECONOMIC PARTNERSHIP		Chaired by the private sector and made up of 21 members, 11 business representatives, 8 local authority leaders and one representative from higher and further education	Director of Growth & Community	To drive forward economic growth and prosperity throughout the Kent and Medway region	<p>Considers strategic economic investment priorities.</p> <p>Coordinates the Kent and Medway Economic Framework and is currently formulating a Local Growth Plan</p>	Financial - Potential for loss of funding and non-delivery of economic growth targets

Major Partnership	Dates: Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
KENT & MEDWAY ENERGY GROUP (KMEG)	2012	DBC, Medway, ALL Kent districts,	Director of Housing & Public Protection	To drive the Energy Efficiency agenda in the County. The partnership is working to establish the best deal for Kent residents and businesses from grants from energy companies and other grants to install energy efficiency measures. Discuss technical and strategic advice in order to assist in the development of retrofit projects in Kent and Medway. This includes improvement relating to procurement and contracting, funding and finance, technical issues, events and conferences	The partnership is working to provide the best offer for the residents, landlords, SMEs of Kent and maximise economic and environmental benefit.	Reputational - Impact of grant received if handled badly. Governance arrangements in place.
			Climate Change Manager			

Major Partnership	Dates: Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
FASTRACK ADVISORY BOARD		Chaired by KCC Transport Portfolio Holder, comprises Dartford and Gravesham Leaders and Chief Executives and senior Fastrack officers from Kent	Head of Planning	To use influence and knowledge of the Members of the group to inform decisions with respect to the delivery of all aspects of the Fastrack programme. Also continues the work previously picked up by the Kent Thameside Strategic Transport Programme Steering Group	Championing the development of the Fastrack network, assisting in a common vision amongst partners and jointly identifying additional resources	Reputational - if the Fastrack network does not deliver on its objectives
DARTFORD TOWN CENTRE REGENERATION PROJECT BOARD	2018 -	DBC Leader, Director of Growth & Community, KCC Corporate Director Growth, Environment and Transport, KCC Head of Transportation	Director of Growth and Community	KCC are the accountable body for the funding agreement and also the Highways authority Aim is to agree programme, resolve	Facilitates a joint approach to working where DBC are delivering a transport related project	Reputation – risk of not meeting the highway authority standards Financial - risk if the funding is not used in accordance with the

				issues and agreed funding		Funding Agreement
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Major Partnership	Dates: Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
DARTFORD FLOOD RISK PROJECT		<p>Environment Agency</p> <p>Dartford Flood Risk Project. – EPO liaise with the KRF, EA and volunteers regarding this. We also promote the Community Flood Warden training.</p>	Emergency Planning Officer	To agree flood management schemes which the council will pay a contribution for.	Joined up approach to flood management. Prevent flood barriers to planning	Reputational - Unable to identify suitable schemes in the short term that will alleviate flood risk
DARTFORD LARDER	June 2025	<p>Crossways Community Church</p> <p>Healthy Living Centre Dartford</p> <p>New Avenues</p>	Community Development Manager	Create a welcoming space where people can access a choice of affordable, nutritious food. Through active participation and community connection Dartford Larder supports individuals not only in meeting their immediate needs but also in building confidence,	<p>A strategic multi-agency approach to support people with multiple needs.</p> <p>A growing and thriving community</p>	<p>Reputational</p> <p>Sustainable supply of food is subject to the development of a sustainable food network – this is being developed.</p> <p>This is a multi-partner approach with VCSE colleagues who are currently navigating funding challenges and the impact of NI contributions.</p>

				sharing skills, and contributing to a stronger, more resilient local food system.		Each partner has invested and contributes to outputs and shares DBC's vision in the project but it is within their gift to terminate their involvement.
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Major Partnership	Dates: Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
KENT AND MEDWAY HEALTH PROTECTION BOARD		<p>Chaired by Directors of Public Health – KCC and Medway</p> <p>NHS Kent and Medway</p> <p>KCC –Adult Social Care</p> <p>KCC Communications</p> <p>Kent and Medway ICS</p> <p>Kent Resilience Team</p> <p>Kent Trading Standards</p> <p>UKHSA</p>	Head of Environmental Health & Regulatory Services	<p>To share real time advice and information to Local Authorities, NHS, KCC, UKHSA and apply to Kent and Medway in the most effective way.</p> <p>Pandemic Management</p>	<p>Ability to influence how decisions that are made for the County and that can affect LA's. First-hand knowledge of outbreaks, virus trends, grants available, vaccination programmes</p> <p>EPO attends the Bronze and Silver Group meetings when they are called (part of KRF) to ensure that DBC are represented and that we are following the correct procedures and that the appropriate information is shared to those in DBC that need it.</p> <p>Horizon scanning for emerging risks</p>	<p>Reputational - if not following local and Govt guidance.</p>

Minor Working in Partnership – Low Risk

Definition - Joint working (non contractual) between two or more organisations, towards achieving a shared goal, where the potential for financial and reputational risk for the Council, is low.

Minor Partnership	Dates: - Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
EXCELLENT HOMES ACTIVE LIVES PFI PROJECT		KCC, DBC	Head of Housing Housing Policy & Development Manager	To provide units of high quality extra care accommodation	Nomination rights	Low - now completed and units let
BETTER HOMES ACTIVE LIVES PFI PROJECT		KCC, DBC & Sevenoaks DC and other districts	Head of Housing Housing Policy & Development Manager	To provide units of high quality extra care accommodation	Nomination rights	Low - now completed and units let.
CIVIL CONTINGENCIES & EMERGENCY PLANNING - KENT COUNCILS MUTUAL AID	2007 2010	KCC, Medway Council, Kent District Councils	Emergency Planning Officer	To provide resources to other emergency responders when beyond a single Council's capability and to receive resources when needed.	Provides support and assurance to the Council, if response beyond our own capability and capacity.	Low – SLA in place
Minor Partnership	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
CITIZENS ADVICE NORTH WEST KENT	2008	Outside body affiliated to the national	Community Development Manager	Voluntary sector organisation providing advice and	Delivery of advice service	Low - CAB is now operating a full time service out of DBC Civic

		network of Citizens Advice Bureaux		support to local residents		Centre. The risk of not being able to meet increased demand and recruit volunteers needed to support the service has been mitigated by CAB renting a small office in the East Wing of DBC, providing a space for Volunteers to undertake administrative functions. CAB has dedicated use of Interview Room 10 and reception pod. Further discussions are taking place regarding the instal of a kiosk at the Civic Centre
PORCHLIGHT	2022-2024	DBC & Porchlight	Housing Solutions and Private Sector Manager	Voluntary sector organisation working with single homeless people to support them from the street and to help	Delivery of advice and support services	Low - SLA in place

				them sustain housing		
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Minor Partnership	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
HEALTH HUB ROUGH SLEEPERS – PORCHLIGHT & ST DMUNDS BENEFICE	2025- 26	DBC Porchlight & St Edmunds – Dartford	Community Development Manager	The provision of a bespoke hub co- ordinating health and wellbeing services that directly support the physical and mental wellbeing of rough sleepers in Dartford	Service users the focus of planning, commissioning and delivering. Partnership brings organisational expertise – additional value achieved by provision of something more than the Council could do by working alone.	Low - Funding has now switched to Govt RSI – this has removed the risks associated with the previous Health Funder, and the sustainability of the project is more optimistic, however, funding remains subject to political priorities and budget constraints of Govt funding.
DARTFORD & GRAVESHAM ADVICE FORUM		KCC Adult Services, Job Centre Plus, DBC, GBC, Pensions Services, RSLs, Tree Community Forum, Neves Scott Solicitors + others	Benefits Training & Quality Officer	Exchange of info re legislation and structural/ organisational change for main stakeholders, sharing of best practice	Better coordination and linkages between various agencies involved with individual customers	No financial or reputational risks identified
DARTFORD & SEVENOAKS BENEFITS ADVICE FORUM		YMCA Thames Gateway, KCC, RSLs, CAB and	Benefits Manager	Exchange of information re legislation and structural/	Better coordination and linkages between various	No financial or reputational risks identified

		Places for People		organisational change for main stakeholders, sharing of best practice	agencies involved with individual customers	
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Minor Partnership	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
DARTFORD & GRAVESHAM HOME IMPROVEMENT AGENCY (HIA) previously Care and Repair Scheme	1994	DBC, Gravesham BC, KCC, Town & Country, Peabody Housing	Senior Private Sector Housing Officer	To assist owner occupiers or private tenants who are 60+ or disabled, or on low incomes to repair/adapt their homes.	Maintains reliable builders' lists and provides agency services including surveying & design services, handyperson, security measures, benefits advice – joint procurement of a service	Low
DARTFORD VULNERABILITY AND CONTEXTUAL SAFEGUARDING (DVACS)	2020	DBC, Kent Police, KCC, , CGL, NHS, VRU, We Are With You, Probation, DWP, Playplace	Community Safety Manager	To assist the Community Safety Plan in supporting vulnerable communities and individuals that may require multi-agency support and by tackling forms of Anti-Social Behaviour and gangs and child criminal exploitation	Works in partnership to effectively provide support and reassurance to victims and vulnerable communities	Low - While the group aims to encourage legitimate information sharing, there is a need to ensure that this is covered by a legal power and complies with the principles of information sharing
DARENT VALLEY HOSPITAL HIGH INTENSITY		DBC, DVH, SECAM, Police	Community Safety Manager	To assist the Community Safety Unit in identifying vulnerable	Works in partnership to effectively provide support and	Low

USER STEERING GROUP				individuals who are in need of multiagency support.	reassurance to victims and vulnerable communities	
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Minor Partnership	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
COMMUNITY SAFETY UNIT DAILY MULTI-AGENCY BRIEFING		DBC, Kent Police, KFRS, DBC Housing, Community Wardens	Community Safety Manager	Daily briefing (via Teams) covering the incidents over the last 24 hours.	Daily information sharing with the partners. Providing a joint problem solving approach to incidents reported.	Low
DOMESTIC HOMICIDE REVIEW – STEERING GROUP		DBC, Kent Police, Kent and Medway NHS Trust, Medway Council, Probation Service, Kent County Council, Kent and Medway CCG/K&M ICB	Community Safety Manager	Exchange of information re legislation and structural/ organisational change for main stakeholders, sharing of best practice.	Better coordination and linkages between various agencies involved. Offering lessons learnt and best practice moving forward.	Low
INTEGRATED OFFENDER MANAGEMENT (IOM)	2015	Kent Police, Probation Service, DBC,	Community Safety Manager	Monthly meeting to monitor the most recidivist offenders	Works in partnership with other enforcement agencies to offer assist	Low

				ensuring they are complying with licence conditions.	with transition from the prison environment to the community. Highlighting housing needs.	
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Minor Partnership	Dates :- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
SERIOUS AND ORGANISED CRIME PARTNERSHIP	2020	Kent Police, DBC, KCC, VRU	Community Safety Manager	Meeting sharing intelligence and up-to-date information on known Organised Crime Networks and high impact offenders.	Prioritising those recidivist individuals and groups that are/ will have an impact on the local community.	Low
SAFEGUARDING STEERING GROUP		DBC, KCC	Policy and Performance Officer,			Low
KSCMP DISTRICT COUNCIL SAFEGUARDING LEADS		KCC and all Kent Borough and District Councils	Safeguarding Lead	Four Priority focus areas. These are 1) Significant harm to under twos 2) Serious Youth Violence, 3) Adolescents with complex needs 4) Sexually inappropriate and	Ensuring that frontline practice is improved through the learning identified in practice reviews.	Low

				harmful behaviour		
EBBSFLEET PLANNING LIAISON GROUP	2015	DBC, Ebbsfleet Developme nt Corporatio n, KCC, Gravesham Council	Head of Planning/Planni ng Strategy Manager/ Development Manager	To ensure effective working between EDC and the LAs on strategic planning and infrastructu re matters	Liaison, information- sharing, joint preparation of planning documents	Low – provides forum to discuss and agree on potential matters of conflict/disagreem ent

Minor Partnership	Dates: - Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
HOUSING COMMUNITY INITIATIVE FUND		Resident Forum Reps & Housing	Head of Housing	To allocate funding to local projects	Fund one off projects for benefits of tenants.	Low
KENT CONNECTS	2001	KCC, DBC, and all District Councils in Kent, Medway Unitary Council; GOETEC Consortium, Kent Fire and Rescue Service and Kent Police	Head of IT & Transformation	This partnership of public sector bodies in Kent seeks to make the best use of information technology and digital services, to respond collaboratively to challenges and leverage opportunities together. Delivers partnership events and specialist groups to help partners understand and influence current and future thinking, and to maximise opportunities for collaboration and knowledge sharing.	Knowledge sharing, identification/introduction of new technologies and providers, discounts on some training events etc.	Low – more of an advisory body rather than having any operational function

Minor Partnership	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
KENT COUNTY SPORTS PARTNERSHIP (previously Kent Active Sports Partnership)	1999	DBC, KCC, Sport England, Medway Council + 11 other district/borough councils in Kent, Kent Cricket Board, Kent RFU, Kent Football Assn, Kent Netball, Kent Basketball, Kent Athletics, Kent Hockey	Community Development Manager	To help all young people in Kent with the ability and desire to improve their sporting skills through a co-ordinated programme that will provide access to organised sport.	Attracts Sport England lottery revenue funding and specialist sport-specific support into the Borough.	Low
KENT EQUALITY COHESION COUNCIL (previously North West Kent REC)		Outside body	Community Development Manager	Promote racial equality in North West Kent	Assistance to Council in promoting equal opportunities.	Low
KENT ESTATES PARTNERSHIP	2016	Public sector partners from across Kent	Director of Growth & Community	To create an integrated, flexible and affordable public estate To share best practice and coordinate working across One	Underpins and enables the efficient delivery of social and economic outcomes for the whole county by getting more from the collective estate	Low

				Public Estate		
Minor Partnership	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
KENT HOMECHOICE (PAN KENT CBL)		Representatives from all Districts and Housing Associations in Kent	Housing Solutions and Private Sector Manager	To deliver a Pan Kent CBL and Homelessness system that simplifies the process, and provides consistency and aids mobility across Kent.	A joint working initiative that delivers benefits to our residents and tenants when they are seeking to access social housing.	Low – now fully operational and working well
KENT AND MEDWAY RESILIENCE FORUM	2005 ongoing	All Category 1 and 2 responders in Kent	Emergency Planning Officer (operational) Director of Growth and Community (on strategic board)	To provide resilience to identified risks through a control and command structure in Kent as required by the Civil Contingencies Act 2004	To provide an agreed and tested response to emergencies.	Low – individual partners deliver actions individually or coordinated. Governance arrangements in place
KENT RESOURCE PARTNERSHIP – reports to KENT & MEDWAY ENVIRONMENT GROUP (KMEG) And		KCC and all District Councils	Director of Housing & Public Protection Head of Waste, Public Realm & Enforcement Services	To work in partnership across Kent to deliver an effective waste management service	To achieve Government and European targets for recycling, composting, waste reduction and reduction of landfill etc.	Low – individual partners deliver actions. Funding held by KCC. Governance arrangements in place.

Officer Advisory Group and Project Groups						
Minor Partnership	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
DARTFORD CHILDREN & YOUNG PEOPLE'S BOARD (Previously LOCAL CHILDREN'S TRUST BOARD) Also known as LOCAL CHILDREN'S PARTNERSHIP GROUP	2008 2009 2010 2016	Partnership bringing together schools, Dartford BC, KCC services for children & young people incl. children's specialist social services, education and early help, DGS CCG, Police, KFRS	Safeguarding Lead Director of Housing & Public Protection	Identify Dartford issues around young people	To improve outcomes for children and young people through a targeted multi-agency delivery plan.	Low - partnership led by the County Council. Governance arrangements in place.
NORTH KENT DOMESTIC ABUSE FORUM		Gravesham and Dartford Community Safety Officers, KCC Social Services, KCC Commissioning Team, DBC and GBC Housing Officers, Kent Police, Clarion Housing Group, NHS Health Visitors, Porchlight, Change Grow Live, Rethink, Specialist DA	Housing Solutions and Private Sector Manager	Raise awareness and increase the reporting of domestic violence. To improve services and support to victims; and opportunities for perpetrators to reform.	Multi-agency working enables sharing of best practice and information on resources available to deliver support available to victims, and rehabilitation to perpetrators.	Low – this is a CSP Priority. Failure to develop an appropriate response and display leadership in co-ordinating local services could pose a reputational risk.

		service providers				
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		All Kent HA's and other stakeholders in Housing county wide		to deliver better housing services	that improves services, be the voice of Housing in Kent	arrangements in place
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Minor Partnership	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
KENT FINANCE OFFICERS GROUP		All 12 District S151 Officer, KCC, KF&RS, Kent Police	Head of Finance	To work in partnership across Kent on finance related matters	To share knowledge, best practice and latest government guidance and its application.	No financial or reputational risks identified
KENT CHIEF PLANNERS GROUP		All Head of Planning in Kent, Medway and EDC as well as KCC representative	Head of Planning	To work in partnership across Kent and Medway to deliver better Planning Services	To share knowledge, best practice and latest government guidance and its application. To hear presentations on relevant initiatives	Low. Reputational if Dartford performance and practices are not keeping up with neighbouring authorities
KENT PLANNING POLICY FORUM		Planning Policy Managers in Kent and Medway and KCC representative	Planning Strategy Manager	To identify joint issues and develop common approaches to local plan preparation, policy issues and strategic planning matters	To share knowledge, best practice and latest government guidance and its application in relation to planning policy matters.	Low. Reputational if Dartford's practices with respect to policy and plan preparation are not following best practice

Minor Partnership	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
KENT DEVELOPMENT MANAGERS OFFICERS GROUP		Development Management Heads in Kent and Medway and KCC	Development Manager	To identify joint issues and develop common approaches to Development Management issues	To share knowledge, best practice and latest government regulations and guidance and its application in relation to Development Management matters	Low. Reputational if Dartford's practices with respect to Development Management are not following best practice
LABC KENT BUILDING CONTROL MANAGER GROUP		Heads of Building Control in Kent and LABC	Building Control Manager	To identify joint issues and develop common approaches to Building Control issues	To share knowledge, best practice and latest government regulations and guidance and its application in relation to Building Control matters	Low. Reputational if Dartford's practices with respect to Building Control are not following best practice
KENT AUDIT GROUP		All Chief Audit Executives in Kent	Audit Manager	To share, develop and improve audit practices in Kent	To share knowledge, best practice and deliver an annual conference	No financial or reputational risks identified

Minor Partnership	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
KCC FINANCIAL HARDSHIP TASK & FINISH GROUP		The group consists of partners from KCC, all district and borough councils, Medway Council, the voluntary sector, and other public sector organisations	Community Development Manager	The Task & Finish Group has continued to meet monthly to discuss challenges and activity around financial hardship support.	The Financial Hardship Task & Finish Group works with partners in identifying changes in the cost-of-living landscape. The priorities identified shape the delivery of support, and where appropriate more partners are engaged to ensure that the group is a strong representation of the multi-faceted support system for residents across the county.	Low - Funding streams and funding priorities determine the focus and work of the group

Minor Partnership	Dates: - Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	Risks
<p>KENT ENVIRONMENTAL HEALTH MANAGERS GROUP (KEHM)</p> <p>Also includes Technical Working Groups for Food, Health and Safety and Environmental Protection</p>		Heads of Environmental Health teams in Kent and Medway	Head of Environmental Health & Regulatory Services	To identify joint issues and develop common approaches to Environmental Health issues nationally and across the county	To share knowledge, best practice and latest government regulations and guidance and its application in relation to EH matters	Low. Terms of Reference in place for group. Aim to find best practice and ensure consistency across the county
AGEINGWELL (NHS KENT AND MEDWAY)		NHS Kent & Medway D,G & S Officer representatives	Community Development Manager	Scoping and Engagement with Homeless and Vulnerable adults		Risk of falling outside of decision making process and contributing to health outcomes of Dartford's population
KHG EQUALITY, DIVERSITY AND INCLUSION SUB GROUP		All Kent Councils plus all Kent HA's	HR Manager	To share information on approaches to improving EDI	To share knowledge, information that improves EDI within organisations	No financial or reputational risks identified
DARTFORD, GRAVESEND AND SWANLEY – DEMENTIA FRIENDS COMMUNITY		Organisations that are committed to making Dartford a Dementia Friendly Community	Community Development Manager	Corporate Plan 24-27 objective: To create a Dementia Friendly Community		Professional expertise of ADSS is key to supporting DBC's commitment

				increasing awareness and understanding of dementia and of people living with dementia.		<p>t to creating Dementia Friendly Communities – (VSCE are experiencing funding challenges as a direct result of recent NI changes).</p> <p>Reputational risk to DBC</p>
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External Working Groups

External working group	Dates: - Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	
BLUEWATER COMMUNITY FORUM		Community groups in Dartford and Gravesham, Groundwork Trust Bluewater management , Land Securities, Police, other service providers, Dartford Council planning and community safety officers	Community Development Manager	To share information in pursuit of achieving benefits for the local community from regeneration	Dissemination of information throughout the local community, increasing knowledge of Council activity, as well as Council getting better understanding of community needs to feed into the planning process	Provides an opportunity to connect with colleagues. Reputational risk if we so not stay connected. Currently attended by x 2 Health Walk Leaders who feedback to officers and are now involved in the events planning of the Bluewater Community Forum
BLUEWATER EMERGENCY PLANNING	2005	Bluewater, Police, F&RS, NHS, Ambulance, DBC, KCC	Emergency Planning Officer	To be specifically aware of risks associated with these local sites and threats	To be able to integrate into the agreed response at these sites	
CONTAMINATED LAND FORUM	1999	KCC, Environment Agency, University of Greenwich,	Environmental Health Scientific Officer	To facilitate a co-ordinated approach to dealing with	Establishes links between the relevant enforcement agencies, allows sharing of ideas,	

		Kent Local Authorities		contaminated land in Kent	problems, solutions	
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External working group	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	
COMAH - Control of Major Accident Hazards		KENT RESILLIENCE FORUM. KFRS, SECAMB, KENT POLICE, DISTRICT EPO'S	Emergency Planning Officer	Control of Major Accident Hazards EPO liaises with all COMAH sites to ensure their plans are regularly updated and tested		Risk of being unable to influence and lobby for outcomes that impact Dartford and its residents in the event of a COMAH incident
DARTFORD RIVER CROSSING EMERGENCY PLANNING	2006	DRC, HA, Kent & Essex Police, F&RS, PCT, Ambulance, Thurrock, DBC	Emergency Planning Officer	To be specifically aware of risks associated with these local sites and threats	To be able to integrate into the agreed response at these sites	
DISTRICT COUNCILS NETWORK		Cross party member led network of all 201 district councils in England	Leader/Chief Officer & Director of Corporate Services	To provide a national voice for district councils within the Local Government Association	Lobbying of central government, political parties and other stakeholders; commissioning research; providing support and sharing best practice	
EQUINE WORKING GROUP		DBC, RSPCA, Police, KCC Wardens, British Horse Society, Landowners	Animal Control Officer	Ad-hoc forum to discuss policy and procedures relating to illegal grazing	Build on examples of good practice. Access to specialist staff	

External working group	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	
HOUSING STRATEGY AND ENABLING GROUP (sub group to the Kent Housing Group)		All Kent housing authorities and 2 nominated registered providers	Housing Policy & Development Manager	To share best practice in terms of strategy development and service delivery. To develop and produce solutions and working practice to identify housing need and assist in the delivery of new affordable urban and rural housing	Promotes partnership working	
KENT & MEDWAY AIR QUALITY PARTNERSHIP	1992	KCC, All Kent Local Authorities	Environmental Health Scientific Officer	To facilitate a coordinated approach to local air quality management in Kent	Assists in promoting the need for a corporate and consistent approach and improves consultation between the DEFRA Regional Air Quality Co-ordinators Group and the Kent local authorities	

External working group	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	
KENT & MEDWAY SAFETY ADVISORY GROUP	2012	All Kent Local Authority SAG Chairs, KRF, KCC Highways, Kent Police, K&MFRS (DBC EPO Chairs this group)	Emergency Planning Officer	To enable a professional, joint approach to ensure event safety is improved on a County basis	Avoids duplicity and enables the sharing of lessons learnt and best working practices	
KENT DOMESTIC RETROFIT GROUP (previously Kent Energy Efficiency Partnership)	1998	All Kent Local Authorities	Environmental Promotions Officer	To provide a coordinated approach for energy conservation in Kent	Enables bulk discount schemes and grant application opportunities on behalf of Kent residents	

External working group	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	
NORTH KENT HOUSING PARTNERSHIP	2003	Hyde Housing Group, Moat Housing Group, London & Quadrant Housing Group, West Kent Housing, Orbit Housing, Clarion Housing Group, MHS Homes, Sage Homes, Homes England, DBC, Gravesham BC, Swale BC, Medway Council	Housing Policy & Development Manager	To enable the provision of affordable housing in the Borough	Provides a framework for improved coordination of funding programmes and planning of housing developments between the Council, Homes England and housing association partners. Flexible partnership enables other housing associations to delivery affordable housing where necessary.	

External working group	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	
NORTH KENT PLANNING AND ENVIRONMENT GROUP	2011	North Kent planning authorities, KCC, Natural England, Kent Wildlife Trust	Policy Planner	To discuss and develop a common approach to environmental issues which cross borough boundaries. Develop common evidence based on these matters	Efficiencies in preparing evidence based on strategic environmental issues. Meeting statutory obligations in respect of joint response to cross-boundary issues	
UNAUTHORISED ENCAMPMENT WORKING PARTY		KCC, Police, All Kent local authorities DBC no longer attends, but receives minutes (when the group meets)	Enforcement Manager	Forum to develop coordinated approach to dealing with illegal encampments and traveller related activity	Examples of good practice. Developing a coordinated and unified approach	
UPPER THAMES OIL POLLUTION GROUP	2003	PLA, GBC, DBC, EA, KCC	Emergency Planning Officer	To meet the agreed expectations and to respond to an oil pollution incident affecting the foreshore of the River Thames	Integrate response on shore and on water. To have common plans and to facilitate the statutory training required of oil pollution officers and beach masters	

External working group	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	
NORTH KENT VOLUNTARY SECTOR ALLIANCE		VCSE Led (up to 280 member orgs) – DBC Officer in attendance	Community Development Manager	A forum for shared learning, networking and development	To build enabling relationship with the voluntary sector.	Reputational Risk if DBC not seen to be engaging or listening.
DG&S NHS TRUST ARMED FORCES STEERING GROUP	2024	<p>NHS Trust and external guests and colleagues</p> <p>Links to NHS Kent & Medway Armed Forces Network</p> <p>The Kent and Medway Armed Forces Network (KMAFN) is a multi-organisational group which includes members from the NHS, MoD, Armed Forces Reservists, mental and physical health clinicians, the Royal British Legion and other interested charities and organisations from across Kent and Medway.</p>	Community Development Manager	To improve access and the experience of the Armed Forces Community (reservists, veterans, families, adult cadet leaders) in the provision and delivery of health care service and meet the legal requirements of the of the Armed Forces Bill 20211.	Improved understanding of NHS provision for members of the Armed Forces Community	Reputational risk if DBC not seen to be engaging

¹ [New Armed Forces Bill passed in Parliament - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/new-armed-forces-bill-passed-in-parliament)

External working group	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	
KENT & MEDWAY ARMED FORCES NETWORK		The Kent and Medway Armed Forces Network (KMAFN) is a multi-organisational group which includes members from the NHS, MoD, Armed Forces Reservists, Mental and Physical Health Clinicians, the Royal British Legion, SSAFA and other interested charities and organisations from across Kent and Medway		Its aim is to facilitate the ICBs and community in the delivery of the Armed Forces Covenant and the Armed Forces Act 2021.		Reputational risk if DBC does not engage and capitalise on value of collective lobbying and sharing of information that serves to benefit members of the armed forces community

External working group	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	
LGA ARMED FORCES COVENANT NETWORK	April 2024	Membership to the network is open to local authority officers from across the United Kingdom who are actively engaged in implementing and promoting the Armed Forces Covenant within their respective local authorities. This includes officers responsible for housing, social services, health, education, employment, and community engagement. Additionally, representatives from relevant stakeholder organisations, such as support groups, charities, and government departments may be invited to participate as and when.	Community Development Manager	The purpose of the LGA Armed Forces Covenant Network is to advocate for policies that help local authorities ensure that individuals who have served in the British Army do not face disadvantage as a result of their service. The network aims to influence central government - using the mechanisms of the LGA - to provide local authorities with the necessary tools, resources, and support to fulfil their obligations under the Armed Forces Covenant and effectively address the	Enhanced understanding and connectivity to expertise across the wider LGA network	Reputational risk if DBC does not engage and capitalise on value of collective lobbying and sharing of information that serves to benefit members of the armed forces community

				needs of the armed forces community		
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External working group	Dates:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	
WEST KENT JOINT MANAGEMENT GROUP (DISABLED ADAPTATIONS)	1992	KCC, DBC, Sevenoaks DC, Tonbridge and Malling BC, Maidstone BC, Tunbridge Wells BC, Gravesham BC, Tonbridge and Malling HA, Hyde 'in touch' Support Ltd (HIA), Health Authority, User Groups. Overview of local authority performance re disabled adaptations	Senior Private Sector Housing Officer	To maintain a strategic overview of equipment and adaptation services for disabled persons in the West Kent social services area	Allows for consideration of new legislation, best practice, training needs/opportunities and monitoring of activity and expenditure	
HEALTH INEQUALITIES ACTION GROUP		DBC all Depts, Public Health, DG&S, VCSE	Health Team Lead	Support delivery of Corporate Plan - identify inequalities in public health, lobby for accessible health services and ensure our powers are used effectively to improve health outcomes for Dartford people.	Access specialist resources and funding streams	Reputational – Delivery of health services is not controlled at DBC level

External working group	Date s:- Start & Review	Parties	Contact Officer	Aims	Added Value/Benefits	
DARTFORD GRAVESHAM AND SWANLEY HEALTH AND CARE PARTNERSHIP CHILDREN'S AND YOUNG PEOPLE'S BOARD		<p>K&M ICB ICB Clinical Lead for CYP Services</p> <p>ICB Programme and Project Managers Children's Acute & Community Paediatrics</p> <p>Local Maternity and Neonatal System Representative</p> <p>DGS HCP HCP Director/Associate Director</p> <p>HCP Primary Care Medical Director and/or HCP GP Clinical Lead</p> <p>Dartford and Gravesham NHS Trust (DGT)</p> <p>Chief Medical Officer – Chair</p> <p>Chief Executive Officer</p> <p>Chief Nurse, Chief Operating</p>	Community Development Manager	<p>This Board is responsible for bringing together organisations across the system, including health, social care, local authority, public health, voluntary and community sector providers and patient representatives.</p> <p>Our collective aim is to reduce health inequalities for children and young people, enabling them to access healthcare services where needed, and ultimately aiming to focus on prevention moving forward.</p>	Putting children and young people at the forefront of planning and commissioning and delivering services. It can also lead to added value by achieving something more than the Council could do by working alone.	<p>Effectiveness of the group –</p> <p>The role, effectiveness and membership of the Board will be reviewed at least annually with an initial review after six months to ensure that it is fulfilling its purpose within the overall governance structures</p>

		<p>Officer, CYP Clinical Director ,Associate Director of Nursing, CYP Services, Divisional Director of Operations, CYP Services, Community Services</p> <p>KCHFT Representative, Oxleas Representative, Mental Health Services</p> <p>Operatio ns Director, NELFT, DGS Health & Primary Care Director of Collaborative Delivery, SECAMB</p> <p>Strategic Partnerships Manager, Healthwatch Kent Manager, Voluntary Sector, Local Authority Kent County Council (KCC) – Children’s Social Care, KCC Early Years and Education Commissioners, Bexley Council Representative, Public Health Consultant for DGS area, Whole Systems Obesity Lead for DGS</p>				
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		area, Borough and District Councils, Dartford Borough Council, Gravesham Borough Council, Sevenoaks District Council, Bexley Borough Council, Other Other HCPs including out of area if required				
KCC TRAFFIC MANAGEMENT ORDERS GROUP		KCC, ALL DISTRICTS, DISTRICT EPO'S, Utilities, Planning, All Emergency Services	Emergency Planning Officer	Ensure collaboration between all parties and prevent clashes between events and works		Reputational risk due to events clashing with road works and closures, causing cancellation or curtailment of events.

DBC Liaison Groups

Liaison Group	Dates:- Start & Review	Groups	Contact Officer	Aims	Added Value/Benefits	
DARTFORD YOUTH COUNCIL		St Catherine's Catholic School for Girls; the Leigh Academy; North Kent College; Dartford Grammar School for Girls (x2); Dartford Grammar School for Boys (x2); CTK St Mary's Sixth Form (x2)	Events & Culture Team Leader	The Dartford Youth Council aims to provide a means of two way communication between Dartford Borough Council and the young people who live, work and go to school in the Dartford Borough.	Engaging young people to participate in community development and citizenship issues.	Reputational risk – concerns that participation limited to Grammar School pupils. Mitigated by work currently taking place with Youth focussed organisations across DBC under the Young People portfolio. The Communities Team are also working closely with DBC's Resident Involvement Officer to explore joined up working
DARTFORD ELDERS' FORUM			Events & Culture Team Leader	To consult and listen To enhance social inclusion To connect	Resident engagement on health, council and third sector services	Reputational Risk if DBC does not respond to challenge of expanding membership – concern is that minority groups new to Dartford will be excluded if membership closed because venue does not have capacity to

						<p>accommodate greater numbers.</p> <p>Reputational Risk if engagement has no visible outcomes</p> <p>Reputational Risk if purpose of group is unclear</p>
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Liaison Group	Dates:- Start & Review	Groups	Contact Officer	Aims	Added Value/Benefits	
FRIENDS OF DARENTH COUNTRY PARK	2000	DBC officers and members, Arrow Riding Centre, PSU, Groundwork, Darenth and Bean Parish Council, Residents Groups	Head of Waste, Public Realm & Enforcement Services	To advise and assist with the running of the park	Listen to users' views and requests, coordinates activities, and supports volunteers which reduces budgetary needs, involves residents and users giving a sense of involvement and voice. Disseminates information.	

Liaison Group	Dates:- Start & Review	Groups	Contact Officer	Aims	Added Value/Benefits	
FRIENDS OF DARTFORD HEATH	2000	DBC officers and members, Police, Fire Service, local residents, heath users and volunteers	Head of Waste, Public Realm & Enforcement Services	To advise on the running of the park and act as a forum between users/ organisations	Listen to users' views and requests, coordinates activities, and supports volunteers which reduces budgetary needs, involves residents and users giving a sense of involvement and voice. Disseminates information.	
FRIENDS OF HESKETH PARK	2000	DBC officers and members, Police, Cricket Club, Bowls Club, local residents and park users	Head of Waste, Public Realm & Enforcement Services	To advise on the running of the park and act as a forum between users/ organisations	Listen to users' views and requests, coordinates activities, and supports volunteers which reduces budgetary needs, involves residents and users giving a sense of involvement and voice. Disseminates information.	

Liaison Group	Dates:- Start & Review	Groups	Contact Officer	Aims	Added Value/Benefits	
DARTFORD BOROUGH TENANTS & LEASEHOLD FORUM		Reps of Tenants and Leaseholders Forum and DBC	Head of Housing	To form a constituted borough wide tenants and leaseholders consultative group	Gives the opportunity for forum members to gain knowledge about the Council and its partners and to develop its own action plan.	
HOUSING ADVISORY BOARD	2022	Member, Officer and Tenant representatives	Director of Housing & Public Protection	To advise on and review strategic housing issues	Tenant and Member engagement with the housing service	

Committees set up under the Local Government Act 1972

ELTHAM CREMATORIUM JOINT COMMITTEE		DBC, LB Greenwich, LB Bexley	Head of Finance	To lay down policy for the operation of Eltham Crematorium	Provision of cremation services to Dartford residents	Low – joint committee oversees.
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11.9 DARTFORD BOROUGH COUNCIL - POLICY FOR INTERROGATING SOCIAL MEDIA FOR INVESTIGATIVE PURPOSES

1. INTRODUCTION

- 1.1 Open-source Intelligence or OSINT refers to a broad array of information and sources that are generally available (whether on payment or otherwise), including information obtained from internet (social networking) sites, books, media, newspapers, radio, television, journals, TV, newswires, newsgroups, mapping, imagery photographs, commercial subscription databases and other library data.
- 1.2 Social networking sites and OSINT contain a wealth of information, intelligence and evidence about suspects, victims, witnesses, members of organised crime groups and other aspects of criminal and anti-social activity.
- 1.3 Social networking - Twitter, Facebook and LinkedIn to name but a few have opened up numerous opportunities and is a key component to profiling the subject of an investigation. The pool of information (postings, videos, photos etc.) about each individual can form a distinctive social signature.
- 1.4 Social networking evidence can be a valuable addition to an investigation, but it has to be gathered in a way that will hold up in court. Once the access to social networking information has been secured, simply due to public accessibility, evidence must be gathered in a way that is legal and useful. Collecting evidence from social networking sites has the potential to impact on individual's rights to privacy and may therefore require authorisation under the Regulation of Investigatory Powers Act 2000 (**see section 3 below**).
- 1.5 This Policy sets the framework by which officers may utilise OSINT, social media and video sharing sites when conducting investigations into alleged offences and aims to ensure the minimum standards that must be adopted by all officers in order to maintain the integrity of any evidence gained so as not to compromise:
 - the hardware/software infrastructure of the Council's computer systems;
 - investigative tactics;
 - on-going and future Council investigations;
 - the personal safety of individuals; and
 - reputational risks to the Council;
 - breach of RIPA reportable to IPCO¹ and possible disciplinary issues.

This Policy also ensures that investigations are done lawfully and correctly so as not to interfere with an individual's human rights and with due consideration of relevant legislation, including:

- ☐ the Human Rights Act 1998;
- ☐ the Data Protection Legislation²;
- ☐ Computer Misuse Act 1990

¹ Investigatory Powers Commissioner's Office

- ❑ the Regulation of Investigatory Powers Act 2000, together with the published codes of practice from the Home Office, IPCO and the Information Commissioner's Office;
- ❑ Chapter 30 of the Criminal Procedure and Investigations Act 1996 (Section 23(1)) Code of Practice);
- ❑ PACE 1984
- ❑ Protection of Freedoms Act 2012 – regulation of CCTV and other surveillance camera technology & Surveillance Camera Commissioner + Codes of Practice.

1.6 This Policy should be read in conjunction with the Council's **Policy Statement - Regulation of Investigatory Powers Act 2000 (RIPA) (as amended)**. Remember to complete the '**Application for authorisation to conduct an OVERT investigation**' (on the intranet).

2. WHAT IS MEANT BY 'SOCIAL MEDIA'

2.1 Social media can take many forms. However, there are some facets, which will be common to all forms of social media.

Social media will always be a web-based service that allows individuals and/or businesses to construct a public or semi-public profile. Beyond this, social media can be very diverse, but will often have some, or all, of the following characteristics;

- ❑ the ability to show a list of other users with whom they share a connection; often termed "friends" or "followers",
- ❑ the ability to view and browse lists of connections and those made by others within the system;
- ❑ hosting capabilities allowing users to post audio, photographs and/or video content that is viewable by others.

2.2 Social media can include community based web sites (**see Appendix 6 – Social Networking Sites**), online discussions forums, chatrooms and other online social spaces. Current examples of the most popular forms of social media and therefore the most likely to be of use when conducting investigations into alleged offences, include;

- ❑ Facebook
- ❑ Twitter
- ❑ YouTube
- ❑ Vine
- ❑ Instagram
- ❑ LinkedIn
- ❑ Pinterest
- ❑ Google+
- ❑ Tumblr
- ❑ Reddit
- ❑ Flickr

2.3 Social media interrogations involve the detailed analysis of an organisation's or individual's social media accounts. They are commonly used to provide

information relevant to an investigation, court case or background checks.

- 2.4 Interrogations can be critical in providing admissible evidence in civil and criminal matters, pre-employee screenings or internal investigations involving current or former employees. This can be due to the need to ascertain specific evidence in relation to potentially fraudulent activity, data theft, gross misconduct, identifying those responsible for environmentally damaging fly-tipping, benefit fraud, or selling alcohol or tobacco to minors.
- 2.5 By its very nature, social media accumulates a sizable amount of information about a person's life, from daily routines to specific events. Accessibility on mobile devices can also mean that a person's precise location at a given time, may also be recorded whenever they interact with a form of social media on their devices.
- 2.6 Although social media is a useful tool when investigating alleged offences with a view to bringing a prosecution, there is a danger that its use can be abused, which would have an adverse effect, damaging potential prosecutions and even leave the Council open to complaints or criminal charges itself.

3. HUMAN RIGHTS & REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

- 3.1 Whilst the use of social media to investigate is not automatically considered covert surveillance, its misuse when conducting investigations can mean that it crosses over into the realms of covert and/or targeted surveillance, even when that misuse is inadvertent, therefore becoming unauthorised surveillance and breaching a person's right to privacy under Article 8 of the European Convention on Human Rights.
- 3.2 There is a significant amount of information on an individual's social media pages. This information might be relevant to an investigation being undertaken by the Council. However, unguided research into the sites of suspect offenders could fall within the remit of RIPA and therefore require a *directed surveillance authorisation*, prior to the undertaking of an investigation. See the [RIPA \(Regulation of Investigatory Powers\) Policy Statement](#).
- 3.3 Where a website or social media account requires a minimal level of interaction, such as sending or receiving a friend request before access is permitted, this may not in itself amount to establishing a relationship. Equally, the use of electronic gestures such as "like" or "follow" to react to information posted by others online would not in itself constitute forming a relationship. However, it should be borne in mind that entering a social media site or responding on these terms, may lead to further interaction with other users and a *CHIS authorisation* should be obtained if it is intended for an officer or a CHIS to engage in such interaction to obtain, provide access to or disclose information³, without disclosing their identity.
- 3.4 Officers embarking on any form of investigatory action should always do so with RIPA in mind. Whilst RIPA will not always be relevant to every investigation, it is vital that officers involved in investigative practices regularly review their conduct with respect to investigatory actions. Any investigation is capable of evolving from

being one that does not require a RIPA authorisation, to one that does, at any point. Instances of repeated and/or regular monitoring of social media accounts, as opposed to one-off viewing, may require a RIPA authorisation.

Intelligence provides a link to evidence. Evidence of whatever type must be both relevant and admissible. Evidence is relevant if it logically goes to proving or disproving some fact at issue in the prosecution. It is admissible if it relates to the facts in issue, or to circumstances that make those facts probable or improbable and has been properly obtained.

³ Refer to paragraphs 4.29 to 4.35 of the [Covert Human Intelligence Sources Code of practice](#) (December 2022) for details on where a CHIS authorisation may be available for online activity, including the need to carry out a risk assessment **RIPA/Policy For Interrogating Social Media For Investigative Purposes 7 March 2023**

- 3.5 Even if surveillance without a RIPA authorisation is not illegal, if a RIPA authorisation is not obtained, the surveillance carried out will not have the protection that RIPA affords and may mean it is rendered inadmissible.
- 3.6 Even if surveillance without a RIPA authorisation is not illegal, if a RIPA authorisation is not obtained, the surveillance carried out will not have the protection that RIPA affords and may mean it is rendered inadmissible.
- 3.7 If reasonable steps have been taken to inform the public or particular individuals that their social media account(s) is being monitored, this can be regarded as **OVERT** and a directed surveillance authorisation will not normally be required. **Officers must at all times use their department's allocated social media account (see section 12 below).**

4. PRIVACY SETTINGS & PRIVATE INFORMATION

4.1 Expectation of privacy is a key issue and must be given proper consideration. A decision will hinge on whether the users of the particular site have a reasonable expectation of it. Users normally have the choice whether to make their profile and associated postings/blogs available for public view or to restrict access to 'friends' only. Many users may assume that the 'default' settings deliver reasonable privacy, so may not specifically set their requirement, but still 'expect' privacy of access to their content. Similarly, 'friends' variations on settings can impact on others' privacy. Much depends on the way the hosting site is programmed (or on original philosophy of the provider).

It is therefore recognised that the account 'settings' may not always fully reflect the end-users expectation of privacy. It is however reasonable to conclude that postings on 'walls' or 'blogs' on a social networking site to which the author has applied no privacy settings to, are likely to be considered to be within the public domain (**see section 4.2 below**).

4.2 Private Information - when a person's activities take place in public, covert surveillance of that person's activities in public may still result in the obtaining of private information. This is likely to be the case where that person has a reasonable expectation of privacy, even though acting in public and where a record is being made by a public authority of that person's activities for future consideration or analysis.

These considerations are also likely to arise if several records relating to one subject are to be analysed together in order to establish, for example, a pattern of behaviour, lifestyle etc., or if one or more pieces of information (whether or not in the public domain) are covertly obtained for purposes of making a permanent record on that person or for subsequent data processing to generate further information. In such circumstances, the totality of information gleaned may constitute private information even if individual records do not.

4.3 It does not always follow that users who do not restrict access have totally

forfeited their right to privacy or that covert research of their profiles could not amount to directed surveillance. Where means of restricting access to the information have been put in place, the author has a clear expectation of privacy and so the use of measures to circumvent access controls is capable of amounting to surveillance and may require authority under RIPA.

- 4.4** Depending on the nature of the online platform, there may be a reduced expectation of privacy where information relating to a person or group of people is made openly available within the public domain **(see Appendix 1 – Is the information on Facebook private or public?)**.

- 4.5** Where information about an individual is placed on a publicly accessible database, for example the telephone directory or Companies House, which is commonly used and known to be accessible to all, individuals are unlikely to have any reasonable expectation of privacy over the monitoring by public authorities of that information.
- 4.6** Individuals who post information on social media networks and other websites whose purpose is to communicate messages to a wide audience are also less likely to hold a reasonable expectation of privacy in relation to that information.
- 4.7** Where privacy settings are available, but not applied, the data may be considered ‘open source’ or publicly available (i.e. there is a reduced expectation of privacy).

Example: Where a person publishes content on a public profile, they allow everyone, including those not on that particular social media platform, to access and use that information whilst also allowing it to be associated with them. In practice, this means that photographs, video content or any other relevant information posted by individuals and businesses to a public profile on any given social media platform can be viewed, recorded and ultimately used as evidence against them should the matter end in legal proceedings, subject to the usual rules of evidence.

- 4.8** Whilst a person may have a reduced expectation of privacy when in a public place, covert surveillance of that person’s activities in public may still result in the obtaining of private information. This is likely to be the case where that person has a reasonable expectation of privacy even though acting in public and where a record is being made by the Council of that person’s activities for future consideration or analysis. Surveillance of publicly accessible areas of the internet should be treated in a similar way, recognising that there may be an expectation of privacy over information, which is on the internet, particularly where accessing information on social media websites. **This is because the intention when making such information available was not for it to be used for a covert purpose such as investigative activity.** This is regardless of whether a user of a website or social media platform has sought to protect such information by restricting its access by activating privacy settings.
- 4.9** Whether the Council interferes with a person’s private life includes a consideration of the nature of the Council’s activity in relation to that information. Simple **reconnaissance** of such sites (i.e. preliminary examination with a view to establishing whether the site or its contents are of interest) is unlikely to interfere with a person’s reasonably held expectation of privacy and therefore is most likely to require a directed surveillance authorisation.

General observation duties do not require a RIPA authorisation, whether covert or overt. Such general observation duties frequently form part of the Council’s legislative functions, as opposed to the pre-planned surveillance of a specific person or group of people. General observation duties may include monitoring of publicly accessible areas of the internet in circumstances where it is not part of a specific investigation or operation.

However, where officers are systematically collecting and recording information about a

particular person or group, a directed surveillance RIPA authorisation should be considered. These considerations apply regardless of when the information was shared online.

Example: Council officers monitoring publicly accessible information on social media websites, using a general search term (such as the name of a particular event they are monitoring), would not normally require a directed surveillance authorisation. However, if they were seeking information relating to a particular individual or group of individuals, for example, by using the search term “group x” (even where the true

identity of those individuals is not known) this may require authorisation. This is because use of such a specific search term indicates that the information is being gathered as part of a specific investigation or operation, particularly in circumstances where information is recorded and stored for future use.

Personal information obtained through general observation, is subject to the Data Protection Legislation.

4.10 Officers must ensure compliance with the Data Protection Act 2018 principles and UK GDPR. The social media interrogation must be legitimate under the Data Protection Legislation. This means it must be reasonable, lawful and appropriate. Obtaining information for one purpose, cannot later be used for a completely different purpose. Check whether the way the planned interrogation of social media provides a 'lawful basis' for processing data under the UK GDPR. If sensitive (i.e. 'special category') data is likely to be collected – this means extra conditions must be met under the UK GDPR – see [the Analysis of Social Media for Investigations - Privacy Notice](#). A Data Protection Impact Assessment (DPIA) must be carried out with reference to the lawful bases and legal gateways (see section 10 below).

4.11 Where officers intend to access a social media or other online account to which they have been given access with the consent of the owner, they will still need to consider whether the account(s) may contain information about others who have not given their consent. If there is a likelihood of obtaining private information about others, the need for a directed surveillance authorisation should be considered, particularly (though not exclusively), where it is intended to monitor the account going forward.

4.12 When considering what is available on an individual's public social media profile, officers investigating an offence, or potential offence, should always keep in mind what relevance it has to that investigation. Only information that is relevant to the investigation and goes some way toward proving the offence, should be gathered. If there is any doubt as to whether something is relevant, then advice should be sought from Legal Services.

5 CONDUCTING INVESTIGATIONS/RESEARCH OVER THE INTERNET

5.1 Internet Service Providers maintain a record of IP addresses and the sites visited. Websites may record IP addresses as well as other details about the computer used including the browser, operating system, and computer name. Records are often kept of the time and date of each visit in addition to the sites the visitor came from and went to. Websites can install cookies on to a computer in order to

identify the user, should they return to that site, or another site that subscribes to the same cookie monitoring service.

5.2 Any activity carried out over the internet leaves a trace or footprint that can identify the device used and, in some instances, the individual carrying out that activity. Officers engaged in investigation and/or research over the internet must take precautions to protect the security of themselves and of the Council's computer systems.

5.3 Only Level 1 Overt Open Source Intelligence/Research and Level 2 Advanced Open Source Investigation/Research (see the levels below) should be carried out on devices that are attributable to the Council. For any other type of covert investigation/research, where the investigator would not wish those being investigated to be aware of the investigation or of Council interest, equipment must be used which cannot be attributed to the Council or any individual member of staff.

A computer or laptop cannot be made totally 'non-attributable', as there is a risk of detection through connection to the IP address. However, the use of a Council allocated iPad or similar device, connected to its mobile network (**not to wifi**), would be 'non-attributable'.

A non-Council identity (email address), would need to be used on the 'non-attributable' device - an email address that identifies (or risks identifying) the user should not be used – instead, use a random email address e.g. golden.sunsets@gmail.com.

Non-attributable devices must never be used for personal use.

5.4 Departments must ensure that a 'non-attributable' device is kept in a secure environment and that there are strict procedures in place to regulate and audit its use. Records must be kept of sites visited and information gathered in a locally held log/register. The criteria detailed in the following levels should be seen as a minimum requirement to carry out operational activity on the internet.

If the iPad is a 10.1-inch model or smaller, a free version of MS Word can be used to store and maintain documents on the iPad.

5.5 Staff carrying out any type of investigation/research over the internet must be appropriately trained (**see section 11 below**).

Level 1 - Overt Open Source Investigation/Research

- conducting research overtly across publicly accessible search areas of the internet such as map viewing, street views, local authority sites, auction sites or any publicly available website in cases where there is no requirement to register details to gain access;
- must not be used for any covert investigation;
- as the research activity is considered overt, there is no requirement for any RIPA authorisation;
- no senior officer advance authorisation required but officers must adhere to relevant Council Data Protection Legislation policies/procedures and IT Security Policy;
- must be conducted on Council computers.

Level 2 – Overt Advanced Open Source Investigation/Research

- research across publicly accessible search areas of the internet, such as search engines, people search sites and social network sites;
- registration required to gain access;
- the research is not intended to remain covert and may become known to the subject;
- no senior officer advance authorisation required, unless covert surveillance is intended;
- active consideration should be given to a RIPA authorisation on a case-by-case basis;
- sterile profile accounts [a profile in the true name of the officer, but is not their active profile and is entirely sterile of their personal information] must be used to log onto sites requiring registration (**see section 5.6 below**);
- any interaction with the subject must not be covert and there must be no interaction with a subject beyond that which is entirely necessary for the immediate purposes. Be aware that befriending subjects, poking, writing on walls or joining groups is likely to require a RIPA directed surveillance authorisation) unless it is explicit that the profile is that of an officer;
- must be conducted using Council computers;
- must be able to evidentially capture and store information, as these records would need to be available for inspection/audit in any subsequent internal/external investigation.

Level 3 - Covert Advanced Open Source Investigation/Research

- research across publicly accessible search areas of the internet such as search engines, people search sites and social network sites requiring registration to gain access;
- research is intended to remain covert and is not intended to become known to the subject;
- RIPA authorisation procedure referred to in xxx MUST be followed;
- false persona profile accounts [a profile created in a false name to protect the officer's true identity becoming known to the subject] must be used to log onto sites requiring registration (**see section 5.6 below**);
- there must be no interaction with subjects – no befriending subjects, writing on walls or joining discussions;
- must be able to evidentially capture and store, as these records would need to be available for inspection/audit in any subsequent internal/external investigation
- only non-attributable computers to be used.

5.6 Sterile & /False Persona Profile Accounts - Under no circumstances will officers use their own personal or anyone else's social networking profile to conduct work related research, regardless of whether the investigation is of an overt or covert nature.

5.6.1 sterile profile accounts must be created with the true details of the officer making enquiries and must be registered using their Council email address;

5.6.2 false persona profile accounts must only be used for covert investigations and must be undertaken using a non-attributable computer.

No false persona account must be set up without prior authority, in consultation with the Data Protection Officer. If an officer needs to establish a false persona account on line account (for example an email address) that does not identify themselves as a Council employee, then this requires authorising by their senior manager. Authority need not be under RIPA unless the

activity that is then undertaken is covert surveillance.

5.7 Trawling - Using the internet to research publicly available information is an important element of modern intelligence collection. Using key words to search information across the internet and in websites that have not been subject to any security controls or personal restrictions by the authors, can be effective at identifying emerging threats. Although the activity may be covert, this open trawling may not acquire private information and may not therefore require RIPA authorisation.

Continual and targeted examination of data in this way may increase the likelihood of private information being obtained from others and therefore, consideration should be given to obtaining a directed surveillance authorisation. Each case needs to be considered in isolation, as all social media sites are different. If no access controls are applied (i.e. open data for all to view), then there is no expectation of privacy. Therefore, a RIPA authorisation for directed surveillance would not necessarily be needed, if no access controls were in place. However, as indicated above, all sites are different and individual consideration should be given.

A false persona profile account may be required if a covert account is needed to search any sites. However, it would be unusual to need such a profile account, unless access controls were on a site.

5.8 Covertly Breaching Access Controls - Social media sites encourage members to establish in-built security controls to restrict the level of private information that is on display.

For example, Facebook provides security levels that a member can set to allow only accepted 'friends' to be able to view the private information of the member.

To gain access to this information covertly, an officer would need to use a false persona profile account to register with Facebook, create a profile and then send a request to the subject to become their friend. Therefore, if a subject's account access is restricted, which needs the officer to covertly breach those access controls, then a directed surveillance authorisation is required. This authorisation is sufficient so long as the intention of the officer is to only monitor the contents of the site that they have accessed.

For example, using Facebook, an officer 'bumps' to the subject with the hope that the subject accepts their request without any challenge or exchange on line. Once accepted (without challenge) the officer only remains inactive as a 'friend' on the subject's profile, which enables them to view the content of the site. This activity would be considered as covert and likely to obtain private information (as access to it is restricted). In this example, only a directed surveillance authorisation should be applied for. A false persona profile account would be required to log onto Facebook.

A CHIS authorisation may be required when using an internal trading organisation in circumstances when a covert relationship is likely to be formed. However, the use of disguised purchaser details in a single overt electronic purchase is not likely to require a CHIS authorisation because no relationship is usually established at this stage.

6 WHAT IS PERMITTED UNDER THIS POLICY

- ☐ using different platforms to gather information that are publicly available (**see section 9 below**);
- ☐ using information *posted on a public profile* without a RIPA authorisation;
- ☐ using social media for surveillance with a RIPA authorisation, where the investigation is unusual and/or is likely to capture confidential information and the risks to privacy have been assessed as being proportionate and justified.

Officers must at all times prevent their own identities becoming compromised while doing their investigations or research.

7 WHAT IS NOT PERMITTED UNDER THIS POLICY?

7.1 Where an individual under investigation has set their social media account to private, officers should not attempt to circumvent those settings under any circumstances. Such attempts would include, but are not limited to;

- sending ‘friend’ or ‘follow requests to the individual;
- setting up or using bogus social media profiles in an attempt to gain access to the individual’s private profile (unless this has been authorised by a senior manager and supported by a RIPA authorisation);
- contacting the individual through any form of instant messaging or chat function requesting access or information;
- asking family, friends, colleagues or any other third party to gain access on their behalf, or otherwise using the social media accounts of such people to gain access;
- covert monitoring through social media without a directed surveillance authorisation (**see section 3.2 above**);
- establishing a covert relationship through social media without a CHIS authorisation (**see section 3.3 above**); or
- any other method, which relies on the use of subterfuge or deception.

Officers should keep in mind that simply using profiles belonging to others, or indeed fake profiles, in order to carry out investigations does not provide them with any form of true anonymity. The location and identity of an officer carrying out a search can be easily traced through tracking of IP addresses and other electronic identifying markers.

7.2 Whilst one-off visits, or otherwise infrequent visits spread out over time, cannot be considered ‘directed surveillance’ for the purposes of RIPA, repeated or frequent visits may cross over into becoming ‘directed surveillance’ requiring RIPA authorisation. A person’s social media profile should not, for example, be routinely monitored on a daily or weekly basis in search of updates, as this will require a RIPA authorisation, the absence of which is an offence.

7.3 Regardless of whether the social media profile belonging to a suspected offender is set to public or private, it should only ever be used for the purposes of evidence gathering. Interaction or conversation of any kind should be avoided at all costs, and at no stage should officers seek to make contact with the individual through the medium of social media. Any contact may lead to accusations of harassment or, where a level of deception is employed by Officers, entrapment, either of which would be detrimental and potentially fatal to any future prosecution.

8 CAPTURING EVIDENCE (MAINTAINING RECORDS) (see Appendix 2 – Evidence)

8.1 Once content available from an individual’s social media profile has been identified as being relevant to the investigation being undertaken, it needs to be recorded and captured for the purposes of producing as evidence at any potential prosecution. Depending on the nature of the evidence, there are a

number of ways in which this may be done:

- where evidence takes the form of a readable or otherwise observable content, such as text, status updates or photographs, it is acceptable for this to be copied directly from the site, or captured via a screenshot, onto a hard drive or some other form of storage device, and subsequently printed to a hard copy. The hard copy evidence should then be exhibited to a suitably prepared witness statement in the normal way;
- where evidence takes the form of audio or video content, then efforts should be made to download that content onto a hard drive or some other form of storage device such as a CD or DVD. Those CDs and/or DVDs should then be exhibited to a suitably prepared witness statement in the normal way. Any difficulties in downloading this kind of evidence should be brought to the attention of the IT Section who will be able to assist in capturing it.

8.2 When capturing evidence from an individual's public social media profile, steps should be taken to ensure that all relevant aspects of that evidence are recorded effectively. For example, when taking a screenshot of a person's social media profile, officers should make sure that the time and date are visible on the screenshot in order to prove when the evidence was captured. Likewise, if the evidence being captured is a specific status update or post published on the suspected offender's profile, steps should be taken to make a screenshot. Without this information, the effectiveness of the evidence is potentially lost as it may not be admissible in court.

8.3 Due to the nature of social media, there is a significant risk of collateral damage in the form of other, innocent parties' information being inadvertently captured alongside that of the suspected offender's. When capturing evidence from a social media profile, steps should be taken to minimise this collateral damage, either before capturing the evidence, or RIPA/Policy For Interrogating Social Media For

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subsequently through redaction. This might be particularly prevalent on social media profiles promoting certain events, where users are encouraged to interact with each other by posting messages or on photographs where other users may be making comments.

8.4 Officers will have regard to Chapter 30 of the Criminal Procedure and Investigations Act 1996 (Section 23(1)) Code of Practice, with regard to the manner in which they record, retain and reveal to the prosecutor, material obtained in a criminal investigation and which may be relevant to the investigation and related matters.

Where recorded material (in any form or media) is obtained during the course of an investigation which might be relevant to an investigation, or another investigation, or to pending or future civil or criminal proceedings, then it should not be destroyed, but retained in accordance with the requirements of the Council's Data Retention & Disposal Policy & Schedule and the Criminal Procedures and Investigations Act 1996 (i.e. consider using the evidence obtained in a sensitive unused material schedule⁴) and any other legal requirements.

9 OTHER INFORMATION TECHNOLOGY TOOLS AVAILABLE FOR INVESTIGATIVE

PURPOSES (see Appendix 3 – Internet Research Websites, Appendix 4 – Search Engines, Appendix 5 – Search Engines Tutorial and Appendix 7 - Images Videos GPS)

9.1 Whilst social media can be a useful and fruitful means of investigating offences and potential offences, it is by no means the only tool available within the realm of Information Technology. A vast array of other, mostly web-based tools are also at the disposal of those conducting investigations. For example, where there is a website advertising the services of a local business and there is evidence that this business is engaging in illegal activity, there are IT tools available that can track who is responsible for setting up that website, and so can be a good starting point when trying to link potential offenders to the offending business.

9.2 There are a series of specialist search tools available, which offer options to the online investigator, especially as these tend to excel in searching social media. Some of these search tools have their own unique strengths, whether it is looking at photos, finding user profiles or even establishing geo-social footprints – collectively they provide a powerful toolkit to the online investigator (**see Appendix 3 - Internet Research Websites and Appendix 4- Search Engines**).

10 DATA PROTECTION LEGISLATION

10.1 Officers must undertake a Data Privacy Impact Assessment before undertaking surveillance. This is best done in writing and should, among other things, consider whether the surveillance is necessary and proportionate.

10.2 Personal data processed by the Council is subject to the Data Protection Legislation. Personal data should be retained and destroyed in accordance with the requirements of the Council's Data Retention & Disposal Policy & Schedule. Due to the nature of social media, it is important to remember that when information produced as a hard copy is destroyed, that all digital copies of that evidence is likewise destroyed.

10.3 Providing accessible information to individuals about the use of their personal information is a key element of their legal right to transparency as set out in the Data Protection Legislation. As a data controller, the Council has a duty to explain via a *privacy notice*, how it processes personal information that is within its control and its lawful bases for processing.

⁴ Crown Prosecution Service- Disclosure Manual

10.4 Before starting a covert investigation or following the gathering of ‘intelligence’ for the purposes of a prosecution, in addition to the relevant RIPA authorisation for a covert investigation, officers must, in consultation with the Data Protection Officer:

- complete a Data Privacy Impact Assessment;
- ensure that their service specific privacy notice explains how personal information is being processed and the lawful bases for such processing.

11 TRAINING

Officers from the following departments have been trained⁵ to use the internet and world wide web (open source – freely available data) more effectively for research and investigation, including the use of jargon, surface search, deep web search, social media investigations (search, networking and monitoring tools), technologies, how to identify sources of evidence and protecting IDs online:

- Community Safety Unit;
- Environmental Health;
- Fraud;
- Housing Services;
- HR;
- Legal Services;
- Planning Services.

12 ALLOCATION OF SOCIAL MEDIA ACCOUNTS

The Communications team will, on the request of a relevant manager, set up sterile profile accounts for officers who have been trained (**see section 11 above**). Managers are responsible for ensuring compliance with this Policy. False profile accounts will be set up in exceptional circumstances, following advance consultation with the Data Protection Officer.

13 REVIEW

This Policy will be reviewed periodically and in line with the [Policy Statement - Regulation of Investigatory Powers Act 2000 \(RIPA\) \(as amended\)](#) to ensure that both Policies remain current and compliant with relevant legal requirements and best practice guidance.

14 EQUALITY IMPACT ASSESSMENT

This Policy has been assessed with regard to an Equality Impact Assessment. The assessment has been graded as having a low potential impact, as the proposals in this Policy would have no potential or actual differential impact on grounds of race, ethnicity, nationality, gender, transgender, disability, age, religion or belief or sexual orientation.

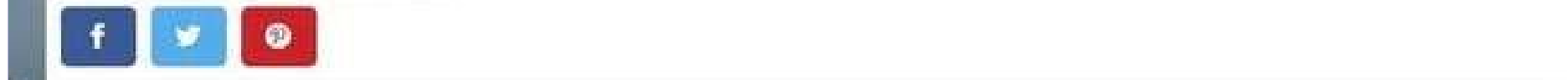
⁵ 28 October 2019

Is the information on Facebook private or public?



[+ Reply to Thread](#)
Results 1 to 19 of 19

Thread: Social worker on facebook



Thread Tools ▾ Search Thread ▾

07-03-11, 10:42 #1

Hayley S(313) ◊ Member	Join Date: Points:	Sep 2010 31
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Social worker on facebook

Hi I was wonderin if anyone else has ever had anything like this. my enrial worker has told me that she has looked on my facebook profile

It was weird in anyone else has ever had anything like this, my social worker has told me that she has looked on my facebook profile, my friends list etc she uses a different name. Is she aloud to do this?

Evidence

Evidence Process

- First original – no corruption of data
- Properties of electronic objects
- Capture and secure original
- Working copy (mirror image)
- Note keeping and record of process used
- Secure storage
- WORM – CD/DVD
- Secure partition on hard server

- Training of personnel
- Creation of procedural note and policy
- Completion of audit log/form
- Pocket Note Book entry
- Section 9 Witness Statement

- Audit Trail
 - CPIA – record, retain, reveal (Defence tactics relating to investigators capturing evidence)
- Print Screen into Word Document
- Temporary Internet Files (caches), Cookies

- Accurate Record of our activity required
- Video of screen activity
- Hypercam, BBSoft etc
- Kept with evidence (exhibits)

Hypercam

<http://www.hyperionics.com/hc/>

The screenshot shows the HyperCam website in a web browser. The website has a blue header with the "HyperCam" logo and a sub-header "SCREEN RECORDER" with an image of a video camera. Below the header, there is a section titled "What is HyperCam?" with a link to "Download HyperCam". To the right of this section, there are links for "Download", "Support", and "Change Log". Below the "What is HyperCam?" section, there is a paragraph about HyperCam version 2 being free for world-wide usage, followed by a link to "Download HyperCam v2 For Free" and a link to "check our mirror list". Below this, there is a paragraph about HyperCam capturing action from the Windows screen and saving it to an AVI file. To the right of this paragraph, there are two certification badges: "100% CLEAN" and "SAFE TO INSTALL". Below the certification badges, there is a screenshot of the HyperCam installation window. The installation window has tabs for "Screen Area", "Hot Keys", "A/V File", "Sound", "Other Options", and "License". The "Screen Area" tab is selected, showing fields for "Start X", "Start Y", "Width", and "Height", and buttons for "Select Region" and "Select Window". Below these fields, there is a section titled "When recording" with several checkboxes and radio buttons.

HyperCam™
French German Japanese Polish
Follow HyperCam news on Twitter

HYPER CAM
SCREEN RECORDER

What is HyperCam™?
New! Ver. 2.23.01 is now available for download.

HyperCam version 2, a product of Hyperionics, is now offered free for world-wide usage.

[Download HyperCam™ v2 For Free](#) or check our [mirror list](#).

HyperCam captures the action from your Windows' screen and saves it to AVI (Audio-Video Interleaved) movie file. Sound from your system microphone is also recorded.

Please note that HyperCam is not intended for re-recording of other video clips from the screen (e.g. playing in Media Player, RealVideo, QuickTime etc.), but rather for creating regular software presentations, tutorial, demos etc. If you still want to try it for re-recording other movie clips, please [read this first](#).

100% CLEAN
NO SOFTWARE
NO ADWARE
NO VIRUSES
SOFTPEDIA™
certified by www.softpedia.com

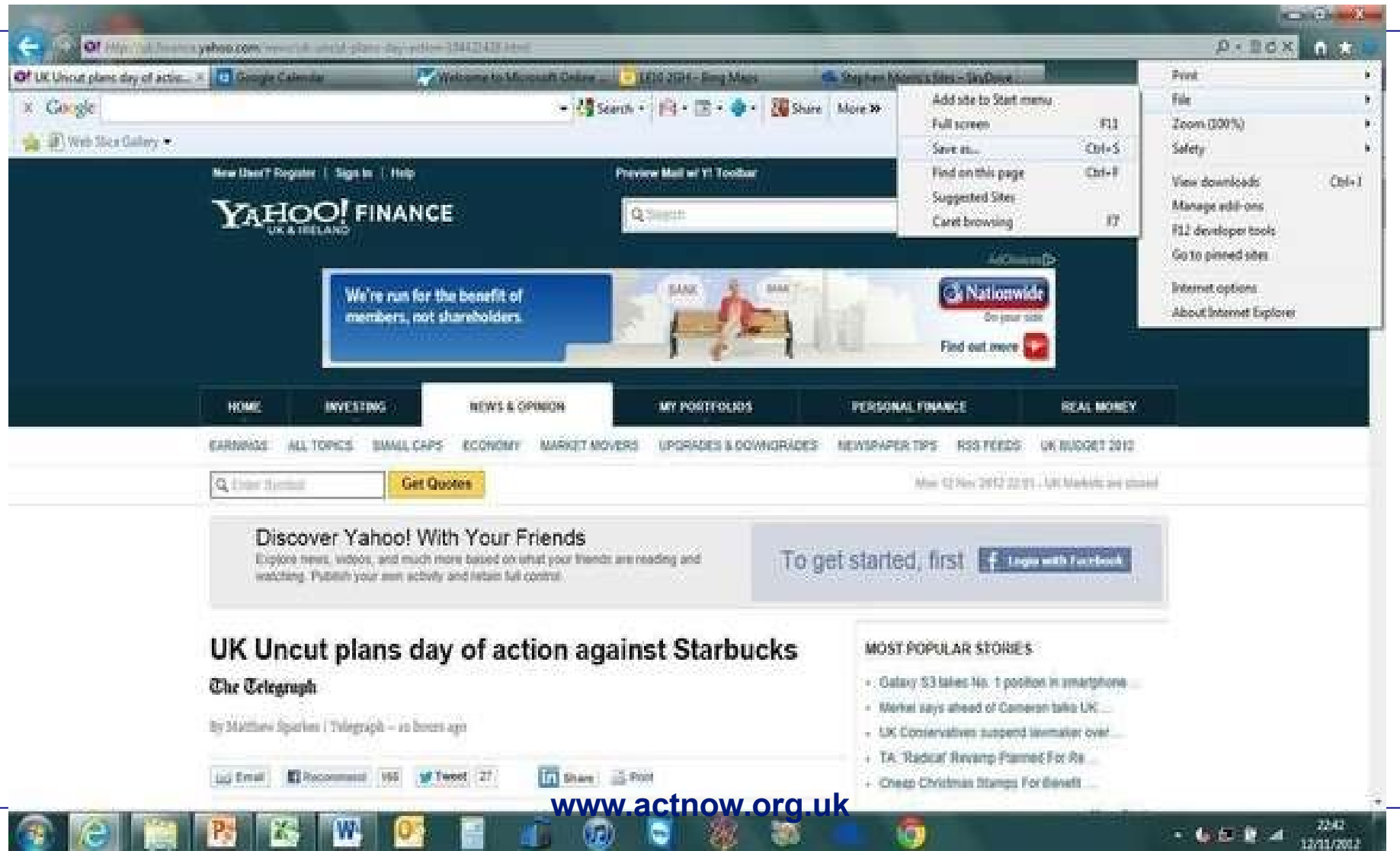
SAFE TO INSTALL
HyperCam

HyperCam
Screen Area Hot Keys A/V File Sound Other Options License

Start X: 0 Start Y: 0 Select Region
Width: 320 Height: 240 Select Window

When recording:
☒ Show rectangle around recorded area
☒ make this rectangle blink
☐ Leave HyperCam Window Opened
☒ Iconize HyperCam Window to the Task Bar
☐ Hide HyperCam Window

Webpage capture



Web Site Capture



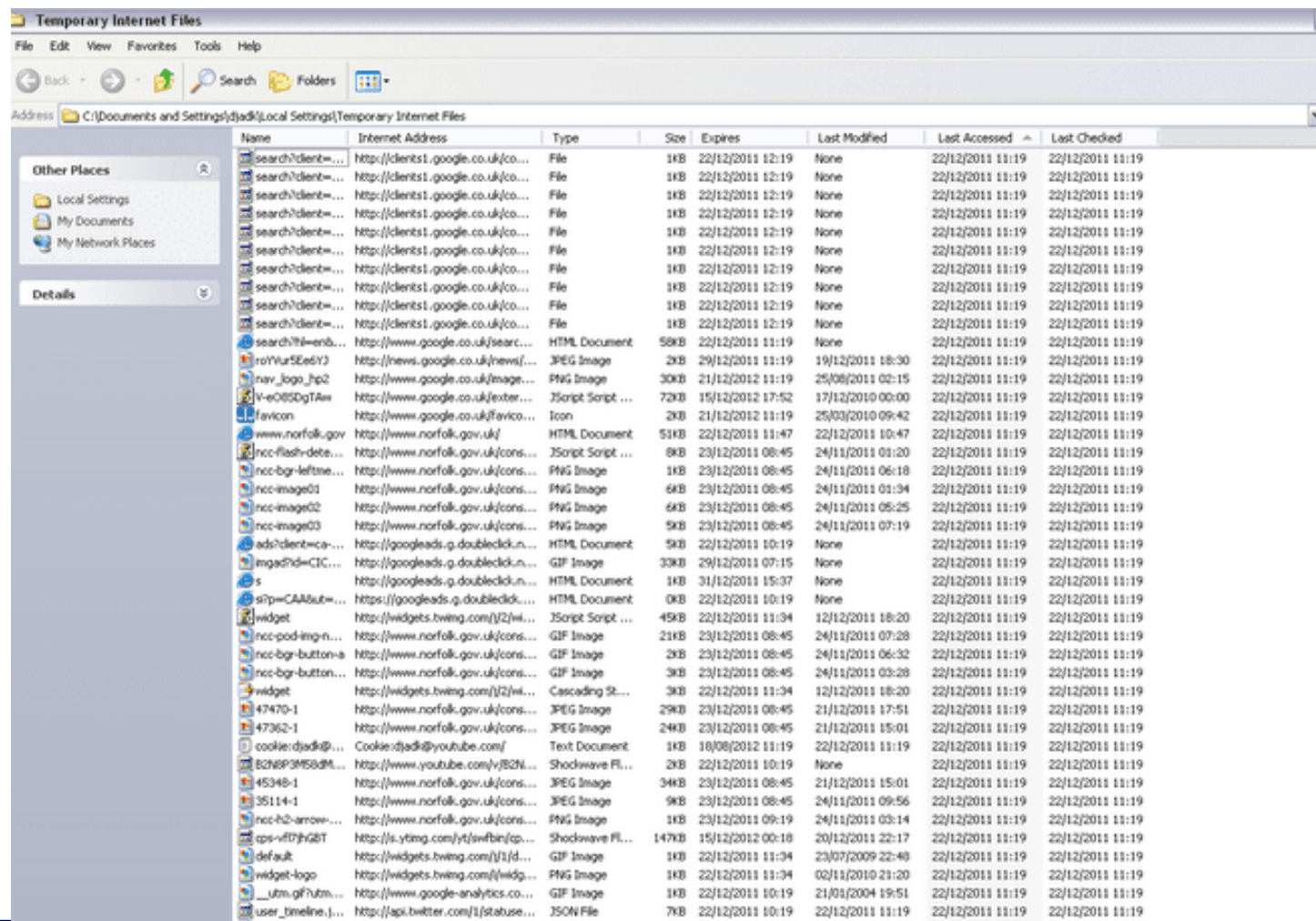
Browsing history – Audit trail

- When using a computer on the internet, information is exchanged between your computer and the servers that host the WebPages that you are viewing. These are commonly referred to as 'Temporary Internet Files' and 'Cookies'.
- Temporary Internet files are downloaded for each web page. HyperText Markup Language (html) is the predominant language for making these web pages.
- They are saved to the Temporary Internet Files folder, creating a 'cache' of the web page on your computer's hard disk.

Browsing history–Audit trail



Browsing history – Audit trail



Internet Research Websites

01 November
2019

Search Engines
https://www.google.co.uk/ (or com) https://www.bing.com/ https://www.yandex.com/ http://www.dogpile.com/ https://duckduckgo.com/ http://www.webcrawler.com/ https://uk.search.yahoo.com/ http://www.searchenginecolossus.com/
Comments
<ul style="list-style-type: none">• Search engines are real-time directories of what has been cached from the internet by software – Many types of search engine, searching specific subjects across the internet• Skill required to reduce number of 'hits' – Boolean logic• Search engines on small individual websites and larger ones such as ebay, flickr, etc• Advanced search facilities and filters - semantics• Exact words and phrases - Predictive text, caches - Regional search engines
Phone numbers
http://www.magsys.co.uk http://static.ofcom.org.uk/static/numbering/ http://whocallsme.com (and other tele-pest blogs) https://www.truecaller.com/ https://www.whatsapp.com/ http:// www.saynoto0870.com/
Comments
<ul style="list-style-type: none">• Search exact numbers in search engines (speech marks)• Consider different formats of number posted on a site that might have been cached• 08 numbers require geographical exchange numbers – further information to search
Website details

https://www.nominet.uk/ http://whois.domaintools.com/ http://centralops.net/co/
Comments
<ul style="list-style-type: none"> • Lots of technical data available

- Associated accounts (domains etc)
- Opportunities for further enquiries – payment information etc
- Complete history from RIPE
- For a small fee complete history of domain ‘ownership’

Old Website Caches

<http://archive.org/web/> Waybackmachine
<http://www.webarchive.org.uk/>

Comments

- Enter website address (domain name) into search box
- Outlook style calendar for current year appears with cached dates in blue background
- Hover over a date and the exact time and date of cache appears
- Click on a highlighted date and the old webpage/site appears revealing images, names, contact details, phone numbers email addresses – all researchable

People Searching - Social Networking Sites

<https://pipl.com/>
[http:// www.yasni.co.uk](http://www.yasni.co.uk) (or com)
<https://www.yandex.com/>
<http://www.dogpile.co.uk/>
<https://www.facebook.com/help/community/question/?id=10203187384877484>
<https://www.facebook.com/help/460711197281324/>
<https://twitter.com/search-advanced?lang=en-gb>
<https://www.linkedin.com/help/linkedin/answer/302>
<https://inteltechniques.com/menu.html>
<http://osintframework.com/>
<https://www.bellingcat.com/>
<https://namechk.com/>
<https://usersearch.org/>
<https://www.peakyou.com/>
<https://pikdo.net/>
<http://sometag.org>
<http://www.192.com>

Comments

- Lots of information! - Judge carefully the source and the information provided
- Different sites, different settings
- Potential privacy and Human Rights and RIPA issues and authorisation may be required for some activity

- There is private information on most profiles – and it does require consideration of why looking at it, and necessity and proportionality of extent of intrusion balanced with what being dealt with
- Guidance, Your organisation policy – if required obtain legal advice (but don't be afraid to consider and use this as a research opportunity) Every set of circumstances needs to be considered on it's own merits

Businesses

<https://beta.companieshouse.gov.uk/>
<https://opencorporates.com/>
<https://www.endole.co.uk/products/company-search/>
<https://www.duedil.com/>
<https://www.arachnys.com/solutions/investigator>
<https://star.worldbank.org/content/beneficial-ownership-guides>

Comments

- The source of data is Companies House, however researching the site can be time consuming and for some data require registration
- Many websites provide the same data in more accessible and easily read format
- Searches by postcode, address, through Google etc often return 'hits' through these sites.
- Again, consider reliability and if to be used as evidence or to cause some definitive action, consider obtaining it directly from Companies House

Property

<http://www.zoopla.co.uk>
<http://www.rightmove.co.uk/>
<http://www.landregisteronline.gov.uk/>
http://www.landregistry.gov.uk/property_info/phs/
<http://www.192.com/>
<https://www.elra.eu/facts-sheets/land-registries-cadastrs-in-europe/2-land-registry-and-the-cadaster/>

Comments

- Lots of information about current and old property listings
- Photographs, prices, and often tagging data in photographs which might reveal other information such as names, email addresses, phone numbers
- 192.com is a pay site – free searches provide very random, sketchy results
- Elra.eu is official EU central point of contact for enquiries with EU land registries

Blogs

<http://www.blogsearchengine.org/>
<https://www.searchblogspot.com/>
<http://www.lycos.com/>

Comments

- Lots of different blogs search engines – normally focused on particular subjects

Postcode

<http://www.royalmail.com>
<http://www.postcodeanywhere.co.uk/demos/address-finder/>

Comments

- Open source royal mail site to check addresses within a post code, or find post code for an address

Images videos GPS (EXIF Data)

<https://www.google.com/imghp?hl=EN>
<https://www.bing.com/>
<https://www.tineye.com/> (reverse image search)
<https://www.gps-coordinates.org/>
www.pic2map.com
<https://www.flickr.com/> (search by tagging, location, user, geo-tagging etc)
https://www.google.co.uk/intl/en_uk/earth/
<http://www.findexif.com>
<http://fotoforensics.com>
<http://exif.regex.info/exif.cgi>
<http://www.geograph.org.uk/>

Comments

- Search images by their properties, tagging data, geo-tagging data etc
- Search images to find them on other websites
- Search by location, user, etc
- Identifies user details, account user names, and lots more which can then be researched through Google etc to link to other online activity
- Consider facial recognition and machine learning technologies

Vehicles

<https://www.mycarcheck.com/>

<https://www.gov.uk/request-information-from-dvla>

<https://ownvehicle.askmid.com/>

https://www.vehicleenquiry.service.gov.uk/Default.aspx https://www.gov.uk/check-mot-status https://cazana.com/uk
Comments
<ul style="list-style-type: none"> • DVLA will provide registered keeper information if requested and reasons are in line with their disclosure regime • Other site provide vehicle make, model and colour from registered number • Askmid provides information about current insurance status • Other sites provide other vehicle history upon payment – but beware, some promise lots but take your money and deliver little

Organisations
http://www.the-sia.org.uk/home/licensing/register/register.htm (door supervisors etc) http://www.gassaferegister.co.uk/ http://www.gmc-uk.org (doctors) http://www.legalhub.co.uk Bar Council register http://www.gla.gov.uk Gangmasters Licensing Authority
Comments
<ul style="list-style-type: none"> • A few examples – when researching people and their business or private activities, consider what organisations they might be registered with. The websites of these organisations often provide publicly available personal information

ebay
http://www.ebay.co.uk/sch/ebayadvsearch/ http://pages.ebay.co.uk/help/search/search-commands.html https://www.ecopsapp.com/
Comments
<ul style="list-style-type: none"> • Using advanced search facilities on ebay, and with practice you should be able to find information about anything being sold, and information about sellers • E-cops provides a professional ebay search and statement – at a cost •

Financial

<http://findsortcodes.co.uk/#>

<http://www.postcodeanywhere.co.uk/demos/bank-validator/>

https://europa.eu/youreurope/business/taxation/vat/check-vat-number-vies/index_en.htm

<https://www.bindb.com/bin-database.html>

http://www.binbase.com/search.html http://www.equifax.co.uk - http://www.experian.com https://www.trustonline.org.uk/ https://www.gov.uk/search-bankruptcy-insolvency-register https://www.insolvencydirect.bis.gov.uk/eiir/
Comments
<ul style="list-style-type: none"> • A number of resources that provide bank and other financial services information etc

Identity documents checker sites
https://www.consilium.europa.eu/prado/en/search-by-document-country.html https://www.keesingtechnologies.com/reference-database/id-documents/
Comments
<ul style="list-style-type: none"> • Consilium Europa provides free on-line information about EU identity documents such as passports, visas, identity cards, some driving licences, and other forms of ID • Keesing is internationally recognised and provides support for all worldwide travel documents. Publishes bulletins, guidance and online support. Subscription required

Maps
https://www.google.com/maps https://www.openstreetmap.org https://yandex.com/maps/ https://liveuamap.com/
Comments
<ul style="list-style-type: none"> • Extensive and detailed, providing a variety of views, and photographs of street views • Beware – Streetview and satellite images might be quite old

Evidence Capture
http://www.hyperionics.com Hypercam Hypersnap http://www.httrack.com https://www.flashbackrecorder.com/ http://getfireshot.com/ http://camstudio.org/ http://discover.techsmith.com/camtasia-screen-recording/ http://osirtbrowser.com/
Comments
<ul style="list-style-type: none"> • National and organisational procedures must be followed

Search Engines

Search Engines

- ▶ Software – ‘spiders’ or ‘robots’
- ▶ Crawl across web-pages and documents not securely protected
- ▶ Capture meta data – meta tags – values/ratings
- ▶ Feed into servers (caches)
- ▶

Algorithms (formulas) for analysis and search results

Search Engines

- ▶ Different types – present results in different order. What do you think might influence this process
- ▶ Different levels of penetration and frequency Some
- ▶ focus on particular parts of the internet Beware
- ▶ caches when viewing results
- ▶ Beware predictive text leading to narrow parameters

Search Engines

- ▶ Return results think we want
- ▶ Google.com Google.co.uk Google.ie
Google.fr
- ▶ Temporary internet folder

Search Engines

- ▶ <https://www.google.co.uk/> (or com)
- ▶ <https://www.bing.com/>
- ▶ <https://www.yandex.com/>
- ▶ <http://www.dogpile.com/>
- ▶ <https://duckduckgo.com/>
- ▶ <http://www.webcrawler.com/>
- ▶ <https://yippy.com/>
- ▶ <https://uk.search.yahoo.com/>
- ▶ <http://www.searchenginecolossus.com/>

Search Engines – Advanced Search

Table page 10 of Manual

Tools

When?

Operators

- ▶ Exact word or phrase All
- ▶ of these words
- ▶ One or more of these words
- ▶ None of these words Region
- ▶ Related (related:www.intelsecurity.co.uk)
- ▶ Linked (link:www.intelsecurity.co.uk)

Site (site:www.intelsecurity.co.uk)

Search Engines

Search results for "peter jenkins" on Google.


Google search results for "peter jenkins". The search bar shows "peter jenkins" and the results are displayed below.

Search Results:

- Peter Jenkins (journalist) - Wikipedia**
[https://en.wikipedia.org/wiki/Peter_Jenkins_\(journalist\)](https://en.wikipedia.org/wiki/Peter_Jenkins_(journalist))
Peter George James Jenkins (11 May 1934 – 27 May 1992) was a British journalist and Associate Editor of The Independent. During his career he wrote regular...
- Peter Jenkins (diplomat) - Wikipedia**
[https://en.wikipedia.org/wiki/Peter_Jenkins_\(diplomat\)](https://en.wikipedia.org/wiki/Peter_Jenkins_(diplomat))
Peter Jenkins is a former British diplomat. Contents: [hide] 1 Earlier career; 2 Ambassador to IAEA and on to mediation; 3 Negotiations over Iran's nuclear...
- Peter Jenkins (travel author) - Wikipedia**
[https://en.wikipedia.org/wiki/Peter_Jenkins_\(travel_author\)](https://en.wikipedia.org/wiki/Peter_Jenkins_(travel_author))
Peter Jenkins (born July 8, 1951) is an American travel author. He is known for walking from New York to Oregon while writing two books that describe his...
- ISS Training Ltd**
www.intelSecurity.co.uk/
Surveillance Training Courses and Surveillance Training Manuals from Intel Security Services.
You've visited this page many times. Last visit: 26/02/17
- Peter Jenkins - UK address and phone number - 192.com**
www.192.com - AZ-People - Surname - Jenkins
We have found at least 265 people in the UK with the name Peter Jenkins. Click here to find personal

Right-hand sidebar (Knowledge Panel):

Peter Jenkins
Journalist




Peter George James Jenkins was a British journalist and Associate Editor of The Independent. During his career he wrote regular columns for The Guardian, The Sunday Times as well as the The Independent.

Wikipedia

Born: 11 May 1934, United Kingdom
Died: 27 May 1992, London
Spouse: Polly Toynbee (m. 1970–1992)
Books: Mrs Thatcher's Revolution, Anatomy of Decline, Time to Listen, Children's Rights
Children: Amy Jenkins

People also search for [View 2+ more](#)



Search Engines

Search results for "peter jenkins" on Google.

Google peter jenkins

Any country Any time All results

Peter Jenkins (journalist) - Wikipedia
[https://en.wikipedia.org/wiki/Peter_Jenkins_\(journalist\)](https://en.wikipedia.org/wiki/Peter_Jenkins_(journalist))
Peter George James Jenkins (11 May 1934 – 27 May 1992) was a British journalist and Associate Editor of The Independent. During his career he wrote regular...

Peter Jenkins (diplomat) - Wikipedia
[https://en.wikipedia.org/wiki/Peter_Jenkins_\(diplomat\)](https://en.wikipedia.org/wiki/Peter_Jenkins_(diplomat))
Peter Jenkins is a former British diplomat. Contents: [hide] 1 Earlier career; 2 Ambassador to IAEA and on to mediation; 3 Negotiations over Iran's nuclear...

Peter Jenkins (travel author) - Wikipedia
[https://en.wikipedia.org/wiki/Peter_Jenkins_\(travel_author\)](https://en.wikipedia.org/wiki/Peter_Jenkins_(travel_author))
Peter Jenkins (born July 8, 1951) is an American travel author. He is known for walking from New York to Oregon while writing two books that describe his...

ISS Training Ltd
www.intelsecurity.co.uk/
Surveillance Training Courses and Surveillance Training Manuals from Intel Security Services.
You've visited this page many times. Last visit: 26/02/17

Peter Jenkins - UK address and phone number - 192.com
www.192.com - AZ-People - Surname - Jenkins
We have found at least 205 people in the UK with the name Peter Jenkins. Click here to find personal

Peter Jenkins
Journalist

Peter George James Jenkins was a British journalist and Associate Editor of The Independent. During his career he wrote regular columns for The Guardian, The Sunday Times as well as the The Independent.
Wikipedia

Born: 11 May 1934, United Kingdom
Died: 27 May 1992, London
Spouse: Polly Toynbee (m. 1970–1992)
Books: Mrs Thatcher's Revolution, Anatomy of Decline, Time to Listen, Children's Rights
Children: Amy Jenkins

People also search for View 2+ more

Windows taskbar: 25/11/2017

Search Engines

The screenshot shows a Google search for "peter jenkins" on a Windows 10 desktop. The browser is Google Chrome, and the search results page is displayed. The search bar contains "peter jenkins". Below the search bar, there are tabs for "All", "Images", "News", "Videos", "Shopping", and "More". The "All" tab is selected. On the left side, there are filters for "Any country", "Any time", and "All results". The "Any time" filter is expanded, showing options: "Any time" (selected), "Past hour", "Past 24 hours", "Past week", "Past month", "Past year", and "Custom range...". The search results show a list of links, including "Peter Jenkins - Wikipedia" and "Peter Jenkins - Facebook". On the right side, there is a knowledge panel for "Peter Jenkins", an English journalist. The panel includes a brief biography, birth and death dates, spouse, books, and children. Below the knowledge panel, there is a section "People also search for" with four small images of other people.

Google search results for "peter jenkins". The search bar shows "peter jenkins". The results include a list of links, a knowledge panel for Peter Jenkins (English journalist), and a section for "People also search for".

Search Filters:

- Any country
- Any time (selected)
- All results

Search Results:

- Peter Jenkins - Wikipedia
- Peter Jenkins - Facebook

Knowledge Panel: Peter Jenkins

English journalist

Peter George James Jenkins was a British journalist and Associate Editor of The Independent. During his career he wrote regular columns for The Guardian, The Sunday Times as well as The Independent. Wikipedia

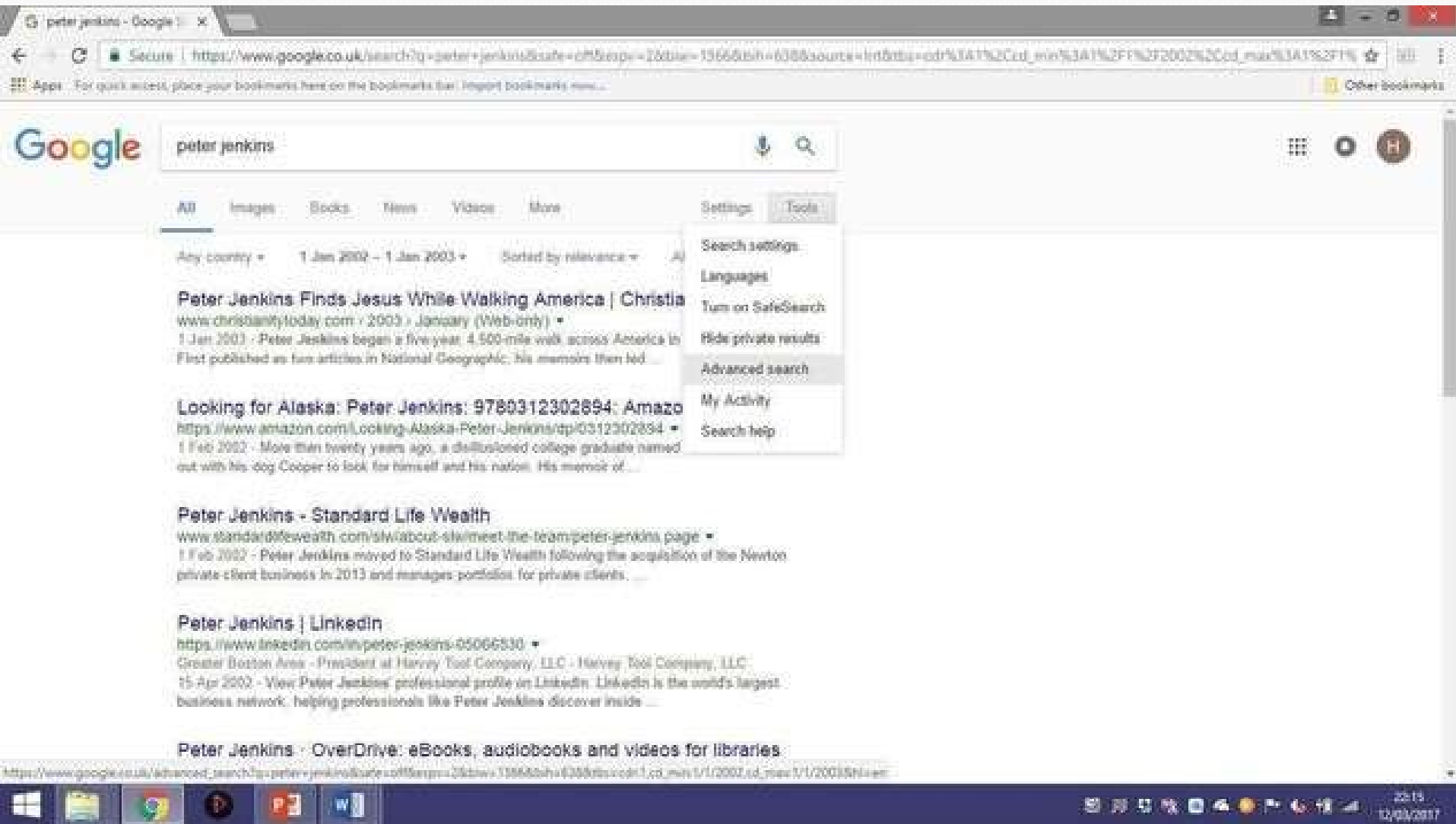
Biographical Information:

- Born: 11 May 1934, United Kingdom
- Died: 27 May 1992, London
- Spouse: Polly Toynbee (m. 1970–1992)
- Books: Mrs Thatcher's Revolution, The Battle of Downing Street, MORE
- Children: Amy Jenkins

People also search for

View 2+ more

Search Engines



Search Engines

The screenshot shows a web browser window with the Google Advanced Search page. The browser's address bar displays the URL: `https://www.google.co.uk/advanced_search?q=peter+jenkins&rlz=1C1CH8F_en-GBG8783G8783&hl=en`. The browser's taskbar at the bottom shows various application icons, including the Start button, search bar, and icons for File Explorer, Edge, and other programs. The system clock in the bottom right corner indicates the time is 18:10 on 31/03/2018.

Google Advanced Search

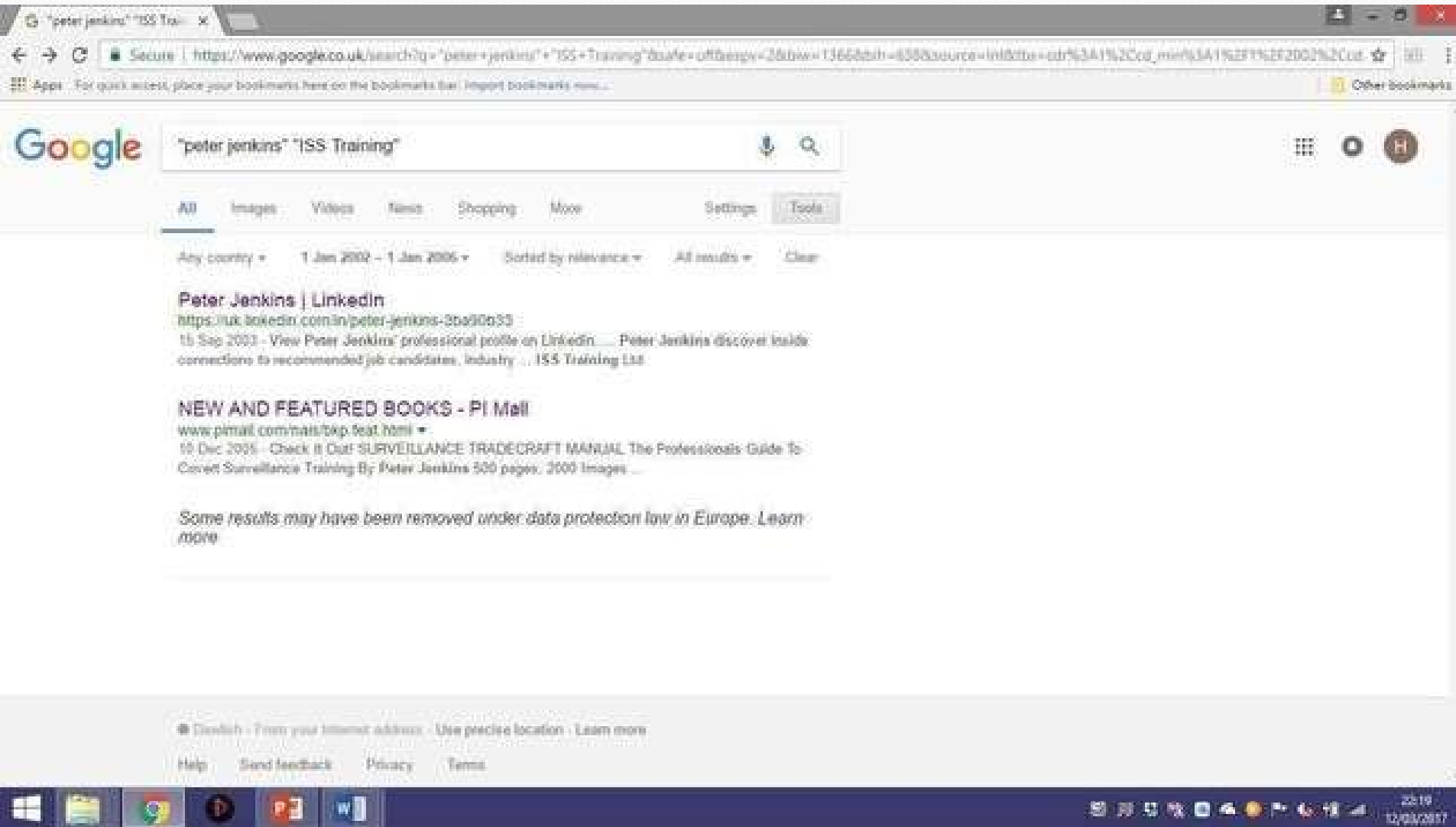
Find pages with...

Find pages with...	To do this in the search box.
all these words:	Type the important words: <code>cat +dog -rat -killer</code>
this exact word or phrase:	Put exact words in quotes: <code>"cat killer"</code>
any of these words:	Type OR between all the words you want: <code>cat OR dog OR rat</code>
none of these words:	Put a minus sign just before words that you don't want: <code>-rat -killer</code>
numbers ranging from:	Put two full stops between the numbers and add a unit of measurement: <code>10..20 kg, £100..£500, 2010..2011</code>

Then narrow your results by...

Then narrow your results by...	
language:	Find pages in the language that you select
region:	Find pages published in a particular region

Search Engines



related:intelsecurity.co.uk

The screenshot shows a Google search interface with the query 'related:intelsecurity.co.uk' entered in the search bar. The browser's address bar shows the search URL. Below the search bar, there are tabs for 'All', 'Images', 'Maps', 'Shopping', and 'More', with 'All' selected. The search results are displayed below the tabs, showing five results. The first result is 'Covert Surveillance Training & Operations' from www.crops.uk.com/. The second result is 'World Association of Professional Investigators: Home Page' from wapi.com/. The third result is 'The Institute of Professional Investigators' from www.ipt.org.uk/. The fourth result is 'UKPIN, UK private investigator: Detective and Investigation agency, PI ...' from www.ukpin.com/. The fifth result is 'Replacement Birth, Marriage, or Death Certificates British UK ...' from https://www.ukofficialservices.co.uk/. The Windows taskbar is visible at the bottom of the screen.

related:intelsecurity.co.uk

Google

related: intelsecurity.co.uk

All Images Maps Shopping More Settings Tools

9 results (0.13 seconds)

Covert Surveillance Training & Operations
www.crops.uk.com/ •
Crops UK is the foremost surveillance company specialising in Covert Surveillance Training & Operations with Concealed Camera Placements.

World Association of Professional Investigators: Home Page
wapi.com/ •
We are here to serve. The World Association of Professional Investigators, WAPI, is a professional investigator body, formed by professionals, for professionals.

The Institute of Professional Investigators
www.ipt.org.uk/ •
3 Dec 2013 - Institute of Professional Investigators represents the interests of professional and private investigators in the UK and Worldwide

UKPIN, UK private investigator: Detective and Investigation agency, PI ...
www.ukpin.com/ •
United Kingdom Professional Investigators Network (UKPIN) UK & international private investigators. Professional investigator and detective Network with

Replacement Birth, Marriage, or Death Certificates British UK ...
https://www.ukofficialservices.co.uk/ •
Certificate Ordering Service - Order a copy birth, marriage or death certificate replacement online now

20:45 04/09/2017

linked:www.intelsecurity.co.uk

The screenshot shows a Google search results page for the query "linked:www.intelsecurity.co.uk". The browser's address bar shows the search URL. The search results are as follows:

Google linked:www.intelsecurity.co.uk

About 34,000 results (0.35 seconds)

ISS Training Ltd
www.intelsecurity.co.uk/ •
ISS Training Ltd are pleased to announce that they are working together with the UK's respected surveillance company 'The Cotswold Group'... Read more...

Links - ISS Training Ltd
www.intelsecurity.co.uk/links •
Links: here are some of the organisations that we associate with... Hidden Technology Systems... Audiot International, Association of British Investigators, SBA.

Peter Jenkins | Professional Profile - LinkedIn
https://uk.linkedin.com/in/peter-jenkins-6a428a30
Pateley Bridge, North Yorkshire, United Kingdom · ISS Training Ltd · ISS Training Ltd
Instructional staff are former UK Military Intelligence, Special Forces, Police and Intel Security Services became a Private Limited company in March 2003 and...

Paul Fryer | Professional Profile - LinkedIn
https://uk.linkedin.com/in/paul-fryer-3718636
View Paul Fryer's professional profile on LinkedIn... Company Website... Intel Security... A preview of what LinkedIn members have to say about Paul... In-Win Business Development Manager at Server Case UK specialising in Custom Build...

Intel Security

The Windows taskbar at the bottom shows various application icons and the system clock indicating 20:55 on 01/09/2017.

The screenshot shows a Google search for "iss training". The search bar at the top contains the text "iss training". Below the search bar, there are tabs for "All", "Videos", "Images", "News", "Shopping", and "More". The "All" tab is selected. Below the tabs, there are filters for "Any country", "Past week", "Sorted by relevance", "All results", and "Clear". The search results are as follows:

- Integrated Security Solutions LLC: Home**
<https://www.issosafety.com/> •
 2 days ago - Mr. Powell transformed his Network, Knowledge and Experience into ISS, Training in over 69 countries across the world, along with travel to over 96 countries. ...
- Spacewalks & Experiments: Members of 53/43 ISS Expedition Talk on ...**
https://spacenews.com/art_living/2017/09/02/1067023346-iss-mission-plans/ •
 1 day ago - International Space Station (ISS), training, space, ISS, Baktimur, Russia, Track Do not track Community standardsDiscussion. Comment via FacebookComment ...
- Nottingham Detectives - Private Investigators Nottingham**
nottinghamdetectives.co.uk/ •
 3 days ago - Want to be a Private Investigator? ISS Training - Our recommended partner for Private Investigator training. LocalPI - The UK's Largest Private Investigator Group ...
- Private Surveillance and Vehicle Tracking - Telford Detectives**
telforddetectives.co.uk/private-packages/ •
 3 days ago - Want to be a Private Investigator? ISS Training - Our recommended partner for Private Investigator training. LocalPI - The UK's Largest Private Investigator Group ...
- Proof of Cohabitation Packages Glasgow Detectives**
glasgowdetectives.co.uk/proof-of-cohabitation-packages/ •
 2 days ago - Want to be a Private Investigator? ISS Training - Our recommended partner for Private

<https://www.mscsafety.com/>

Spacewalks & Experiments: Members of 53/43 ISS Expedition Talk on

<https://spainnews.com/en/living/2017/09/02/1067023346-as-mexico-plans/>

Nottingham Detectives - Private Investigators Nottingham

notwithstanding, to UK.

Private Surveillance and Vehicle Tracking - Telford Detectives

[before defects to ultraviolet packages](#) •

Proof of Cohabitation Packages Glasgow Detectives

disagreements to a group of 100 patients

3 days ago · Want to be a Private Investigator? ISS Training - Our recommended partner for Private

Search Engines

- ▶ Advanced Search Techniques
- ▶ Reducing the Number of ‘Hits’
- ▶ Boolean Logic
- ▶ “exact numbers or words”
- ▶ -word – “phrase or collection of words”

Use Several Search Engines – different

▶ results

Be careful that advanced search does not

▶ ‘tip out’ results e.g. Region - Ireland might remove universal American sites used extensively in Ireland

▶ Different search engines for different subject areas

Searching Phone Nos.

- ▶ Enter “07988 123456”
- ▶ Enter “07988123456” (searches precise details)
- ▶ But what other formats might have been used?
- ▶ +44 (0) 7988 123456 and more

08 Numbers

- ▶ Virtual numbers
- ▶ Attached to geographic exchanges and numbers
- ▶ ‘say no to 0870’
- ▶ Identify
 - ▶ geographic location
 - ▶ other account/business information
 - ▶ other numbers to research



X

Codebook has two main functions, looking up partial UK telephone numbers to find the locality and call costs, and looking up locality names and post codes to find the code. For localities and post code, broadband ADSL and fibre availability information is provided. The Codebook database is updated every one or two weeks.

Partial Telephone Number to Lookup: 1014237122651 x | Own Telephone Code (optional): _____

Locality or Post Code to Lookup: ----- Call Costing Package: BT Unlimited Weekend Plan

POP3 email

Delphi Developers

links to Other General Sites

This web site is duplicated on different servers for redundancy:

Main Site CodeLink: <http://www.tel.com.br/iffa.co.uk/codselink.htm>

[Links to Other
Insurance Sites](#)

ComCap v4

data capture utility

DUN Manager

broadband and dial-up
networking enhancement

MailMaint

28:25 28:02/28:13

[Lookup Number](#) | [Lookup Locality](#) | [Lookup Post Code](#) | [By Operator](#) | [By Charge Band](#) | [Change Call Package](#)

Ready for Dialling Code
Searches - WebApp 3.0

Magenta Telecom SQL Database, Version 1.2

Creation Date: 20th
February 2013

Source: Ofcom Code list numbering database dated 20th February 2013
Source: BT Electronic Price List dated 18th February 2013

Source: BT Wholesale broadband datasets dated 5th February 2013

The partial telephone number can be UK national, international. UK mobile, UK premium, a UK service or UK indirect code. It may be a combined indirect code and partial number. Numbers are entered as dialled from UK landline and mobile telephones.

Please note this site is intended to look up UK telephone numbers, it lists some international numbers but only with country names and those numbers necessary to identify more expensive international calls. No personal information is returned by CodeLook, it is not possible to find the user of a landline or mobile number without a legal court order.

When searching localities and area codes, postal county and island names may be entered. Historic information is available for some numbers, also the Ofcom CUPID and other codes used by licensed operators.

To protect the web server, the number of lookups is limited each day to 20 lookups, unless you are a paid member and logged-on to this site. We are however offering free membership for non-commercial use by the various UK authorities that use CodeLook to trace telecom operators, please order free [CodeLook Membership](#). A single logon can be shared by different shifts.



CodeLook

Magenta Dialling Code Lookup

[Member login](#)

Database Updated:
20th February 2013

CodeLook has two main functions, looking up partial UK telephone numbers to find the locality and call costs, and looking up locality names and post codes to find the code. For localities and post code, broadband ADSL and fibre availability information is provided. The CodeLook database is updated every one or two weeks.

Page Updated:

7th December 2012

[Return to Telecom](#)

Partial Telephone Number to Lookup: 1014 23 712 265 Own Telephone Code (optional): _____

Locality or Post Code to Lookup: _____ Call Costing Package: **BT Unlimited Weekend Plan**

[Lookup Number](#) | [Lookup Locality](#) | [Lookup Post Code](#) | [By Operator](#) | [By Charge Band](#) | [Change Call Package](#)

[Introduction Page](#)

Other Magenta Sites

[CodeLook](#)
lookup telephone

numbers and cost

[ComCap v4](#)

data capture utility

[DUN Manager](#)
broadband and dial-up
networking enhancement

[Mail Maint](#)

[POP3 email](#)

Number	Locality or Use	Service	Charging	Operator
0142371	Pateley Bridge Harrogate, North Yorkshire	Geographic BT	National	British Telecom

The partial telephone number can be UK national, international, UK mobile, UK premium, a UK service or UK indirect code. It may be a combined indirect code and partial number. Numbers are entered as dialled from UK landline and mobile telephones.

Please note this site is intended to lookup UK telephone numbers, it lists some international numbers but only with country names and those numbers necessary to identify more expensive international calls. No personal information is returned by CodeLook, it is not possible to find the user of a landline or mobile number without a legal court order.

When searching localities and area codes, postal county and island names may be entered. Historic information is available for some numbers, also the Ofcom CUPID and other codes used by licensed operators.

To protect the web server, the number of lookups is limited each day to 20 lookups, unless you are a paid member and logged-on to this site. We are however offering free membership for non-commercial use by the various UK authorities that use CodeLook to trace telecom operators, please order free [CodeLook Membership](#). A single login can be shared by different shifts.

This web site is duplicated on different servers for redundancy:

[Delphi Developers](#)

[Main Site CodeLook](#)

<http://www.telecom-tariffs.co.uk/codelook.htm>

[Alternate Site CodeLook](#)

<http://www1.telecom-tariffs.co.uk/codelook.htm>

[Links to Other](#)

[Secure Site CodeLook](#)

<https://www.telecom-tariffs.co.uk/codelook.htm>

[General Sites](#)

[Links to Other
Telecom Sites](#)

Please bookmark the alternate site in case the main site becomes unavailable.
If all pages fail, please [email](#) Magenta Systems.





\\.,OUeLOOK

Magenta Dialling Code Lookup

[Member Login](#)

Database Updated:
20th February 2013

Codelook has two main functions, looking up partial UK telephone numbers to find the locality and call costs, and looking up locality names and post codes to find the code. For localities and post code, broadband AOSL and fibre availability information is provided. The Codelook database is updated every one or two weeks.

Page Updated:

Partial Telephone Number to Lookup: 101 423 712265

Own Telephone Code (optional):

7th December 2012

Locality or Post Code to Lookup: lp at ely b ri d= eg

Call Costing Package : **BT Unlimited Weekend Plan**

[Return to Telecom](#)

[Introduction Page](#)

Lookup Number 11 Lookup Locality Lookup Post Code By Operator By Charge Band Change Call Package

other Magenta

Sites

[Codelook](#)

lookup telephone

numbers and cost

[ComCap v4](#)

data capture utility

Locality : **Pateley Bridge, Harrogate, North Yorkshire** [All Post Codes](#) [All Fibre Cabinets](#)

District: **Harrogate**

County:

North Yorkshire

Country: **England**

Post code:

HG3

20CN IPStream: **ADSL**

21CN WBC: **ADSL2+**

Fibre:

FTTC Available

BT Exchange: **Pateley Bridge**

Exchange code:

MYPBG

[DUN Manager](#) broadband
and dial-up networking
enhancement

[MailMaint](#)
[POP3 email](#)

[Delphi Developers](#)

[links to Other](#) [General](#)
[Sites](#)

[links to Other](#)

[Telecom Sites](#)

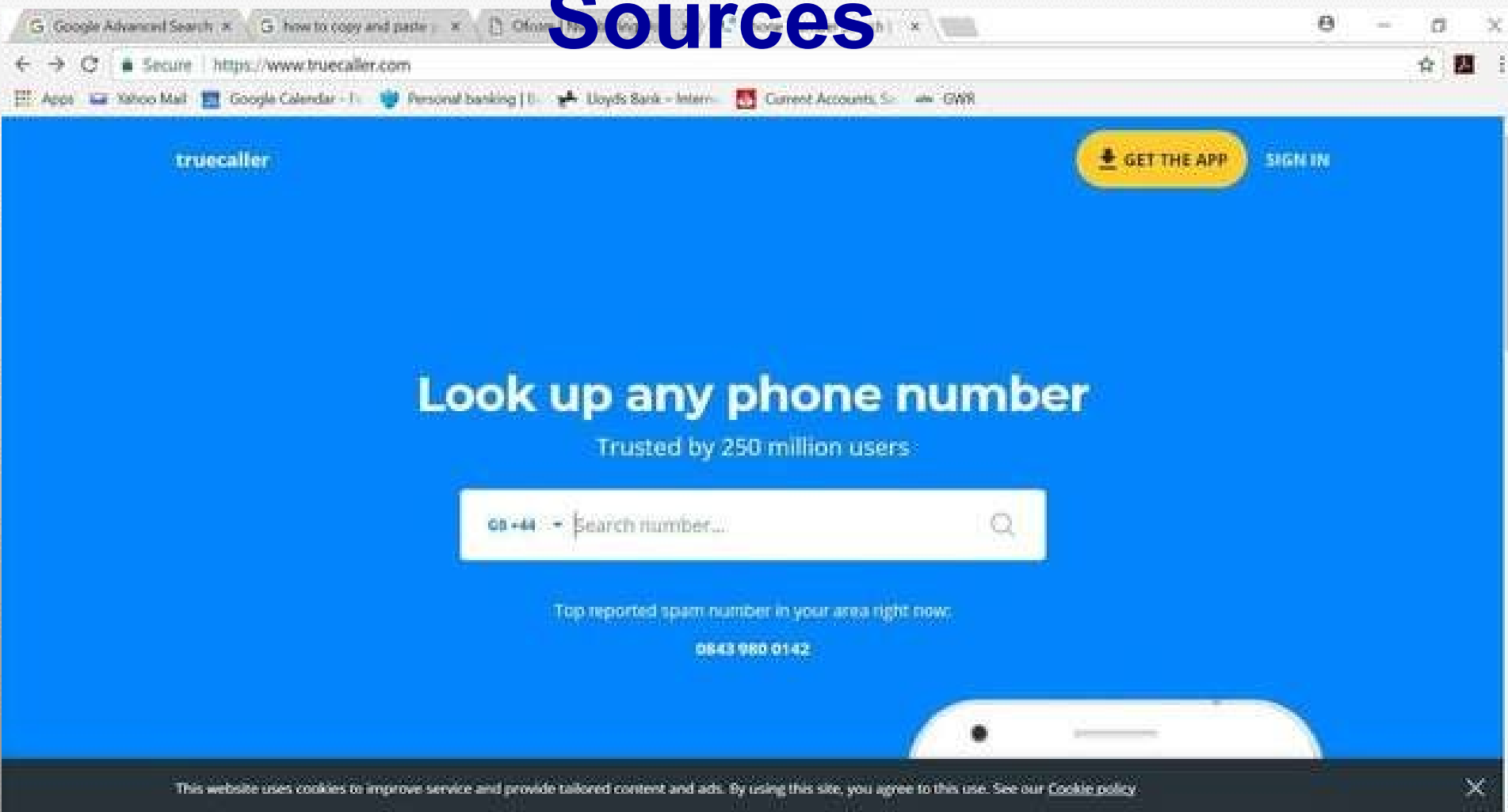
23:30

26/02/2013



Map Satellite

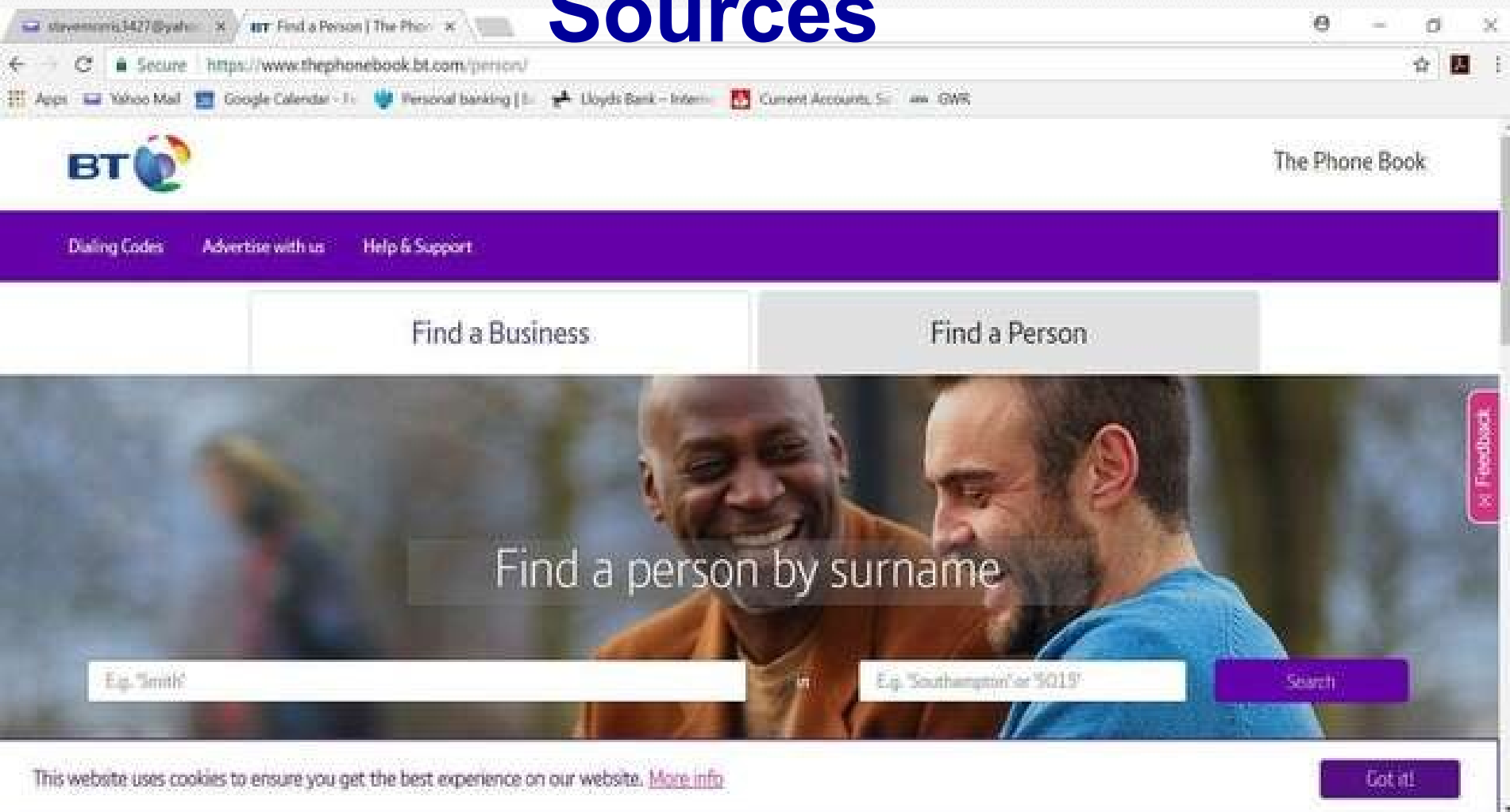
Other Phone Number Search Sources



Other Phone Number Search Sources



Other Phone Number Search Sources



The screenshot shows a web browser window with the BT Find a Person page. The browser's address bar shows the URL <https://www.thephonebook.bt.com/person/>. The page features the BT logo and the text 'The Phone Book'. A purple navigation bar contains links for 'Dialing Codes', 'Advertise with us', and 'Help & Support'. Below this, there are two buttons: 'Find a Business' and 'Find a Person', with the latter being selected. The main content area has a background image of two men smiling. Overlaid on this image is the text 'Find a person by surname'. Below this text are two input fields: the first is labeled 'E.g. 'Smith'' and the second is labeled 'E.g. 'Southampton' or '5019''. A purple 'Search' button is to the right of the second input field. At the bottom of the page, a cookie notice states 'This website uses cookies to ensure you get the best experience on our website. [More info](#)'. A purple 'Got it!' button is located at the bottom right.

BT Find a Person | The Phone Book

Secure <https://www.thephonebook.bt.com/person/>

Apps Yahoo Mail Google Calendar Personal banking Lloyds Bank Current Accounts GWR

BT The Phone Book

Dialing Codes Advertise with us Help & Support

Find a Business Find a Person

Find a person by surname

E.g. 'Smith' E.g. 'Southampton' or '5019'

Search

This website uses cookies to ensure you get the best experience on our website. [More info](#)

Got it!

Other Phone Number Search Sources



Intelligence or Evidence?

- ▶ Is our product evidence?
- ▶ Or is it intelligence that provides a link to evidence?
- ▶ How can we prevent others identifying the intelligence and methods of investigation?
- ▶ Sensitive method of investigation CPIA
- ▶

Search engines

Introduction

Search engines are real-time directories of information (metadata) that has been cached from the internet by software. The software consists of 'robots' or 'spiders', that crawl across websites and documents that do not prevent their access. They cache (capture), and store these webpages.

The web page content is 'valued', using a number of analytical tools and values, and also algorithms set to the values required by that particular search engine.

Some search engines focus on particular parts of the internet.

Because of the individually programmed analytical tools and algorithms, different search engines might research the same places on the internet, but return results in a very different order. – there have been allegations of 'fixing' the results, and in some instances these have been found to be true. Given the marketing power of search engines and the ability to route users through particular areas of the internet, the opportunity for financial gains are enormous, and therefore the likelihood that it is "fixed" is high in relation to some topics to be researched.

A competent website designer will be able to increase meta data, links and associations, raising the profile of the site and its position in the 'hits' returned in response to a search. One more point of interest is that an uncontrolled search of a common word or series of words will return results on Google listed in the millions. Although there are many results, this figure is broadly based on how many times the site has been 'crawled' and cached by the spiders and kept a cache.

So let's do the maths! If the name Adele appeared on just one webpage in ten places, and the 'spiders' crawled the webpage just once per day for, and that one webpage existed since the year 2000, we have the following calculation -

$10(\text{words on webpage}) \times 365(\text{days per year}) \times 16(\text{number of years to end of year 2016}) = 58,400$

A search for the word 'Adele' on 9th March 2017 returned '179,000,000' results, but it is now easy to see how many repeated visits to the same webpage over a period of time

can easily produce vast numbers of ‘results’. Many pages with many references to Adele, and not just the singer Adele will produce many hits in a very short period of time

So – there aren’t 179,000,000 webpages found, but 179,000,000 caches or captures of the word – albeit it might be many of the same!

Harnessing the power of a search engine

As a researcher of the internet it is not important to know how a search engine works, although it might assist when interpreting results provided, but it is important to understand how to use the search engine effectively. Search engine technology in various forms is used by most search facilities on the internet, including social media, commercial sites, government and other sites. Even the administrator of a relatively small website can install a Google ‘widget’ to enable searching of the site. Therefore the random use of search engine tools might focus your search on that site.

Searching

To facilitate this training session Google will be used, but there are many other search engines that you should consider. Remember, Google is a large commercial search engine with vast software reaching across the internet on a very regular basis, which will inevitably return vast results. Some other more obscure search engines will only search particular parts of the internet, with relatively less powerful search facilities, not very efficiently and not regularly visiting the same webpages, but useful because they focus results in less ‘noise’ (noise is a term used for all the information that might bury that which you are searching for).

A few basics

When searching, think about the terms and words likely to be used by the entities or their associates, and use these rather than using only your own official or organisational terminology

Often persons trying to remain relatively anonymous or untraceable will not be found through their correct name or details. However if you find an address or other related data, remove the name or details you are researching, or search using this other criteria. It might reveal other related businesses or persons, or even your subject using a different

identity, and research of these other entities might reveal the information that you are seeking about your subject.

Simple example – Search of *Stephen Morris Post Code B32 4DJ* might not reveal anything about Stephen Morris, but just a search of *B32 4DJ* might reveal other persons and details of businesses at that location. Research of these persons or businesses might reveal links to your subject, and go on to reveal information about that person that you are seeking.

The Google search you are likely to use in the UK will be defaulted to Google.com or Google.co.uk. Because of where you are, Google will return results it assumes you are interested in (UK, European and American), you don't see much for Peru, or Iceland, or maybe Japan – but these regions or countries have the internet! So when researching a particular topic, consider the country or region and in the Google search box type Google with the suffix for that country. Up will come Google Fr. Google.fr is the French version of Google. Searching for a French person or place on this search engine will return results for the person or place in France rather than buildings or places in the UK named after that entity in France.

Spelling - Google's spell checker automatically uses the most common spelling of a given word, whether or not you spell it correctly. It will provide you with results using its own spelling but provide you with the opportunity to see results for your spelling. Check which you want and use that option. Upper and lower case letters are the same in Google. A search for Heinz Baked Beans is the same as a search for heinz baked beans

Beware of caches!

Earlier we said that the results returned by Google are the cache results. During the training you will see how to identify the time and date and reveal that cached page. Provided everything goes well (you have a good, consistent internet connection, the web page still exists, and no data packets are misplaced in transfer), a click on that link will *most probably* take you to that page. However, any number connection of problems might result in you visiting the cache, which might be several days old. Clearly this is not necessarily how the webpage looks real time. So best practice is that if you identify something you intend to use as evidence about the page as it is now, view the website

details in the URL box on your web browser, and go directly to this link via the URL,

missing out the search engine. This will mean that you can be sure the webpage you are viewing is 'real time', and then you should capture the information/evidence.

Advanced search and search operators.

In common with other search engines, Google has advanced search facilities, operators, and tools. Understanding these capabilities, and using variations on words, and phrases together with adjustments to the operators and tools will reduce the number of worthless results, and focus the search effectively. There is no science to this, but practice will improve your skills.

In common with many search engines, Google constantly changes its appearance and interface. If you have difficulty finding the features detailed below, use the Google 'help' search and type in the facility you are looking for.

At the time of producing this tutorial, the search facilities can be found as follows.

Type in the initial Google search box broadly what you are looking for. This will provide a view which consists of results, a further search box, below which are the opportunities to search videos, shopping, images. Also a tab named 'tools' – clicking on this tab will reveal further operators to focus the search such as country or specific dates or ranges of dates. Also, in the top right hand corner will be a 'cog' Clicking on this cog opens a dialogue box and one of the facilities listed here is 'advanced search'. Click on advanced search and this reveals many search operators to fine tune your search.

Many of these search tools can be used by the experienced researcher just within the basic Google search box using a variety of symbols and punctuations.

There now follows a list of the various search facilities. Remember, adjusting them in isolation is not what is required, but tweaking and adjusting them as you get particular results is the way to success.

Search engine tools and operators

Symbol	How to use it
“	Putting a phrase or series of numbers such as a phone number in speech marks will return results for that specific word or phrase “0121 423 5983” will return all of the exact matches for that exact number rather than all of the 0121 numbers, or obscure part numbers or delivery codes which contain that set of numbers
-	When you put a minus sign in front of a word it removes results with that word in it them. So if you were looking for Steve Davis, but not the snooker player, using <i>steve davis –snooker</i> in the search box removes the results that include the word snooker. Multiple words phrases and operators can be used in conjunction with each other.
*	Use an asterisk as a wildcard for a term or word you are unsure of. Example: "a * saved is a * earned"
@	Find social tags Example: @searcher
OR	Find pages that might use one of several words. Example: waste OR rubbish OR removal OR clearance
#	Find popular hashtags for trending topics Example: #brexit
site:	Search and get results from certain sites or domains. Examples: Gov.uk or Ebay.co.uk
related:	Find websites and blogs (and sometimes social media posts) that are similar to a web address you are interested in. Example: related:Travelodge.co.uk
linked:	Find websites and blogs (and sometimes social media posts) Google has identified as linked in some way to a web address you are interested in Example: linked: thesurveillancegroup.com
info:	Get information about a web address, including the cached version of the page, similar pages, and pages that link to the site.

	Example: info:google.com
cache:	See what a page looks like the last time Google visited the site. Example: cache:bbc.co.uk

When you search using operators or punctuation marks, don't add any spaces between the operator and your search terms.

Remember – the key to success is to adjust your various search criteria to focus upon what you are searching for. If you discover obscure or uncommon terminology for the entity you are searching, try using this with one or two other unique terms you have. And use more than one search engine

Social Networking Sites

Facebook

[a] Fraud teams use Facebook to catch benefit cheats

C (D www.chroniclive.co.uk/ news/no rth-east - n ews/fraud - teams- use -facebook k-catch -1451592

App. For quick access, place your bookmark here on the bookmarks bar. Import bookmarks now...

Chroniclive

NEWS...

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Fraud teams use Facebook to catch benefit cheats

BENEFITS bosses are using Facebook to catch fraudsters. Investigators are scouring the profile pages of people getting housing and council tax benefits to check they are telling the truth about their family situations.



BY EVENING CHRONICLE

12:14, 24 MAR 2009

UPDATED 12:24, 27 FEB 2013

NEWS

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BENEFITS bosses are using Facebook to catch fraudsters. Investigators are scouring the profile pages of people getting housing and council tax benefits to check they are telling the truth about their

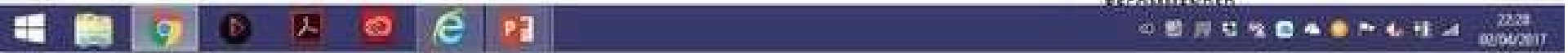
112

SHARES

family situations.



Officers can check whether those claiming to be single or living alone to get handouts are, in fact, married or sharing a household with other adults.



- Home
- Video
- New
- World Sport
- Business
- Money
- Comment
- Culture
- Travel
- Life
- Women
- Fashion
- Luxury Tech Film
- Politics
- Investigations
- Obits
- Education
- Science
- Earth
- Weather
- Health
- Royal
- Celebrity
- Defence
- Scotland



HOME » NEWS » UK NEWS » LAW AND ORDER

Council worker took part in gruelling bike race while taking long term sick leave

A council worker took part in a gruelling 66-mile endurance bike race while

The Telegraph
11 Like Page 4Mlikes

taking long-term sick leave with a chest infection, a tribunal has heard.



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f) Email



Sponsored

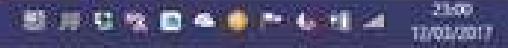
It's all happening in New South Wales

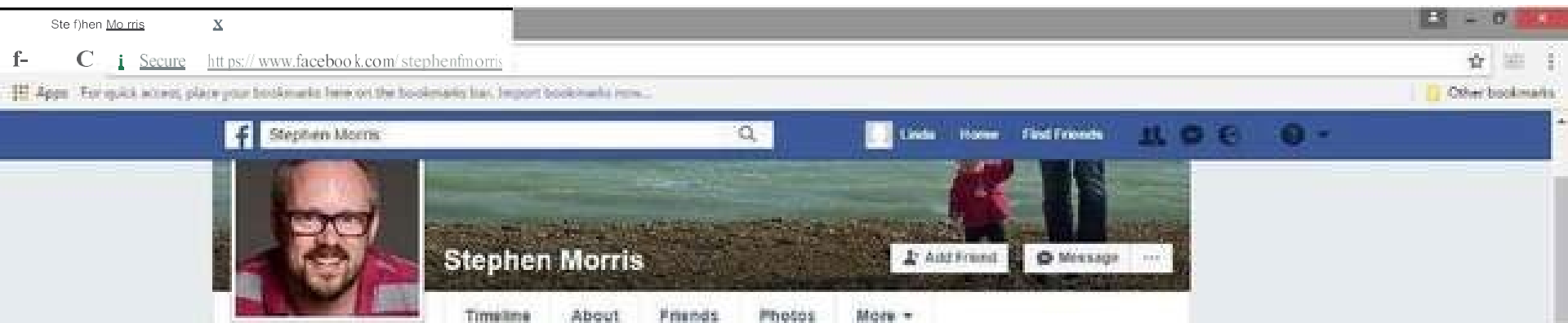
By Kick Britten

Andrew Hamlyn, 54, took 92 days off claiming he was stressed, had a viral infection and was unable to work.

... Print this article

Law and Order



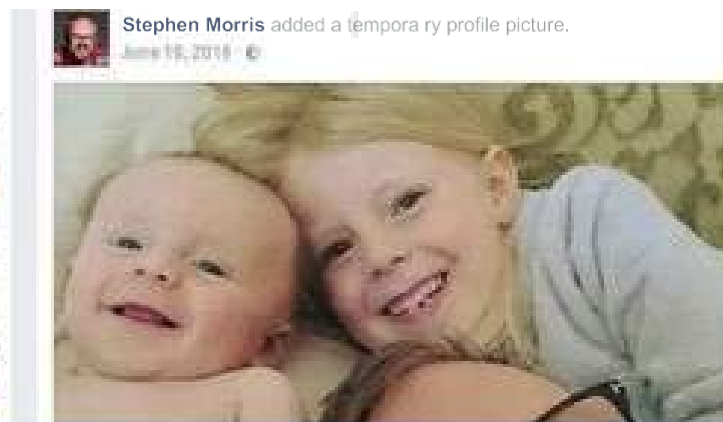


DO YOU KNOW STEPHEN?

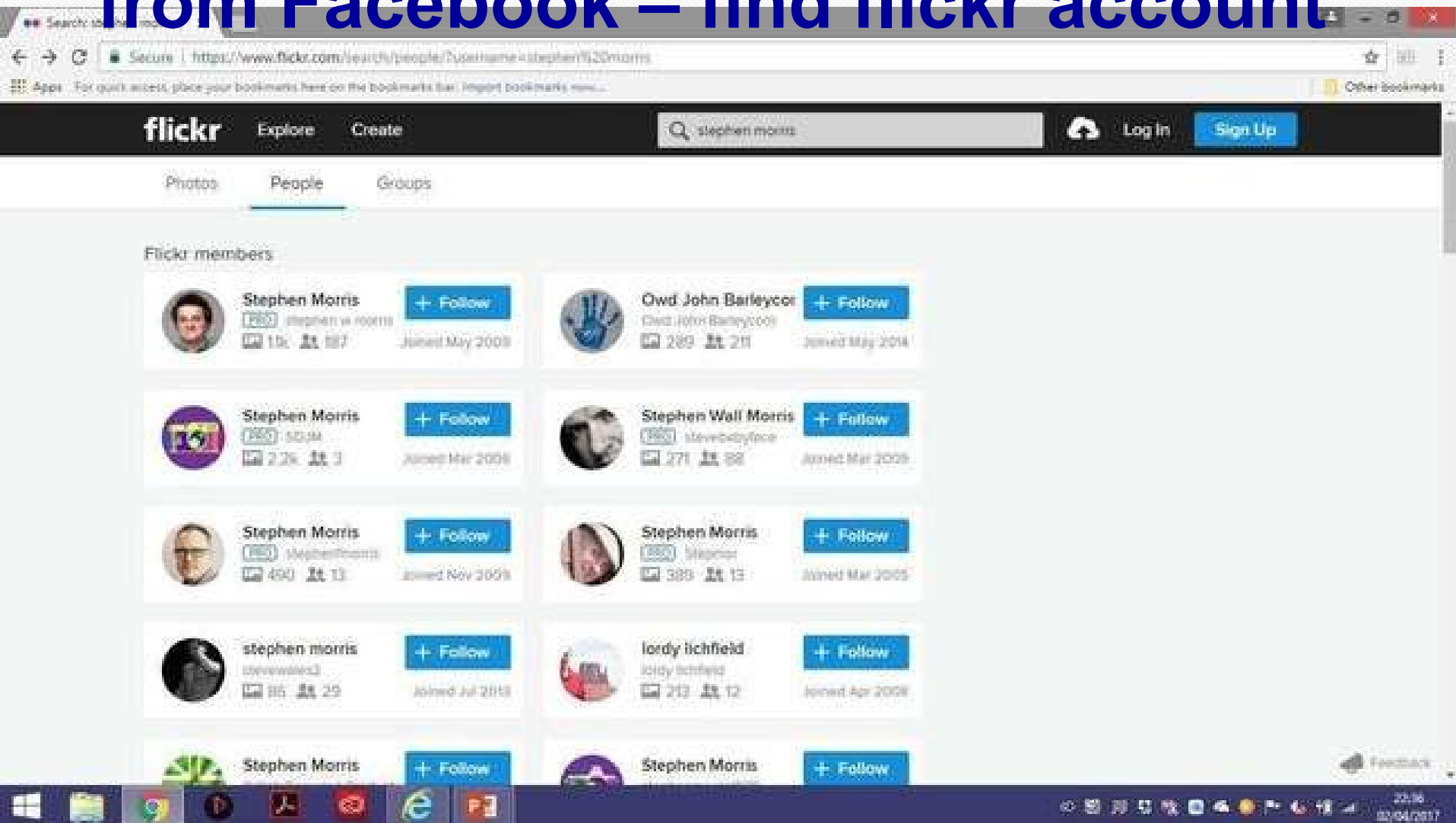
To see what he shares with friends, send him a friend request.

lifh:Hi

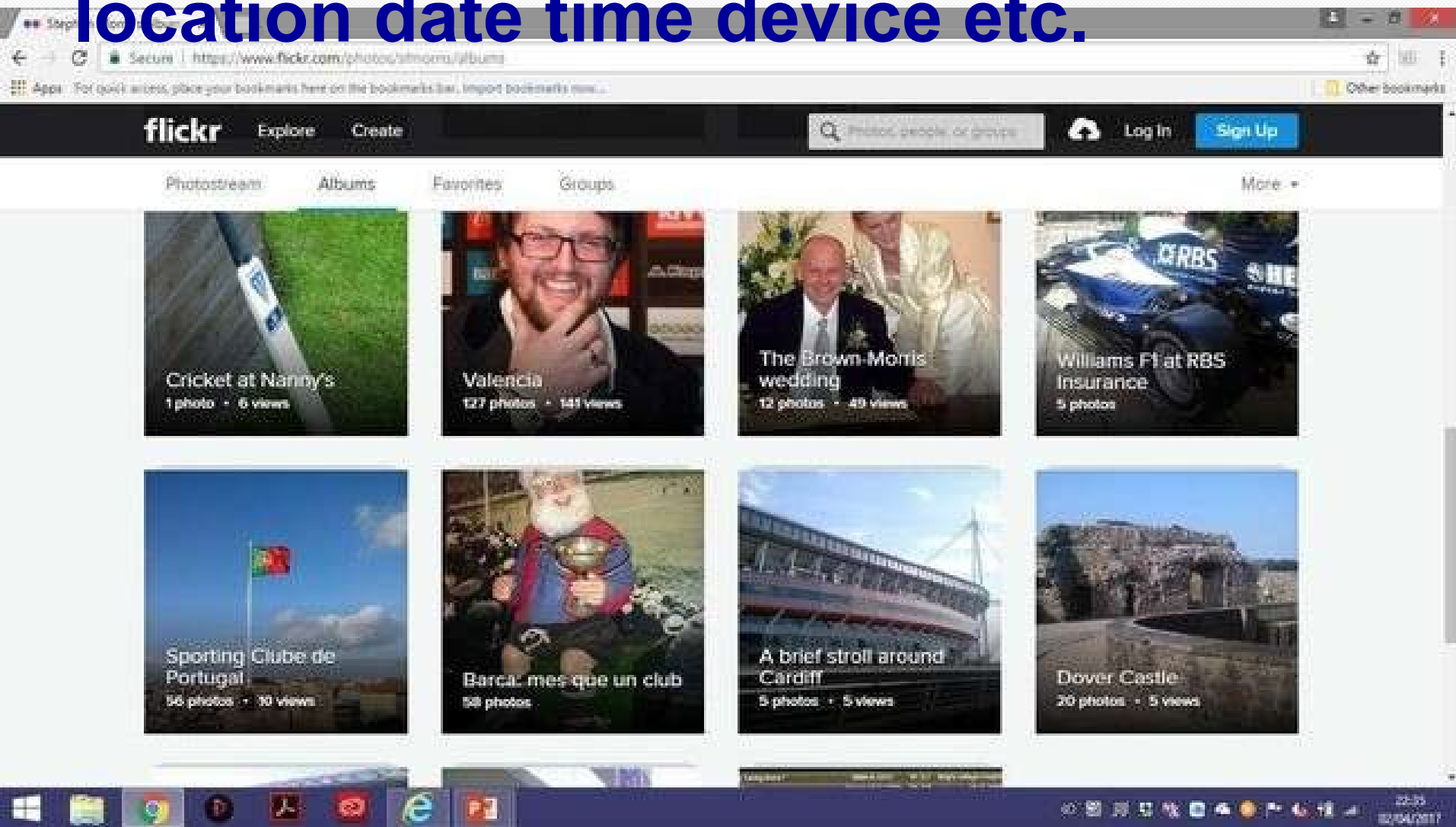
9 Intro



Search Google images with image from Facebook – find flickr account



Images on flickr contain Exif data – location date time device etc.



SNS Specific Search Sites

<https://pipl.com/>

[http:// www.yasni.co.uk](http://www.yasni.co.uk) (or com)

<https://www.yandex.com/>

<https://www.facebook.com/help/community/question>

[/ https://www.facebook.com/help/](https://www.facebook.com/help/)

<https://twitter.com/search-advanced?lang=en-gb>

<https://www.linkedin.com/help/linkedin/answer/302>

<https://inteltechniques.com/menu.html>

<http://osintframework.com/>

<https://namechk.com/>

<http://www.192.com>

<https://sometag.org/> <https://pikdo.net/?hl=en>

Stephen Morris

<http://www.dogpile.co.uk/>

f SEARCH

\$ LOGIN

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Name, Email. Username or Phone

Location (optional)

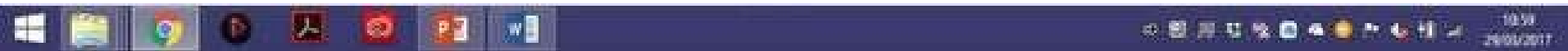
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SearchOver 3,143,626,422 People

With the world's largest people search engine, Pip is the place to find the person behind the email address, social username or phone number.



C | i Secure | https://pipl.com

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Google Calendar - F •

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Stephen Morris

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Search Over 3,193,015,807 People

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Stephen Morris

Location (opt ion al)

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Search By

Results for **Stephen Morris**

First Stephen

Last Morris



Stephen Morris

45 years old from St at e of New South Wales and State of Vict oria VP
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Associated with Andrew Ver ster Cohen, Lindi Giger Rudnicki and 3 more peop le

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0 United Sta tes



Stephen Morris

Henderson & Jackson , Tennessee
Cha irm an at Chester County (TN) Ele ct ion Commissio n
Associated with Roy Gene Sharp, Zachary Tex Alexan der, Kirk Sawyer and 2 more people

11
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0 California

0 Florida



Stephen R Morris

Oklahoma and Texas
CDNA at McAlister Regional Health Center



Qeios ID: 10554h · 1/11/2020



Last Morris

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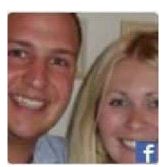
LOGI N



Oxford & London, England
EHS Manage r (Rail) freelance at telent Technology Services Ltd Also known as Steve **Morris** and Steve Gradi osh



Stephen Morris
Bolt on & Bury, England
Director at campaign for an En glish Pa rliament Associa ted with Marti n Butler and Geo ffrey Warburton



Stephen Morr is
Ca rdiff & Llanw r tyd Wells, Wales
Airside Support Manager, LGW South Terminal at Menzies Aviation Associated with Andrew Spry

D Liver pool

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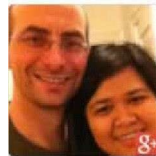


Stephen B Morris

London & Borehamwood, England

Retired at Retired

Westminster City



Stephen Morris

London & Ashford, England

Project Manager at Font Energy Construction Services

Bachelor of Engineering (BEng), Building services Engineering, 2:2 from Loughborough University



Stephen Morris

London & London Borough Of Bromley, England

Head of Search at Make Me Local

Associated with Nicole Heyermann, Billy R, Darren Rand Andrew S

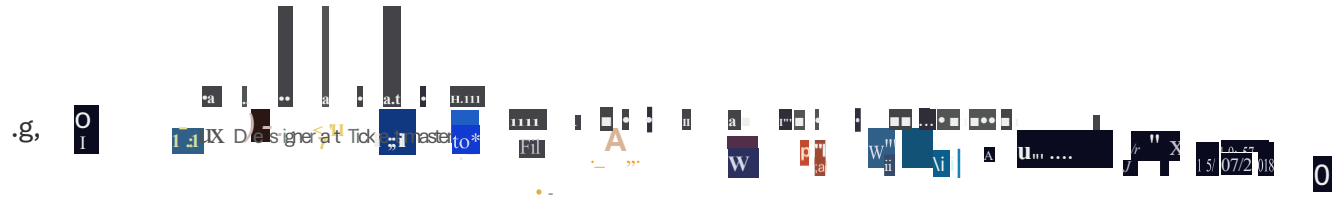


Stephen Morris

London & Newcastle Upon Tyne, England



Q Type here to search





Name, Email, Username or Photo

Location (optional)

* STEVE

Results For

2, Stephen Morris

CV London, England

CV London Borough Of Bromley, England

g Head of SEO at OKA

& BillyR

& Darren R

& Andrew S



Stephen Morris

Male

From London & London Borough Of Bromley, England and

g CAREER:

Head of SEO at OKA (since 2018)

((@ USER NAMES:

sfm orris , stephenfmo rris

® PLACES:

London , England (Work)

London Borough Of Bromley, England



Q Type here to search



C i Secure <https://pip1.com/search/?t=NjczYjMSZjI2MGRjYjYjOTI3Nz8hZWFiZWVjNDdlNmNjNzZlZTUxMGE3MzA1Y2Y1&in=8&fn=Stephen&mn=&ln=Morris&em=&phn=...>

Stephen Morr is, London, England, Lo n don Borough Of Bromley, Engl and

[linkedin.com/in/sfmorris](https://www.linkedin.com/in/sfmorris)

lffi Pro fess ional Pro fi le & Netwo rk ing - LinkedIn

Stephen M, London Borough Of Bro m ley, Eng l and, sfmorris, Billy R ...

[foursquare.com/sfmorris](https://www.foursquare.com/sfmorris)

Member Pro fi le - Foursqua re

Stephen Morris, London Borough Of Bromley, England, sfm orr is

twitter.com/sfmorris

Micro Blog - Twitter

Stephen Morr is, London Borough Of Br om ley, England ...

[pinterest.com/stephenfmorris/](https://www.pinterest.com/stephenfmorris/)

® Virt ua l Pinboard - Pint ertest



Stephen Morr is, st ephen fm orr is

facebook.com/people/_/517849475

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Per sona l Web Pro file - Facebook

Q Type here to search

.g,



C i Secure <https://pipl.com/search/?t=NjczYjMSZjI2MGRiYjYkxOTI3Nz8hZWFiZWBiNDdlNmNjNzZlZlUxMGE3MzA1Y2Y1&in=8&fn=Stephen&mn=&ln=Morris&em=&phn=...>

II

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Google Calendar F

Personal banking IE

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Lloyds Bank - Internet

Current Accounts, S, W, GWR



facebook.com/people/_/517849475

f Personal Web Profile - Facebook



sfmorris

en.gravatar.com/16049627

C! Globally Recognized Avatars - Gravatar



Stephen Morris, United Kingdom, stephenfmorris

youtube.com/user/stephenfmorris

D Personal Profile - YouTube

Stephen Morris, stephenfmorris

flickr.com/people/sfmorris/

.. Online Photo Album - Flickr



Stephen Morris, Nicole Heyerman

plus.google.com/114878281693695846824/about

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LL

f3l Personal Profile - Google Profiles

SHOW 2 SIMILAR RESULTS



Type here to search

.g,





"sfmorris"



All Maps Videos Images Shopping More Settings Tools

About 6,200 results (0.44 seconds)

Stephen Morris (@sfmorris) | Twitter

https://twitter.com/sfmorris?lang=en

The latest Tweets from Stephen Morris (@sfmorris). SEO chap at @OKADirect, Daddy at home. ECFC fan, Bromley resident. Android user, Volvo driver. Partial to ...

Stephen Morris (@sfmorris) • Instagram photos and videos

https://www.instagram.com/sfmorris/

242 Followers, 325 Following, 298 Posts - See Instagram photos and videos from Stephen Morris (@sfmorris)

sfmorris (Sam Morris) · GitHub

https://github.com/sfmorris

sfmorris has 2 repositories available. Follow their code on GitHub.

sfmorris's Music Profile | Last.fm

[https:// www.last.fm/user /sfmorris](https://www.last.fm/user/sfmorris) ,.

Q

Type here to save your own music profile and get it from the global library later on. [Learn more](#)



All

Maps

Videos

Images

Shopping

More

Settings

Tools

About 129 results (0.48 seconds)

Did you mean: **"stephen morris"**

Stephen Morris | Flickr

<https://www.flickr.com/photos/sfmorris/>

Stephen Morris. Follow. Give Pro. **stephenmorris**. 14 Followers•45 Following. 490 Photos. Joined 2009.
About · Photostream · Albums · Faves · Galleries ...

Stephen Morris (stephenmorris) on Pinterest

<https://www.pinterest.co.uk/stephenmorris/>

Stephen Morris | SEO at TSB. Daddy, London Grecian, real ale drinker, CD collector, Android user. Views expressed are own.

Images for "stephenmorris"



Q Type here to search

ij



Username

Want to claim these usernames? [Register Now](#)

flickr

Explore Create

Photos, people, or groups

Log In

Sign Up



Stephen Morris

+ Follow



stephenmorris

14 Followers • 45 Following

490 Photos

Joined 2009

About

Photostream

Albums

Faves

Galleries

Groups

Joined

November 2009

Website

<http://www.mindspikes.com/>

23.2K
views

76
tags

75
geotags

3
faves

3
groups

Most popular photos

Most faved ...






Type here to search

ma m.com"

Search

findaschool

People, Bus inesse s, & Places

What

Where

All • St ephen Morris


Bromley

The free sch ool adm issi on resea rch tool by 192 .com


n- . I »- - .P.J » You r re.suit s for St ephen Mor ris in Bro mley

» 6 Free Resu lts f or Stephen Morri s or S Morris in Bromley

Name	Address	Telephone
1	Sands tone Road , Lee, London , S E1 2	a
2	S Morris , Copers Cope Road , Beckenham , Ke nt, E1R3	a
3	S Morris , Adamsrill R d, 5e26 , Sy denham , London , SE26	a
4	Mea do wcroft Me w.s, George Laine, Catford, London , S E6	



Dulwich Village



GET AN EXTRA 10% OFF WHEN YOU BOOK DIRECT

APEX HAYMARKET HOTEL

BOOK NOW

53 Premium Results : Includes people not listed in the phonebook and gives much more information on every listing

	Add res•	Other- Occupants	Electoral Roll	Director- Info	Length of Neighbours Occupancy	Property Price
St.,pl.,l(1'r" <l" _ri_cfk						
Morris	Bromley, Kent		2007 -08			
Age Guide: 3 5 -39	Full Address...					
Stephen L Morris	Bromley, Kent	Michelle C Morris	2002			
	Full Address					
	Full Address					

M9iMM

Found: 0 0 15
(! .l. C.l.?. Birth Records , t)- - 'i.!! Marriage Records , - - !! Deceased Records Find us on:



Yasni

for free. Click on the link (ID: www.yasni.co.uk)

Yasni App: For quick access, place your bookmarklets here on the bookmarks bar. Import bookmarks now...

Other bookmarklets

Help

Products

Feedback

Post Expose

Yasni Login

11!+Q-Eill



PEOPLE SEARCH UK



I am looking for people that match...

Marketing Distribution Legal advice

Search

Most clicked terms:

Guardian Intel Ireland JPMorgan1 Shutdown

WH Smith World Cup

successful providers:

Henner Gramsch@Leislerntfend, Kep

"Not too old for Rock'n Roll...."

Show my Expose here!

Important people I Expose

What does the net know about...

Stephen Morris

...

Important people: Today - Overview / Names: Today - Overview / People searches: Today - Overview People tr, keywords: ABCDEFGHIJKLMNOPQRSTUVWXYZ

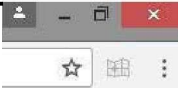
Most clicked names:

Abdullah Ibrahim Anjel Turner Antonia Lanni Birgit Geyer Brent Burke

No. 1 Jenny Shaw Karen Peters Paul Howard Rory Gleeson Rosie Rees

Legal Terms Privacy

© 2017 yasni



12:26

29/03/2017



Frnance services, Consulting Craftsman

Offer



Yasni

Stephen Morris: fr ge X

Chromium

Address bar: (D www.yasni.co.uk/stephen+morris/check+people?sh

Bookmarks bar: App. For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

Other bookmarks



Help Products

Post Expose Yasni Login 11!+@-EII

Stephen Morris UK Search people

Stephen Morris People Check UK (I'm Stephen Morris) 1115 results Monitoring

There are new results available for the name Click here to show them>

Miami Cambridge London Newtownabbey Aberdeenshire Birkenhead full!..!Y. Caerphilly Crewe Greenford

Music Consultant Joy Division Bernard Sumner Peter Hook Gillian Gilbert Factory Authority Miami Hurricanes New Order's

SEARCH DEATH RECORDS

1) Simply enter their name. 2) Find their death record online.

Search Death Records

1) Simply enter their name. 2) Find their death record online.

Images of Stephen Morris (1 - 9 from 86 - show all)

View Stephen Morris's Hidden Profiles?



See Hidden Pictures on My Space, Facebook and 40+ Networks >>

Unique persons

II Stephen Morris, Poet/Artist @ Aspiran; Herault.

▶ Missing person ad from Stephen Morris: roller skating

li I h &Add



Yasni

Stephen Morris - Network

Address bar: (D www.yasni.eo.uk/ stephen +morris/ check+peop le/ profi le)

PerformanceTrack in g

Other r bookmarks

121

Find their death record online.

0

ancesuy.co

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31 +60 rrom 160)

LinkedIn : Stephen Morris

Stephen Morris'sfullprofileSee who you and stephen Morris know in common;Get introduced to stephen Morris; Contact stephen ..

LinkedIn STEPHEN MORRIS Financial Services,London,United Kingdom LinkedIn

Stephen Morris | LinkedIn

View Stephen Morris's (UnitedKingdom) professional profile on LinkedIn. LinkedIn is the world's largest business network, helping professionals like stephen ..

MySpace Profile Stephen Morris (269768118)

Twitter Profile: Stephen Morris /stephen814567011


ICO User Stephen Morris /Steve}

18537299



Bad oo: Stephen Morris

Age: 49, stevenage, United Kingdom


Facebook



facebook




Cerys Poppy




Home Find Friends More

All Results

People Pages Groups Apps Events



Cerys Poppy



[+1 Add Friend]

Cerys Sloman

Works at McDonald's


iH' studied at Axe Valley Cammuoity CoDege

lilil Lives in Seaton, Somerset. United IG gdom


• Engaged to Liam Bes1

fl Listeos to Jessie J , S n oop Dogg and T• lor Swift

[+1 Add Friend MesSil ge]



Cerys Poppy



< Add Friend

Try a new way to search

m

Cerys Poppy's friends

E

Photos of Cerys Poppy

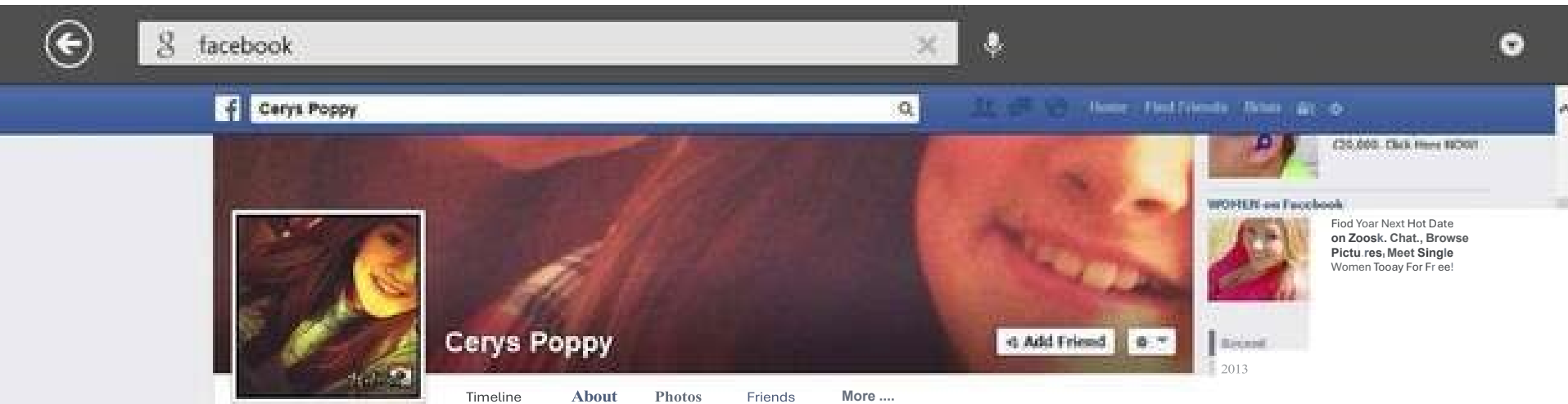
E

Photos by CerysPollPll'

E

Photos liked hll' Cerys Poppy

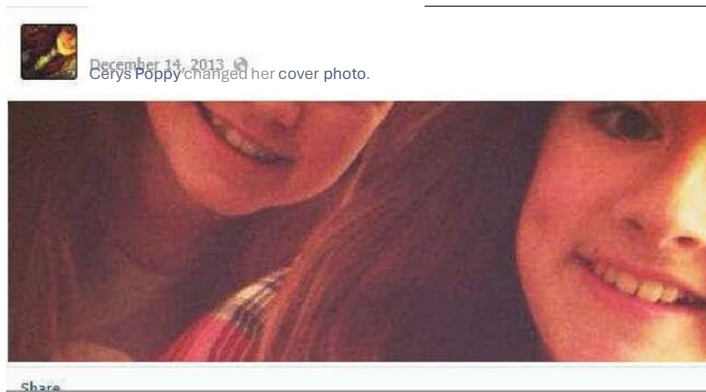
Facebook



Do you know Cerys?

To see what she shares with friends, send her a friend request.

+1 Add Friend



1 • Chat

Facebook – Cerys Poppy friends - private

The screenshot shows a Facebook interface. At the top, a search bar contains the text 'facebook'. Below it, a navigation bar features the Facebook logo and the name 'Cerys Poppy'. The main content area is divided into two columns. The left column, titled 'Friends', displays the text 'Do you know Cerys?' and 'To see what she shares with friends, send her a friend request.' with a green '+ Add Friend' button. Below this, the 'Friends' section is empty, showing 'No activity to show'. The right column contains several sponsored advertisements. The first is for 'Industrial Driftness Claims', the second for 'WOMEN on Facebook', the third for 'Equity Release Calculator', and the fourth for 'Free Rich Dad's Workshop'. At the bottom right, there is a 'Chat' button.

facebook

Cerys Poppy

Do you know Cerys?

To see what she shares with friends, send her a friend request.

+ Add Friend

Friends

No activity to show

Sponsored Ad

Industrial Driftness Claims

Have you worked in a noisy workplace since 1993? Claim up to £20,000. Click Here now!

WOMEN on Facebook

Looking For A Date? Our Singles Chat list.

Equity Release Calculator

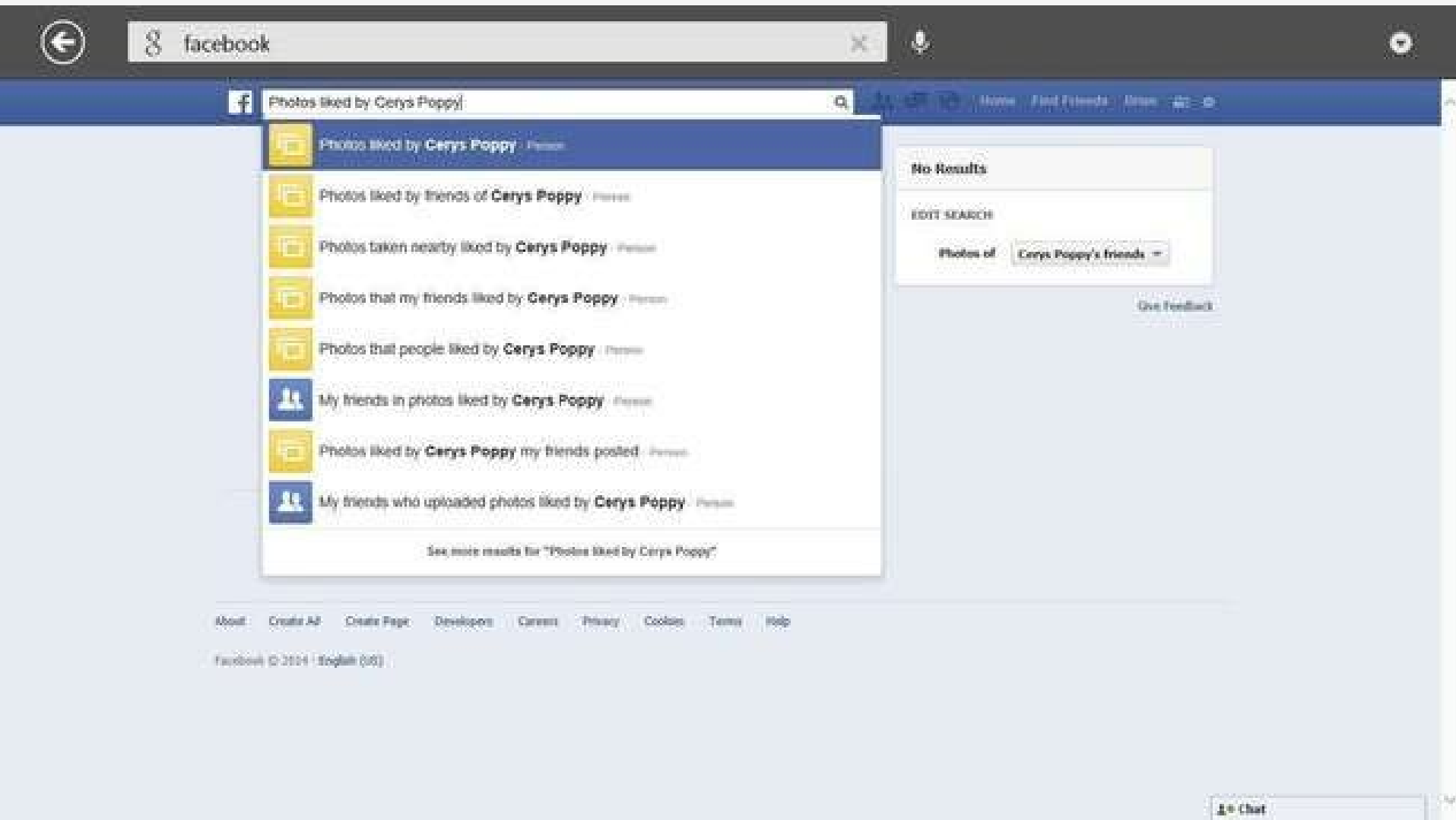
Release cash from your home to boost retirement income. Calculate now.

28 January - 1 February

Free Rich Dad's Workshop by author Robert Kiyosaki. Wolverhampton, Coventry, Birmingham.

Chat

Facebook – search commands - Graphsearch



Facebook – photos liked by Cerys Poppy



facebook



Photos liked by Cerys Poppy



Home

Find Friends

News



Recent

Recent photos liked by Cerys Poppy



Chat

Facebook – profile that uploaded these photos – Friends!!

facebook

People who uploaded photos liked by Gerys Poppy

Amelia Rose Cammish (Mealsonwheels)
Hastings High School Burbage
Uploaded photos liked by Gerys Poppy
Message

Mollie Little
Works at Tumblr
Uploaded photos liked by Gerys Poppy
Studied at Shetchley Hill Primary School
Lives in Justin Bieber and Skunk
Married to York Daxton
Add Friend Message

Louise Caney
Uploaded photos liked by Gerys Poppy

Charlie Neville
Uploaded photos liked by Gerys Poppy

More Than 100 People

REFINE THIS SEARCH

Gender	Add...
Relationship	Add...
Employer	Add...
Current City	Add...
Hometown	Add...
School	Add...
Friendship	Add...
Name	Add...
Created	Photos liked by Gerys...

SEE MORE

EXTEND THIS SEARCH

Chat

Facebook Searching

- Graphsearch

Facebook uses pages and some regular search engine type search criteria as well as other algorithms and settings

Graphsearch

Home page – settings – language settings – language english us

Facebook Searching

Type all of exactly what you want to search

Look for hints as you type

Maybe go for final choice on list provided

Photos of

Photos by

Photos liked by

Photos commented on by

Photos of.....friends

Photos by 's friends

Friends of etc. etc.

Useful to be on an associated profile to ensure a link

Let's get more personal!

Find information set at private through profile settings

Be specific when searching for information relating to people – the Facebook search box finds all photos or all posts or groups for everyone named Stephen Morris

But what if we could find information precisely relating to our specific Stephen Morris, or a business.

Let's get more personal!

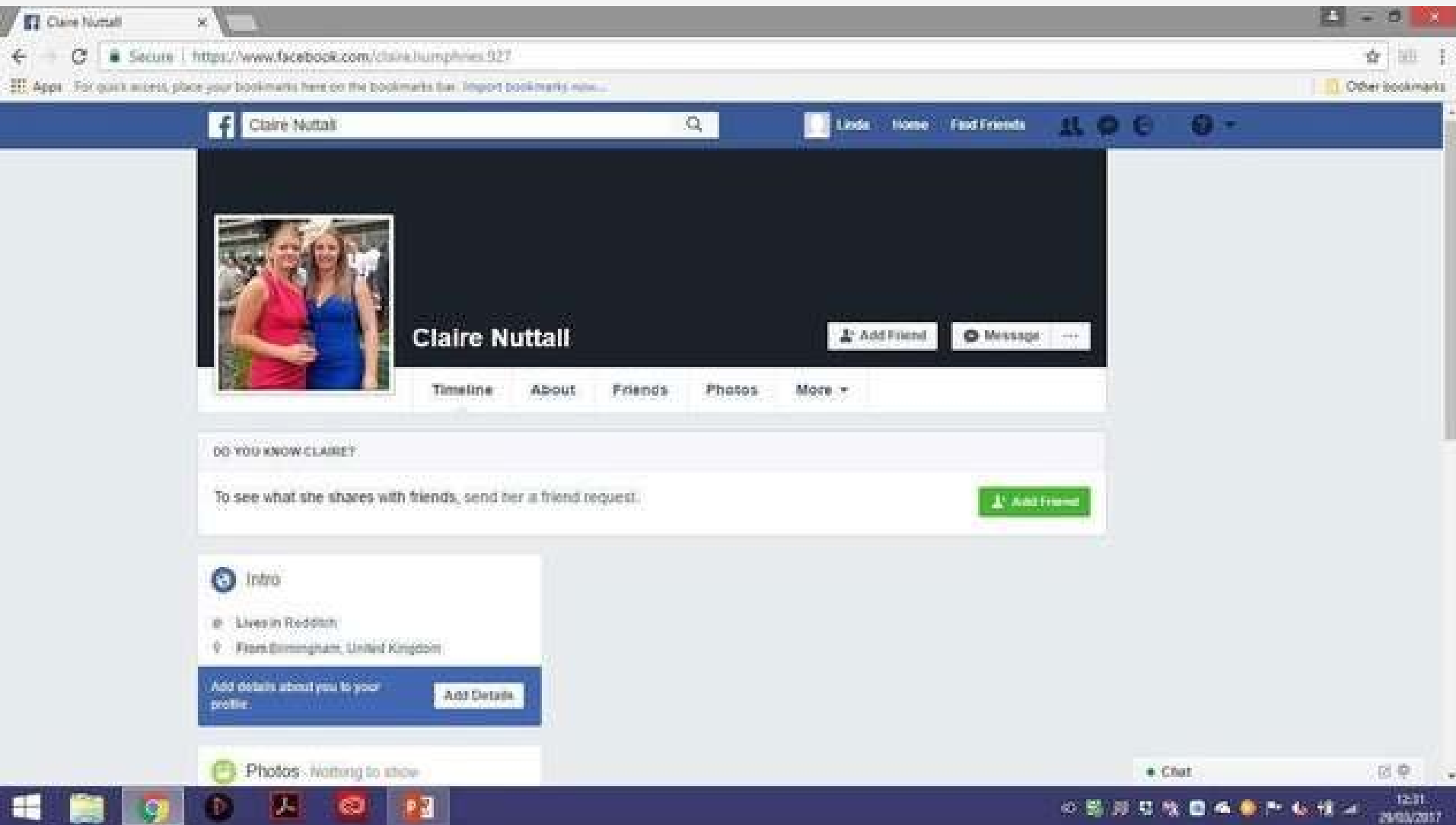
*If you have a Facebook profile, you can lock **your door** to the information you know exists*

However, you can't lock other doors or corridors across Facebook. Your posts, comments, photos etc etc may be available through other routes

Also, whilst Facebook may (and it is a big may) apply the security you demand through the Facebook search box – there is another way in.

- The URL search bar of your web browser

This profile is completely locked down – no friends, photos etc to show



Find the Facebook Profile ID – right click on a blank area. Then click ‘View page source’



**Ctrl-F opens a search box – type profileid
- then profile ID is 565330419**



[https://www.facebook.com/search/565330419/photos-of-Profiles-comments-places-husband\(location-and-address\)](https://www.facebook.com/search/565330419/photos-of-Profiles-comments-places-husband(location-and-address))

The screenshot shows a web browser window with the Facebook search results for 'Photos of Claire Nuttall'. The browser's address bar displays the URL: <https://www.facebook.com/search/565330419/photos-of->. The Facebook interface includes a top navigation bar with the search term 'Photos of Claire Nuttall' and a search icon. On the left, a sidebar lists navigation options: Linda Smith, News Feed, Messenger, Marketplace, Explore, Events, Pages, Groups, Friend Lists, On This Day, Pages Feed, Photos, Find Friends, Games, Suggest Edits, and See More... Below these are options to 'Create' an Ad, Page, Group, Event, or Fundraiser. The main content area features a grid of five photo thumbnails. The top-left photo shows two women in formal attire; the top-right shows a group of people at a table; the middle-left shows a group of people at a long table; the middle-right shows two women in formal dresses; and the bottom photo is a dark, blurry image. On the right, a 'Trending' sidebar lists various news items with icons for each: Lance Armstrong (Armstrong settles \$100M fraud suit with U.S.), Andrew McCabe (Justice IG sends criminal referral of Andrew McCabe to US attorney), Elizabeth II (Queen publicly backs Prince Charles to succeed her as head of...), Federal Aviation Administration (FAA to order inspections of jet engines after Southwest blast), Time 100 (Time Magazine ranks five Parkland students among its 100 Most...), Michael Cohen (Michael Cohen drops libel suits against BuzzFeed, Fox News), Paul Manafort (Judge questions Trump ex-campaign chief's bid to dismiss charges), Starbucks (Black men arrested at Starbucks speak out), Houston, United States (911 Operator Sentenced to Jail for Hanging Up on Callers), and Transiting Exoplanet (Transiting Exoplanet). The bottom of the page shows a Windows taskbar with the search bar 'Type here to search' and various application icons. The system clock in the bottom right corner indicates the time is 23:14 on 19/04/2018.

What about businesses – or even anything that is not a personal profile?

Using the URL browser we can search specific terms on Facebook and also use keywords to find what we are looking for

Lets research Alcumus –

Type a search in the facebook search box

The screenshot shows a web browser window with the Facebook search results for 'Alcumus'. The browser's address bar shows the URL 'https://www.facebook.com/search/top/?q=alcumus'. The Facebook interface includes a search bar with 'alcumus' entered, navigation links (Home, Find Friends), and a top menu bar with categories like All, Posts, People, Photos, Videos, Pages, Places, Groups, Apps, and Events. The 'Filter Results' section on the left allows filtering by 'POSTS FROM' (Anyone, You, Your Friends and Groups) and 'POST TYPE' (All Posts, Posts You've Seen). The main content area displays three search results under the 'Pages' tab: 'Alcumus' (2.4K likes, Cardiff - Consulting Agency), 'Alcumus Jaya Sdn Bhd' (19 likes, Education), and 'Alcumus Isoqar Bangladesh' (871 likes, Dhaka, Bangladesh - Nonprofit Organization). A 'Public Posts' section below shows a post from 'Alcumus' dated July 12 at 10:18 AM. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 21:11 on 15/07/2018.

Secure https://www.facebook.com/search/top/?q=alcumus

Apps Yahoo Mail Google Calendar Personal banking Lloyds Bank Current Accounts GWS

f alcumus

Links Home Find Friends

All Posts People Photos Videos Pages Places Groups Apps Events

Filter Results

POSTS FROM

- Anyone
- You
- Your Friends and Groups
- Choose a Source...

POST TYPE

- All Posts
- Posts You've Seen

POSTED IN GROUP

- Any group
- Your Groups
- Choose a Group...

TAGGED LOCATION

- Anywhere
- Choose a Location...

DATE POSTED

Pages

Alcumus

2.4K like this · Cardiff · Consulting Agency

Alcumus is a multi-disciplinary provider of compliance and certification services.

Like

Alcumus Jaya Sdn Bhd

19 like this · Education

Our vision To be a trusted, responsible and leading training provider. Our

Like

Alcumus Isoqar Bangladesh

871 like this · Dhaka, Bangladesh · Nonprofit Organization

ISOQAR is part of the Alcumus Group, a multi-discipline provider of risk a

Like

Public Posts

Alcumus

July 12 at 10:18 AM · G

Congratulations to Streetbike who were recently

REETBIKE

English (UK) · Polski · Español · Português (Brasil) · Français (France)

Privacy · Terms · Advertising · Ad Choices · Cookies · More

Facebook © 2018

Chat

Type here to search

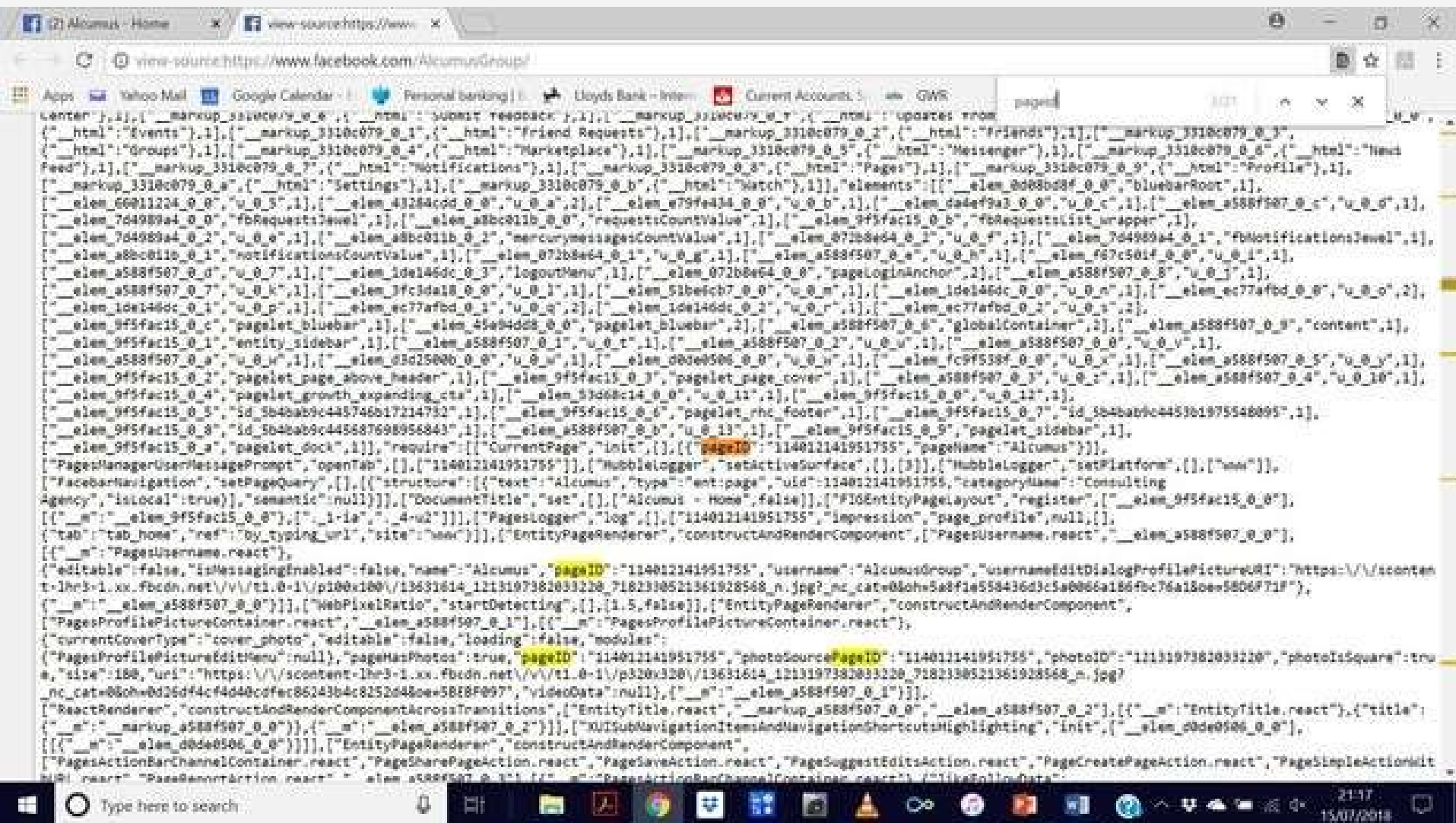
21:11 15/07/2018

Employees and other activity not visible directly from here, so – view page source



This is not a profile – it is a page

So the command is pageid



<https://www.facebook.com/search/114012141951755/employees>

about 135 people – personal profiles and personal data

The screenshot shows a web browser window displaying a Facebook search results page for 'Alcumus employees'. The browser's address bar shows the URL <https://www.facebook.com/search/114012141951755/employees>. The Facebook interface includes a top navigation bar with the search bar containing 'Alcumus employees' and buttons for 'Links', 'Home', and 'Find Friends'. On the left, a sidebar lists navigation options like 'News Feed', 'Messenger', 'Marketplace', and 'Shortcuts'. The main content area displays a list of employee profiles, each with a profile picture, name, and work history. The profiles listed are:

- Rory Finnegan**: Works at Buckinghamshire County Council, Worked at Alcumus, Studied at NUI Galway, Lives in Hatfield, Hertfordshire, United Kingdom.
- Richard King**: Senior Software Developer at Brookings, Lead Software Developer at Alcumus.
- Neari Kitterringham**: Director at Lynchpin Recruit, Former Head of Recruitment at Alcumus, Lives in Sheffield.
- Nigel Hance**: Works at Alcumus, Studied Biology at Oxford Brookes University, Lives in Cardiff.
- Tolulola Olujinmi**: Client Relationship Manager at S2 Partnership Ltd, Former Business Development Manager at Alcumus.

Each profile has an 'Add Friend' button. On the right side of the page, there are language options (English (US), Polski, Español, Português (Brasil), Français (France)) and links for Privacy, Terms, Advertising, Ad Choices, Cookies, and More. The bottom of the page shows a Windows taskbar with the search bar and various application icons.

Market Place – rubbish removal

Facebook Marketplace search results for "rubbish removal".

Search bar: rubbish removal

Filters:

- Price: Min to Max
- Only show free listings
- Location: Newcastle under Lyme, Within 7 kilometers
- Sort By: Newest
- Categories: All Marketplace

Results:

- Van and man**: £200, Newcastle, England - over a week ago. Image shows a white van with a person loading a large blue box.
- Ford**: £200, Newcastle, England - over a week ago. Image shows a red Ford truck.
- Rubbish removals**: £50, Newcastle, England - over a week ago. Image shows a thumbs up icon and the text "We can".
- Weed control**: FREE, Newcastle, England - over a week ago. Image shows a green sign with the text "DOMESTIC & COMMERCIAL WEED CONTROL FOR ALL PATHS, DRIVES & PATIOS".

Taskbar: Windows 10, Search bar, Taskbar icons (Chrome, File Explorer, etc.), System tray (22:52, 16/09/2019).

Market Place – rubbish removal

Facebook Marketplace

facebook.com/marketplace/item/1153091504887431/

MAN & VAN

Van and man
Newcastle, England · Just a week ago

£200

Rubbish removals
Tip runs 1000s

Seller information

Send seller a message

Is this available?

Send

Message Save Share

Type here to search

22:54
16/09/2019

Market Place – Jamie Lee Armit

Facebook Marketplace

facebook.com/marketplace/item/1153091504887431/

MAN & VAN



Seller information

 **Jamie Lee Armit**
Joined Facebook in 2019

Sponsored

 **HIPPO**

Send seller a message

☐ Is this available?

[Send](#)

[Message](#) [Save](#) [Share](#)

Type here to search

22:55
16/09/2019

Market Place – Jamie Lee Armit

The screenshot shows a web browser window with the Facebook Marketplace profile of Jamie Lee Armit. The browser's address bar displays the URL `facebook.com/marketplace/item/11530915048874317`. The browser's taskbar at the bottom includes icons for various applications such as Yahoo Mail, Google Calendar, Personal banking, Lloyds Bank, Current Accounts, Buy Train Tickets, GWR, and an email inbox. The Facebook profile itself features a cover photo of a white van, a profile picture of a person, and the name 'Jamie Lee Armit' with the username 'JAM-JAM'. Below the name are buttons for 'Follow', 'Message', 'Report', and 'View Profile'. The 'Seller Information' section indicates the user joined Facebook in 2018. The 'Marketplace Listings' section shows three items: a 'We can' logo with a thumbs up, a 'MAN & VAN' logo, and a yellow storage unit. A dark overlay on the right side of the screen shows a blurred view of a message conversation.

Facebook Marketplace

facebook.com/marketplace/item/11530915048874317

Apps Yahoo Mail Google Calendar Personal banking Lloyds Bank Current Accounts Buy Train Tickets GWR Inbox(1) - jsmor...

MAI

Jamie Lee Armit
JAM-JAM

Follow Message Report View Profile

Seller Information

Joined Facebook in 2018

Marketplace Listings - 3

We can **MAN & VAN**

2000 2000 2000

22:56 16/09/2019

Personal Profile – Jamie Lee Armit

The screenshot shows a web browser window displaying the Facebook profile of Jamie Lee Armit. The browser's address bar shows the URL `facebook.com/profile.php?id=100024529942873`. The browser's taskbar at the bottom includes icons for various applications and the system clock, which shows the date 16/09/2019 and time 22:59.

The Facebook profile page for Jamie Lee Armit includes the following elements:

- Header:** The name "Jamie Lee Armit" is displayed in the top navigation bar.
- Profile Information:** The profile picture is a small square image. The cover photo is a horizontal banner image. The bio states "Joined February 2018".
- Photos:** A grid of nine photos is displayed, showing various images of Jamie Lee Armit and others.
- Friends:** A section labeled "Friends" is visible, showing a list of friends.
- Activity:** The main feed shows several posts and interactions:
 - A post from "George Burrow" with the text "Highly recommend" and a "Like" button.
 - A post from "Jamie Lee Armit" with the text "George Burrow cheers Can u share it please" and a "Like" button.
 - A post from "Joanna Jopo" with the text "Iv shared" and a "Like" button.
 - A post from "Chelsea Louise" with the text "Can you do tp run in next hour? Elland" and a "Like" button.
- Interactions:** The "Like" button is visible below each post. The "Comment" button is also visible.
- Buttons:** The "Add Friend" button is located in the top right corner of the profile section. The "Message" button is located in the top right corner of the activity section.


https://inteltechniques.com/menu.html

OSINT Search Tool by IntelTechniques

Securehttps://inteltechniques.com/menu.html

Appsstevenmorris3427Google CalendarLloyds BankSantanderHalifaxBarclaysSystemOnline LoginBarclaycardGreat Western RailOther bookmarks

INTELTECHNIQUES
SEARCH TOOL



MICHAEL BAZZELL
OSINT TRAINER &
PRIVACY CONSULTANT

Online TrainingLive TrainingConsultationToolsForumBlogPodcastBooksBioContact


OSINT LINKS
SEARCH ENGINES
FACEBOOK
TWITTER
INSTAGRAM
USER NAME
REAL NAME
EMAIL ADDRESS
TELEPHONE NUMBER
DOMAIN NAME
IP ADDRESS
YOUTUBE
REVERSE IMAGE

Online Internet Search Tool

Welcome to the new IntelTechniques Search Tool. Use the links to the left to access all of the custom search tools. The OSINT LINKS section contains hundreds of online search resources. Click any category to expand the selection. The OSINT Linux build can be found [HERE](#).

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Learn what you want, when you want, from our entire course library. Watch from your computer, tablet, or mobile device. Download free software solutions for easy online searching. Rewind when needed.

191 Videos

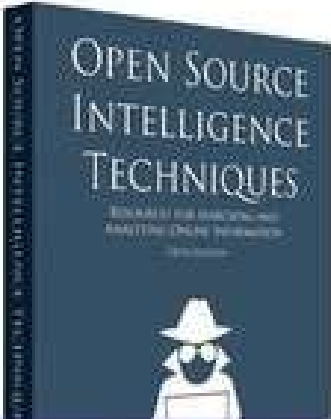
Find what you need in our growing library. New courses added monthly for all levels of technical skill. Browse for a specific topic or follow the guided course. You set the pace with over 60 Hours of videos.



Watch and learn from Michael Bazzell, author of Open Source Intelligence Techniques and creator of thousands of IntelTechniques YouTube videos.

OSINT Search Guide

The Fifth Edition of my book on Internet search techniques is now available. Click the book below for details.





25/08
02/09/2017

<http://osintframework.com/>

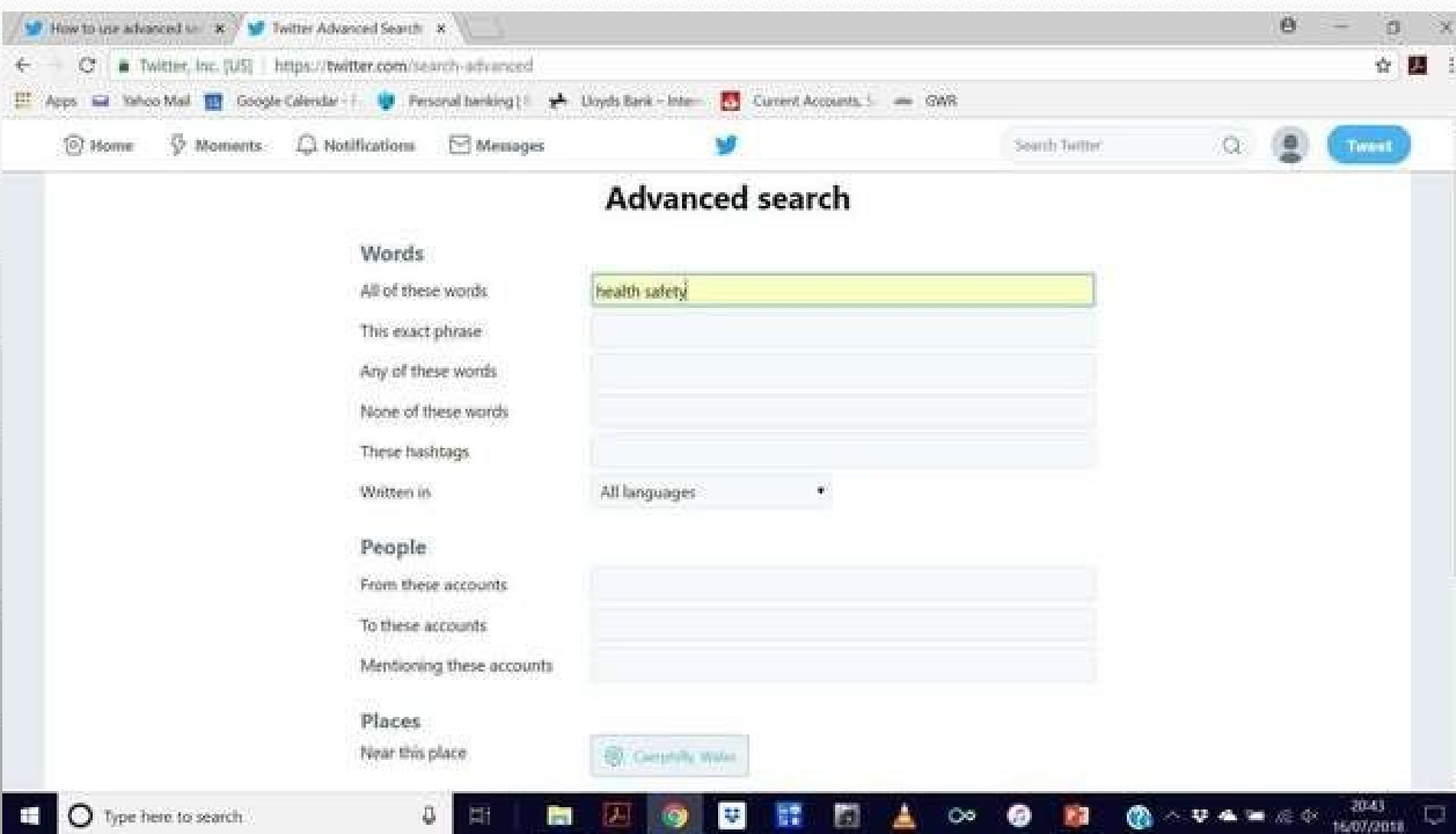
OSINT Framework

(T) - Indicates a link to a tool that must be installed and run locally
(D) - Google Docs, for more information: [Google Hacking](#)
(R) - Requires registration
(M) - Indicates a URL that contains the search term and the URL itself must be edited manually

```
graph LR; OSINT_Framework[OSINT Framework] --- Username[Username]; OSINT_Framework --- Email_Address[Email Address]; OSINT_Framework --- Domain_Name[Domain Name]; OSINT_Framework --- IP_Address[IP Address]; OSINT_Framework --- Images_Videos_Docs[Images / Videos / Docs]; OSINT_Framework --- Social_Networks[Social Networks]; OSINT_Framework --- Instant_Messaging[Instant Messaging]; OSINT_Framework --- People_Search_Engines[People Search Engines]; OSINT_Framework --- Dating[Dating]; OSINT_Framework --- Telephone_Numbers[Telephone Numbers]; OSINT_Framework --- Public_Records[Public Records]; OSINT_Framework --- Business_Records[Business Records]; OSINT_Framework --- Transportation[Transportation]; OSINT_Framework --- Maps[Maps]; OSINT_Framework --- Search_Engines[Search Engines]; OSINT_Framework --- Forums_Blogs_IRC[Forums / Blogs / IRC]; OSINT_Framework --- Archives[Archives]; OSINT_Framework --- Communication_Translating[Communication / Translating]; OSINT_Framework --- Facebook[Facebook]; OSINT_Framework --- Twitter[Twitter]; OSINT_Framework --- Google_+["Google+"]; OSINT_Framework --- Reddit[Reddit]; OSINT_Framework --- Other_Social_Networks[Other Social Networks]; OSINT_Framework --- Search[Search]; OSINT_Framework --- Social_Media_Monitoring_Wiki[Social Media Monitoring Wiki]; OSINT_Framework --- Search_Analytics[Search Analytics]; OSINT_Framework --- Archive_Document[Archive / Document]; OSINT_Framework --- IntelTechniques_Facebook_Tools[IntelTechniques Facebook Tools]; OSINT_Framework --- Find_my_Facebook_ID[Find my Facebook ID]; OSINT_Framework --- FB_Email_Search[FB Email Search]; OSINT_Framework --- Recover_FB_Account[Recover FB Account]; OSINT_Framework --- Facebook_Photos_by_ID_M["Facebook Photos by ID (M)"]; OSINT_Framework --- FB_People_Directory[FB People Directory]; OSINT_Framework --- NetBootCamp_FB_Search_Tool[NetBootCamp FB Search Tool]; OSINT_Framework --- FB_Lookup_ID[FB Lookup ID]; OSINT_Framework --- FB_Identity_Requires_Logout["FB Identity (Requires Logout)"]; OSINT_Framework --- Search_Is_Back[Search Is Back!]; OSINT_Framework --- Socialsearching[Socialsearching]; OSINT_Framework --- Facebook_Live_Map[Facebook Live Map];
```

Username (D)
Email Address (D)
Domain Name (D)
IP Address (D)
Images / Videos / Docs (D)
Social Networks (D)
Instant Messaging (D)
People Search Engines (D)
Dating (D)
Telephone Numbers (D)
Public Records (D)
Business Records (D)
Transportation (D)
Maps (D)
Search Engines (D)
Forums / Blogs / IRC (D)
Archives (D)
Communication / Translating (D)
Facebook (D)
Twitter (D)
Google+ (D)
Reddit (D)
Other Social Networks (D)
Search (D)
Social Media Monitoring Wiki (D)
Search Analytics (D)
Archive / Document (D)
IntelTechniques Facebook Tools (D)
Find my Facebook ID (D)
FB Email Search (D)
Recover FB Account (D)
Facebook Photos by ID (M) (D)
FB People Directory (D)
NetBootCamp FB Search Tool (D)
FB Lookup ID (D)
FB Identity (Requires Logout) (D)
Search Is Back! (D)
Socialsearching (D)
Facebook Live Map (D)

Twitter – Click ADVANCED SEARCH – enter data



The screenshot shows the Twitter Advanced Search interface. The browser's address bar displays the URL <https://twitter.com/search-advanced>. The page title is "Advanced search".

Words

- All of these words:
- This exact phrase:
- Any of these words:
- None of these words:
- These hashtags:
- Written in:

People

- From these accounts:
- To these accounts:
- Mentioning these accounts:

Places

- Near this place:

The Windows taskbar at the bottom shows the date and time as 20:43 on 15/07/2018.

Next steps

Obtain an email address

- ▶ Open accounts/profiles
- ▶ Adjust your settings
- ▶ Will need a mobile number for authentication

Images

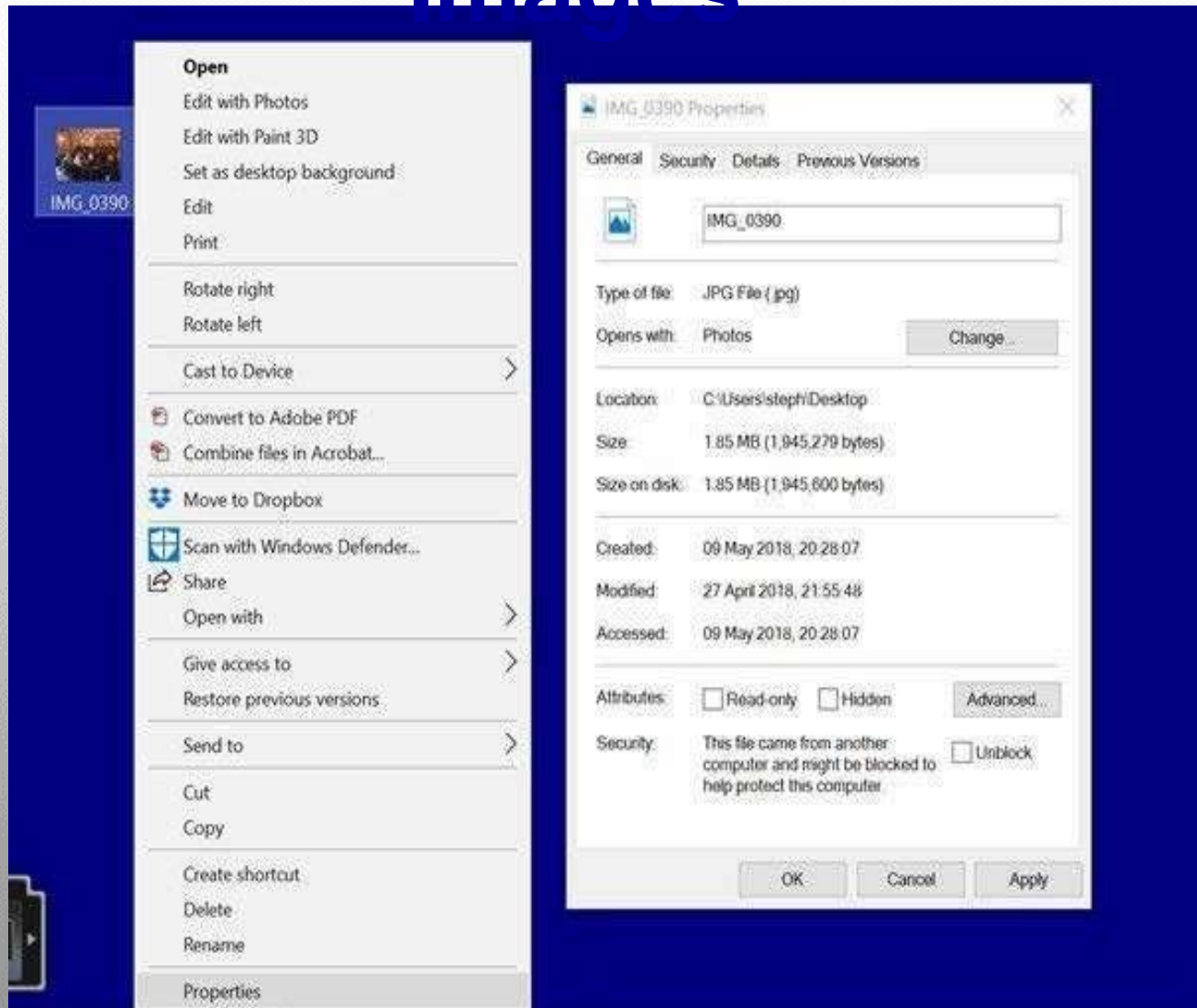
First - Terminology

- JPEG, TIFF, GIF, PNG, Raw
- Metadata
- EXIF
- GPS Co-ordinates (percentages or degrees)
- Facial recognition
- Machine learning
- Processing software (adobe elements etc)

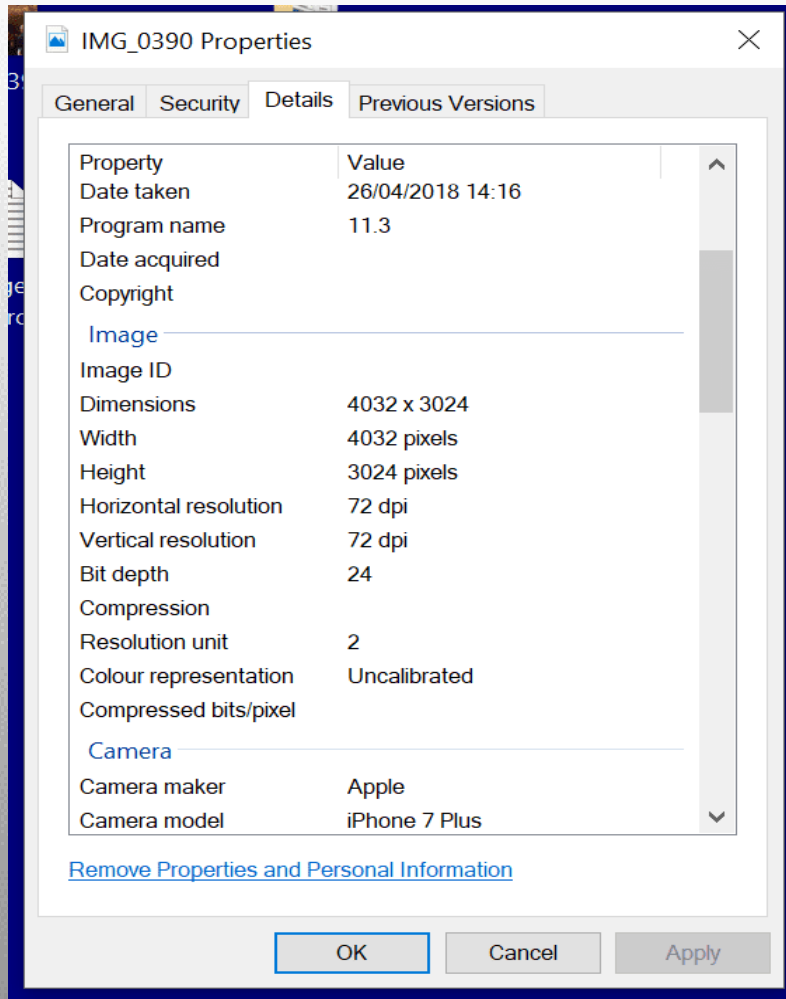
Images



Images



Images



Google maps help

The screenshot shows a web browser window with the Google Maps Help page. The browser's address bar displays the URL: <https://support.google.com/maps/answer/155397ce?hl=en>. The page title is "Google Maps Help". The main heading is "Find or enter latitude & longitude". Below this, the text states: "You can search for a place using its latitude and longitude GPS coordinates. You can also find the coordinates of a place you've already found on Google Maps." and "Besides longitude and latitude, you can use plus codes to share a place without an address." There are three tabs: "Computer", "Android", and "iPhone & iPad", with "Computer" selected. The section "Enter coordinates to find a place" lists three steps: 1. Open Google Maps on a computer. 2. Type coordinates in the search box, with examples: DMS (41°24'12.2"N 2°10'26.5"E), DMM (41 24.2028, 2 10.4418), and DD (41.40338, 2.17403). 3. A pin will appear at the coordinates. A right-hand sidebar titled "Help" lists various topics like "Customize your navigation screen", "Search locations on Google Maps", "Find or enter latitude & longitude", etc. The Windows taskbar at the bottom shows the search bar, task view, and several open applications, with the system clock indicating 21:18 on 07/01/2019.

OSINT Search Tool by IntelTech x The 5 Types of Digital Image Fil... x Find or enter latitude & longitude x +

https://support.google.com/maps/answer/155397ce?hl=en

Apps Yahoo Mail Google Calendar Adobe Document Personal banking Lloyds Bank - Intern Current Accounts, 3: Buy Train Tickets, Ch DWR

Google Maps Help Describe your issue

Find or enter latitude & longitude

You can search for a place using its latitude and longitude GPS coordinates. You can also find the coordinates of a place you've already found on Google Maps.

Besides longitude and latitude, you can use plus codes to share a place without an address.

Computer Android iPhone & iPad

Enter coordinates to find a place

1. On your computer, open Google Maps [\[3\]](#).
2. In the search box at the top, type your coordinates. Here are examples of formats that work:
 - Degrees, minutes, and seconds (DMS): 41°24'12.2"N 2°10'26.5"E
 - Degrees and decimal minutes (DMM): 41 24.2028, 2 10.4418
 - Decimal degrees (DD): 41.40338, 2.17403
3. You'll see a pin show up at your coordinates.

Help

- Customize your navigation screen
- Search locations on Google Maps
- Search for nearby places and explore the area
- Find or enter latitude & longitude
- Find, add, or hide your Google Contacts on the map
- Make a restaurant reservation in Google Maps
- Look up your events, booking, and personal info
- Get updates from businesses and places

Type here to search

21:18 07/01/2019

<https://www.gps-coordinates.org/>

MyGeoPosition.com - Fr... GPS Coordinates Finder

Secure https://www.gps-coordinates.org

Apps Yahoo Mail Google Calendar Personal banking Lloyds Bank - Intern... Current Accounts, S... GWR

Address Coordinate Find Address Convert Latitude Longitude

Get GPS Coordinates

DD (decimal degrees)

Latitude 55.94618611111111

Longitude -3.21559166666666826

Get Address

DMS (degrees, minutes, seconds)

Latitude N S 55 58 46.269

Longitude E W 3 12 56.1312

Get Address

Start your PPI check and see what you could claim

GLADSTONE

Map Satellite

Geolocation: 276 Morrison St, Edinburgh EH3, UK

Latitude: 55.94618611111111

Longitude: -3.21559166666666826

Edinburgh International Conference Centre

Haymarket

Gerding Casino Fountainpark

Dalry Cemetery

Tynecastle

DALRY

Google

Map data ©2018 Google Terms of Use

Type here to search

20:41 09/01/2018

Images

MyGeoPosition.com - GPS Coordinates Finder

Secure https://www.gps-coordinates.org

Apps Yahoo Mail Google Calendar Personal banking Lloyds Bank - Inter Current Accounts GWR

Address Coordinate Find Address Convert Latitude Longitude

Get GPS Coordinates

DD (decimal degrees)

Latitude 55.94610611111111

Longitude -3.21559106666666826

Get Address

DMS (degrees, minutes, seconds)

Latitude N S 55 56 46.269

Longitude E W 3 12 56.1312

Get Address

Start your PPI check and see what you could claim >

GLADSTONE

276 AB
Edinburgh, Scotland
View on Google Maps

Google

© 2018 Google Terms of Use Report a problem

20:39
09/05/2018

The screenshot shows a web browser window with two tabs: 'MyGeoPosition.com - GPS Coordinates Finder' and 'GPS Coordinates Finder'. The active tab is 'GPS Coordinates Finder', which has the URL 'https://www.gps-coordinates.org'. The page has a navigation bar with links like 'Address Coordinate Find' and 'Address Convert Latitude Longitude'. Below this, there are two sections for inputting coordinates. The first section, 'DD (decimal degrees)', has input fields for 'Latitude' (55.94610611111111) and 'Longitude' (-3.21559106666666826), with a 'Get Address' button below. The second section, 'DMS (degrees, minutes, seconds)', has input fields for 'Latitude' (N 55 56 46.269) and 'Longitude' (E 3 12 56.1312), also with a 'Get Address' button. Below the DMS section is an advertisement for 'GLADSTONE' with the text 'Start your PPI check and see what you could claim >'. The main part of the browser window displays a Google Street View image of a three-story brick building in Edinburgh, Scotland, at address 276 AB. The building has a green-painted ground floor. In front of the building, there is a white car and a dark car parked on the street. The Google logo is visible at the bottom left of the Street View image, and copyright information '© 2018 Google' is at the bottom right. The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons. The system clock in the bottom right corner shows the time as 20:39 and the date as 09/05/2018.

http://fotoforensics.com/

CSNT Search Tool by IntelTec

Not secure | fotoforensics.com

Apps | Yahoo Mail | Google Calendar | Adobe Document Cloud | Personal banking | Lloyds Bank - Internet | Current Accounts, Savings | Buy Train Tickets | GWR

FotoForensics

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Type here to search

2051
07/01/2019

https://www.pic2map.com/

The screenshot displays the Pic2Map website in a web browser. The browser's address bar shows the URL <https://www.pic2map.com/>. The website's header features the Pic2Map logo on the left and a green button labeled "Random Location" on the right. The main content area is a world map. Overlaid on the map is a white modal box titled "Pic2Map Photo Location Viewer". Inside the modal, the text reads: "Can't remember the location where you took a picture with your camera or smartphone? Upload your photos and find out where they were taken. Pic2Map analyzes EXIF data embedded in the image to find the GPS coordinates and location. The result would be a map view of your photo with detailed address and additional EXIF information if available." Below this text is a dark blue button with a folder icon and the text "Select Photo Files". Underneath the button is a checkbox labeled "Keep photos private" which is currently checked. At the bottom of the modal, it says "By uploading a photo, you agree to Pic2Map's Terms of Service and Privacy Policy". At the very bottom of the browser window, a cookie notice states: "We use cookies to enhance your experience. By continuing to visit this site you agree to our use of cookies. Learn more". The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons. The system clock in the bottom right corner indicates the time is 21:02 on 07/01/2019.

Pic2MAP

Random Location

Pic2Map Photo Location Viewer

Can't remember the location where you took a picture with your camera or smartphone? Upload your photos and find out where they were taken. Pic2Map analyzes EXIF data embedded in the image to find the GPS coordinates and location. The result would be a map view of your photo with detailed address and additional EXIF information if available.

Drag and drop your images here to upload

Select Photo Files

☒ Keep photos private

By uploading a photo, you agree to Pic2Map's Terms of Service and Privacy Policy

We use cookies to enhance your experience. By continuing to visit this site you agree to our use of cookies. [Learn more](#)

Type here to search

21:02
07/01/2019

http://www.findexif.com/

New Tab | Not secure | www.findexif.com

Apps | Yahoo Mail | Google Calendar | Personal banking | Lloyds Bank - Inter... | Current Accounts | GWR

Online photo EXIF metadata reader

Extract exif data from any jpg online photo, just paste the URL of the photo, no need to upload photos to our server

Photo URL

Go

From wikipedia: Exchangeable image file format (Exif) is a specification for the image file format used by digital cameras. The specification uses the existing JPEG, TIFF Rev. 6.0, and RIFF WAV file formats, with the addition of specific metadata tags. It is not supported in JPEG 2000, PNG, or GIF. [read more...](#)

Sample photos



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22:09 09/05/2018



IPSWICH
BOROUGH COUNCIL

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Reverse Image Search

18.0 billion images indexed and growing



Upload or enter image URL



Example searches

American Gothic, Shamrock, V.J. Day

Browser extensions for

Firefox, Chrome, Safari, IE & Opera

TinEye Labs

Find Colors, Search by Color

Search Death Records

1) Simply enter their name. 2) Find their death record online. Go to



15 results - TinEye

Secure | <https://www.tineye.com/search/fcc25a37e3e24f09233feeacfe317d19008a3e39/>

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Other bookmarks



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Download the TinEye extension for Chrome



PNG, 90x93, 6.0 KB

15 Results

Searched over **18.013 billion images** in 3.9 seconds.

for image: logo.png

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Sort by: Best match

« Pre v 1 2 Next »



www.allaboutipswich.com

Image: ibcsized.png

Page: the-directory/things-to-do/

Crawled on 2017-01-27



logo.png

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Show all | X



— II:::All



W T!! ...! 13/03/2017

re | 5 results - Tin Eye
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f- C i Secure | <https://www.tineye.com/search/fcc25a37e3e24f09233feeacfe317d19008a3c39/?page=1&sort=score&order=desc>

Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...



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IPSWICH

BOROUGH COUNCIL

JPEG, 150x100, 6.2 KB

Compare Match

www.suffolk.gov.uk

Image: IBC-logo.jpg

Page: your-council/council-tax-and-financia...

Crawled on 2014-06-12

Page: your-council/council-tax-and-financia...

Crawled on 2014-03-05

flickr hivemind.net

Image: 13499210885_ff14961551_m.jpg Page: Tags/f95/Interesting

Crawled on 2016-02-08



Compare Match

JPEG, 240x240, 23.3KB



logo.png

| [Show all](#) | X



Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

FindFriends

J,: Add Friend

Stephen Morris Timeline ... Recent ...

Stephen has featured ph

Open link in new window

Open link in incognito window

Save link as...

a Pho1

- Open image in new tab
- Save image as...
- Copy image
- Copy image address
- Search Google for image

Inspect Ctrl+Shift+I

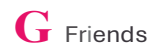
hare

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Bromley SEO Event - September 2015 - Shine Search



shinesearch.co.uk/blog/bromley-seo/ •
400" 400 - 11 Sep 2015 - September 10th 2015 marked the first proper meeting of 3 current or former SEO professionals in our local town of Bromley, South East London...

UEFA 5 star stadium certification | Five stars. Posh stadium... | Flickr

<https://www.flickr.com/photos/sfmmorris/4179342448>

48 x 48 - Five stars. Posh stadium, this Camp Nou.

Nou Estadi Castalia | Home of Club Deportivo Castellon. | Stephen ...



<https://www.flickr.com/photos/sfmmorris/4387809955>

48 x 48 - 20 Feb 2010 - Home of Club Deportivo Castellon.

Sonka Bones | Bones and a cup of Sonka. | Stephen Morris | Flickr

<https://www.flickr.com/photos/sfmorris/4178579237>

48 " 48 - Bones and a cup of Sonka

Camp Nou dugouts | Well protected, these. Alex Ferguson woul... | Flickr

(^ <https://www.flickr.com/photos/sfmorris/4179352326>

48" 48 - Well protected, these. Alex Ferguson would be happy.





Get to Google faster. **Add** Google to your start screen

Sure

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Route to Trading Standards



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Business support, advice and fair

Female cafeowner in front of her shop



[:- Comprehensive Advice](#)

[:- Consumer Dispute Advice](#)

[:- Distance Selling Advice](#)

[:- Under Age Sales](#)

[:- Business Link Wales](#)

[:- Welsh consumers reveal their car buying woes](#)

A recent survey by Wales Heads of Trading Standards has revealed consumers' experiences and expectations when buying used cars, with some eye opening results. Read in Standards...

[:- National Consumer Week 2013 - tell us how you used cars](#)

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[> Denbighshire County Council teams up with local producer to offer free training to food businesses](#)

Denbighshire County Council's Food Safety team recently teamed up with one of the region's food producers to offer free training to local food businesses. Read...

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Avoiding scams, rogue traders and doorstep criminals

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confronting a second-hand car dealer X-Ray, BBC1 - Monday

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- [www.usnews.com](#) News •

... :itrfl 620 x 413 - Dec 17, 2013 - Business advocates are hoping the proposed

- - _____ budget deal will provide funding and stability to small businesses in 2014.

If your New Year's •..

[Small Business | The Fiscal Times](#)

_____ [www.thefiscaltimes.com](#), Life + Money, Career Economics •

... 146 x 82 - Get small business news and articles about startups, entrepreneurs and more with The Fiscal Times.

[Small Business Financial Development Corporation Of Orange County](#)

"il", "": sbfdo.ccom/•

"I 950 x 360 - The Small Business Disaster Loan Guarantee Program helps agriculture-related enterprises and other small businesses obtain financing needed to recover ...

Small Business Saturday: AmEx Marketing Ploy? [The Fiscal Times](#)

www.thefiscaltimes.com, Business+ Economy •

I" - 592 x 333 - Nov 30, 2013 - American Express's Small Business Saturday campaign is an obvious win for Main Street, but is the company's own bottom-line boost getting in ..•



Karen Upton

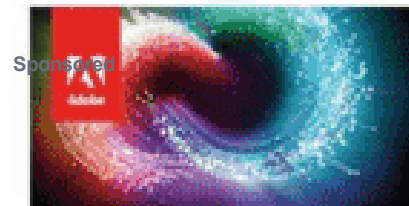
7 September 2013 ·

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I Alison Davies This is fantastic! Where is this?
X

9 May 2014 at 08:31



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+ - C / 5 https://www.google.com/search?tbs=sbi:AMhZZiuOR4OxBkCkuVvfsWw4Fb48fc6rfRagBHGBwclIF8vkfHTOuGyuUg-kTdlqxisOUJjdztzriRYwKK1Khygiw6RzW4WsWOr9Seerllf;]

About 402 results (0.99 seconds)



Image size:

960 x 720

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All sizes - Medium

Best guess for this image: **european castles**

List of castles in Europe - Wikipedia, the free encyclopedia

en.wikipedia.org/wiki/List_of_castles_in_Europe

Below are lists of castles in Europe, organized by country: Sovereign states[edit].
Charlottenburg Palace, Berlin, Germany. Windsor Castle, England, United ...

European - Exploring Castles

www.exploring-castles.com/european_castles.html

European Castles have caused wars; inspired fairytales; and defined entire nations.
Europe is the birthplace of the castle, and is home to the vast majority of ..

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Facial Recognition

- Facebook facial recognition system scans pictures you're tagged in
- KFC store in China lets customers pay with facial recognition
- Rail passengers could be charged for journeys by iris scan
- Facebook is looking for your face in photos you don't even know exist
- Facial recognition technology is being used by companies such as Tesco, Google and Facebook, and it has huge potential for security. Concerned? It may be too late to opt out...
- Chinese police use facial recognition technology to send jaywalkers instant fines by text

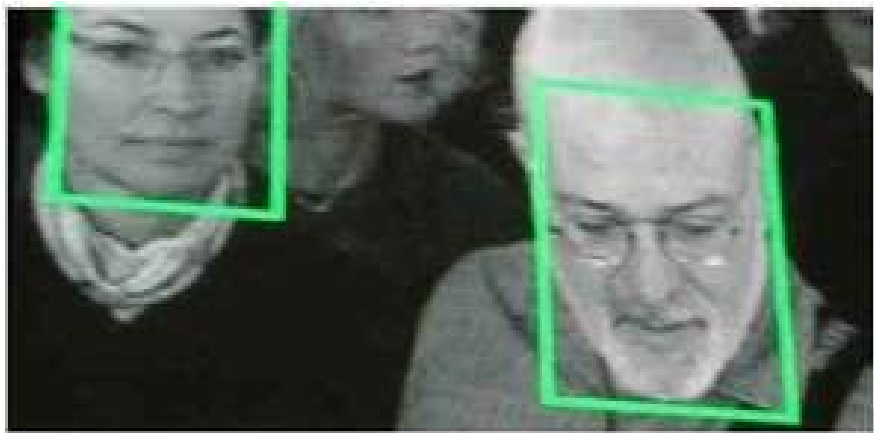
Cloud-Powered Facial Recognition Is Terrifying

SEP 29 2011, 12:36 PM ET • 95

GJ

Recommend

By harnessing the vast wealth of publicly available cloud-based data, researchers are taking facial recognition technology to unprecedented levels



"I never forget a face," goes the Marx Brothers one-liner, "but in your case, I'll be glad to make an exception."

Unlike Groucho Marx, unfortunately, the cloud never forgets. That's the logic behind a new application

JUST IN



ALEXUS MADRIGAL | 6:32 PM ET

How Good Are Those Google Plus Numbers Again?

VOICES

JAMES FALLOWS Today's TSANews: Rand Paul Edition

ROBERT WRIGHT How Newt, Mitt and Rick Are Leading Us to War...

MEGAN MCARDLE Retail in the Age of the Internet

TANEHISI COATES Compensation

JEFFREY GOLDBERG A straight line from Lindbergh to 'Israel-First'

ALEXUS MADRIGAL [How Good Are Those](#)

GoogleP { Best matches for facial recognition internet ? X



If an individual's face in the street can be identified using a face recognizer and identified images from social network sites such as Facebook or... [Jump to text](#)

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FromKerrJq8



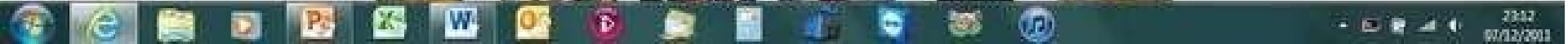
From fherossman

FromdigitSOd

From A blond-Tess...

From Guru Sno

From Guru Sno



Studios

Studios

Studios

By [UncanonicalA](#)

No realname given [Add Contact](#)

This photo as taken

Keynes England GB on April 21, 2011 in Milton



POLAND

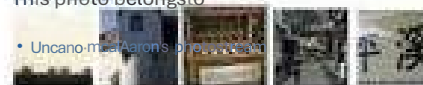
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1 view

Q2009

This photo also appears in

This photo belongs to

* [Bleaching: Facts April 2011](#) (pdf)

• [TUMC, August 2009 to 10/2009](#)

• **Flow Control** (page 1)

Project Website

Rotor Boxes
All Enigma machines operate with internal rotors, each wired differently. Most machines were equipped with *alternative* rotors, which would be swapped in or out of the machine when required by the instructions in the "code-book".



Favorite Actions ▾

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Places / United Kingdom / England / Milton Keynes



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Map

Hybrid

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51.9973, -0.743081

23:16
01/12/2011

People

J11 f1 ■ j11111d1d1⇒ discussions I Pool

<:Jo Showing content from the [GeoTagging Flickr pool](#) x

View: [Small](#) [Detail](#) [Slideshow](#) ,

by fras1977

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!!3 20 notes

Staves

Taken in [Tunbridge Wells, England](#) ([map](#))

Taken on Dec 19, 2010



by eriwst

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12 faves

Taken in Hamburg, Hamburg (map)

Taken on May 12, 2008





The Tour

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Ira1 By fr as1977

Bia No realnamegiven + Add Contact

This photo was taken on December 19, 2010 in Tunbridge wens, England, GB, using aSony DSLR- --... A200.

UNITED KINGDOM
FRANC, Z

392 views 5 favorites 16 comments

This photo belongsto

fr as1977's photostream (2,698)



- r e d -

largeJwhite

Taken for [52.5 of 2010](#). The themethis weekwas"red" just in case you had any doubts.

This photo also appears in

- [fras1977:most interesting](#)(set)
- [UK MostInteresting](#)(set)
- [FiftyTwoOfTwenty Ten](#)(sell
- ▶ [5 2.5ofTwenty Ten](#)(group)



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Places / United Kingdom / England / Tunbridge Wells

View on a larger map • See nearby photos and videos

Taken for 52.5 of 2010. The theme this week was "red" in case you had any doubts.

• Fifty Two Of Twenty Ten (set)

▶ 52.5 of Twenty Ten (group)

flickr;_

The Tour

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51140317, 0 267856

targejwllite

Taken for 52.5 of 2010. The theme this week was "red", Justin Casey had any doubts.

- ▶ UKMostInteresting(set)
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- ▶ 52.5 of TwentyTen(group)

Videos

- On original site uploaded to – which might be a blog or membership page or other social media with the associated links
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To find original site link (URL)

- Hover mouse of video whilst not playing and it might appear – if not, start the video to force it to link to the site of origin, then hover mouse of playing video
- Right click and follow instructions (copy link address) (show video URL)
- The URL might be published adjacent to the video

Intelligence or Evidence?

- ▶ Is our product evidence?

- ▶ Or is it intelligence that provides a link to evidence?

- ▶ How can we prevent others identifying the intelligence and methods of investigation?

- ▶ Sensitive method of investigation CPIA

11.10 POLICY ON THE DISPOSAL OF SURPLUS AND UNDERUSED LAND AND PROPERTY OWNED BY THE COUNCIL

1. AIMS OF THIS POLICY

- 1.1. It is government policy that local authorities should dispose of surplus and under-used land and property wherever possible. The Council has fairly wide discretion to dispose of its assets (such as land or buildings) in any manner it wishes. When disposing of assets, the Council is subject to statutory provisions, in a majority of cases to the overriding duty, under section 123 of the Local Government Act 1972, to obtain the best consideration that can be reasonably obtained for the disposal. This duty is subject to certain exceptions that are set out in the General Disposal Consent (England) 2003.
12. The way the Council manages its land/property assets can have a significant impact both on the quality of services delivered to the public and the local environment. Effective asset management is essential in bringing 'agility' to land and property assets so that the delivery of the Council's goals and objectives are realised in a sustainable manner, at the right time and on budget. The Strategic Asset Management Plan demonstrates the Council's approach to managing its land/property assets.
13. The Council considers the business case for disposing of any assets that are no longer of any use to it and is unlikely to be in the future or which provides only a benefit that is disproportionate to the opportunity cost of the capital tied up in the asset.
14. Each asset disposal is treated on its own merits and nothing in this Policy will bind the Council to a particular course of action in respect of a disposal. Alternative methods of disposal not specifically mentioned in this Policy may be used where appropriate, subject to obtaining the necessary authority (see section 9 below).
15. This Policy:
 - sets out the procedure to be adopted in connection with the disposal of surplus and under-used assets and ensures that requests to purchase Council owned assets are dealt with in a fair and consistent manner and that any person who may have an interest in making an offer to purchase, has the opportunity to do so in circumstances no less favourable than anybody else;
 - distinguishes requests for small areas of land that may be considered for sale by private treaty and larger areas with development potential that should be sold on the open market.
16. Although this Policy will normally be followed, there will be occasions where

the procedure may need to be changed, particularly for larger, more complex land/property sales.

2.THE 'SURPLUS' TEST

Land/property will be deemed surplus to the Council's requirements where:

- (a) it makes no contribution to the delivery of the Council's services, strategic or corporate objectives;
- (b) an alternative site has been identified which would be more cost effective in delivering the Council's services, strategic or corporate objectives;
- (c) it has no potential for strategic or regeneration/redevelopment purposes in the near future;
- (d) it will not contribute to the provision of a sustainable pattern of development;
- (e) it makes no contribution to protecting and enhancing the natural, built and historic environment, including making no contribution to helping to improve biodiversity.

The Council is required to publish details of land/property, which it has declared surplus to requirements¹.

3. THE 'UNDER-USED' TEST

Land/property will be deemed to be under-used if:

- (f) part of the site is vacant and is likely to remain vacant for the foreseeable future;
- (g) the income being generated from the site is consistently below that which could be achieved from:
 - (i) disposing of the site and investing the income;
 - (ii) an alternative use;
 - (iii) intensifying the existing use;
- (h) only part of the site is used for service delivery and this could be delivered from an alternative site;
- (i) it makes no contribution to protecting and enhancing the natural, built and historic environment, including making no contribution to helping to improve biodiversity.

In the case of open spaces, amenity areas and similar sites, the under-used test should

also consider the 'community value' of the asset, which would include visual amenity and not be limited solely to income generation or whether the site is vacant etc.

¹Local Government Transparency Code 2015

The Council is required to publish details of land/property, which it has deemed to be under-used².

MEANING OF DISPOSAL

For the purposes of this Policy, a disposal means any freehold disposal, by sale or exchange, of Council owned land/property (including buildings) and any disposal by the granting of a lease or licence for a period greater than 7 years. Leases of 7 years or less or assignment of a term which has not more than 7 years to run are not covered by this Policy, as they are exempt from the statutory requirement to obtain best consideration.

Disposal takes place at the time of completion and not exchange³.

Land held for housing purposes: There is a general power of disposal under section 32 of the Housing Act 1985, with general consents issued by the [Secretary of State](#) (see A3.2 of the general consent).

There is no requirement to obtain market value/best consideration under this general consent. However, the Council is remains subject to general fiduciary duties to taxpayers.

MEANING OF BEST CONSIDERATION

'Best consideration' means achieving maximum 'value' from the disposal, not just maximum price. Disposal at less than market value must contribute to the 'promotion or improvement of the economic, social or environmental wellbeing of the area' [see section 1.2 of Appendix 1].

Unlike private and commercial landowners, a local authority is in the position of a trustee in relation to the land that it holds on behalf of the community and generally has a statutory duty to sell land at the best price reasonably obtainable. The Council will only be able to demonstrate that it achieved the best consideration by obtaining an appropriate valuation of the land.⁴

MEANS OF IDENTIFYING SURPLUS OR UNDER-USED LAND/PROPERTY

Surplus or under-used land/property may be considered for disposal:

- (j) following an asset management review;
- (k) following the identification of development opportunities;
- (l) through a corporate property portfolio review;

²Local Government Transparency Code 2015

³Section 128(2) Local Government Act 1972 and R (on the application of Structadene Ltd) v Hackney LBC [2001] 2 All ER 225

⁴(Whitstable Society v Canterbury City Council [2017] EWHC 254 (Admin) (15 February 2017))

- (m) through the declaration of specific sites as being surplus to requirements;*
- (n) through identification in the Local Plan;
- (o) following a direct approach from an interested party;
- (p) where the disposal helps to deliver other Council objectives e.g. the provision of housing in the Borough;
- (q) where management of the land/property is considered suitable for community ownership or has been determined as an 'asset of community value'.

*Where an under-used asset is generating an income, a cost/benefit analysis must be carried out to establish whether it is in the Council's best interests to dispose of the site.

DISPOSAL CRITERIA

6.1 Open space (including, parks, playing fields & informal open spaces (excluding amenity land on Council housing estates) of 'public value' whether or not there is public access to it– assets in this category are considered to be valuable community resources, to be enjoyed by the wider community. Open space also enhances the quality of urban life, the character of residential areas, the environment etc. There will be a general presumption against declaring these assets as surplus/under-used unless:

1. alternative provision of equivalent community benefit is made in the locality; or
 2. the area in question no longer provides a valued opportunity for sport, recreation or leisure; or
 3. there is an excess of provision taking into account the long term recreation and amenity value of such provision; or
 4. sport, recreation and leisure facilities can be retained and enhanced through the redevelopment of a small part of the site;
 5. there is over provision in the area;
 6. the asset is required for the regeneration of the area.
- (a) The Council is required by law to advertise the disposal of land designated as 'public open space' in a local newspaper for two consecutive weeks and to consider any objections received. No final decision about the disposal will be made until any objections have been considered by Cabinet, as the

response may be material to the decision. Public response may also be an important factor in any determination by the Secretary of State of an application by the Council for specific consent to the disposal.

- (b) If the Council is seeking advice as to development or re-development potential, or it is known that the land is to be used for a different use on purchase, it should be noted that the Core Strategy Policy CS14 requires protection and enhancement of existing open spaces. The Development

Policies Plan 2017 provides more detailed guidance on open spaces, which are to be protected. The emerging Local Plan (Pre-Submission Dartford Local Plan Feb 2021) also provides detailed guidance on open spaces

- (c) There will be a general presumption against disposal of land designated as 'Protected Local Green Space' through either the Local Plan or a Neighbourhood Plan.

Unlike private and commercial landowners, a local authority is in the position of a trustee in relation to the land that it holds on behalf of the community and has a statutory duty to sell land at the best price reasonably obtainable. The Council will only be able to demonstrate that it achieved the best consideration by obtaining an appropriate valuation of the land.⁵

62 Amenity land - certain rights, environmental or economic conditions may preclude the sale of amenity land for example:

- (a) the land is subject to rights of way over it;
- (b) the land is a landscaping feature of the local environment, or designated public open space;
- (c) sale of the land would incur additional costs for the Council (for example, the re-siting of lamp posts or telephone cables) unless the applicant is willing to finance the additional costs (payable in advance);
- (d) the land has been identified for future regeneration or development by the Council;
- (e) following a request to purchase amenity land, a review identifies future regeneration or development opportunities for the Council;
- (f) the sale of the land may prejudice future development by the Council;
- (g) there are management or other issues that would cause inconvenience to the Council if the land was to be sold.

Approaches from private individuals to buy Council owned amenity land (e.g. green space land on council housing estates) to benefit their existing residential property will be considered where:

- there is a broader community benefit to the disposal e.g. a rationalisation of small parcels of 'backland' open space, either rarely used or often misused; or
- there are management/financial issues for the Council e.g. the land is

- costly to maintain; or
- the applicant has extenuating circumstances e.g. there are health grounds in relation to the applicant and/or their family and the sale of the land would improve their quality of life and would not adversely affect the quality of life of others in the neighbourhood – (the applicant will need to provide evidence to support and justify the application to purchase).

⁵ (Whitstable Society v Canterbury City Council [2017] EWHC 254 (Admin) (15 February 2017).)

Where the Council considers that amenity land has development potential and agrees to dispose of the land, the valuation will reflect this. An overage clause may be applied and/or restrictive covenants placed on any future development.

The Council as landowner may, through a development agreement, engage a developer to carry out the development of the site on its behalf. Arrangements may comprise a grant of a lease of the whole site with the developer receiving a fee based partly upon the development value. In circumstances where there is a development agreement or the grant of a lease associated with the disposal, this may trigger the need for an EU tendering exercise [see Appendix 1, section 1.9].

Disposals of amenity land will normally be by private treaty. However, where the Council considers that the amenity land may be of interest to persons other than the applicant, the Council may dispose of the land on the open market.

The procedure for the disposal of amenity land is detailed in Appendix 2.

6.3 **Commercial Properties** - There will be a general presumption against declaring the following categories of assets as surplus/under-used:

1. units designed to meet the needs of new and developing small businesses where there is anticipated to be demand for such units from different occupiers in future;
2. offices/rooms within business centres that have communal reception areas, facilities and services;
3. shop units where there is a community need for continued retail occupation, or where the integrity of a building or parade of shops might be adversely affected by the sale of individual units;
4. sites in industrial estates and sensitive locations where management control by the Council is required to ensure that amenity is maintained;
5. land or property, which provides revenue income for the Council where disposal would adversely impact on the Council's revenue budget.

Allotments

Where land has been purchased or appropriated by the Council for use as statutory allotments, the Council cannot, without the consent of the Secretary of State, sell, appropriate, use or dispose of the land for any purpose other than use for allotments⁶.

The Council will consider the disposal of an allotment against the following criteria, having regard to the Secretary of State's guidance on allotment disposal:

6. The allotment in question is not necessary and is surplus to requirement;

⁶Section 8 Allotments Act 1925

7. The number of people on the waiting list has been effectively taken into account;
8. The Council has actively promoted and publicised the availability of other sites and has consulted the National Allotment Society; and
9. the implications of disposal for other relevant policies, in particular, the Local Plan and Neighbourhood Plan policies, have been taken into account.

Assets of Community Value

Every town, village or neighbourhood is home to buildings or amenities that play a vital role in local life. They might include community centres, libraries, swimming pools, village shops, markets or pubs. Local life would not be the same without them, and if they are closed or sold into private use, it can be a real loss to the community.

An 'asset of community value' is an asset, which in the opinion of the Council furthers the social well-being or social interests of the local community (or has done in the recent past). 'Social Interests' can include cultural, recreational and sporting interests⁷.

The Council maintains a list [of land and buildings](#), which may from time to time be nominated by the local community as an 'asset of community value'.

In reviewing the future of any asset, the Council will assess all the options, to be sure that it obtains best value. Options include using the asset in a different way, disposing of it on the open market or transferring it to a voluntary or community organisation at less than best consideration to achieve wider social benefits.

Community organisations operate on a business model, often using volunteer effort, community intelligence about local needs and sources of funding not available to local authorities. They are in a position to run a community asset as a social enterprise. The business plan for the community asset transfer should demonstrate financial viability.

The Council may either advertise all community asset transfer opportunities or consider transfer requests from organizations, which currently manage a property, without seeking other bids.

A community asset transfer should contribute to the Council's policies and targets. Where there are competing interests, the Council will consider which of the proposals put forward are viable and sustainable in the long term. The Council will deal with competition for a specific asset by identifying its key objectives in that area, using, for example, deprivation indices, local priorities and the current mix of buildings and services in the area and assess which bid best meets those objectives.

MARKETING STRATEGY

Where applicable, the valuer, in consultation with the relevant Director, will determine the marketing strategy for the disposal of surplus or under-used land/property. The marketing strategy may be conducted either in-house or through an external agent. Costs should, where possible, be recovered from the eventual purchaser.

The marketing strategy for sites identified by the relevant Director as being 'strategic', will require Cabinet approval.

VALUATIONS

- 8.1 Although there is no particular prescribed route to achieve the best price reasonably obtainable, there may be circumstances in which an actual sale to the market is the only way to achieve it as opposed to one particular sale at a price according to an independent valuation.
- 8.2 Before disposing of any interest in land for a price, which may be less than the best consideration reasonably obtainable, the valuer will ensure that a realistic valuation of that interest is obtained, following the advice provided in the Technical Appendix to Circular 06/2003. This will apply even for disposals by means of formal tender, sealed bids or auction, and irrespective of whether the Council considers it necessary to make an application to seek the Secretary of State's specific consent. By following this procedure, the Council will be able to demonstrate that it has adopted a consistent approach to decisions about land disposals by carrying out the same step-by-step valuation process on each occasion. Supporting documents will provide evidence, should the need arise, that the Council has acted reasonably and with due regard to its fiduciary duty.
- 8.3 The return from any disposal is to be maximised unless there are over-riding factors identified in the Corporate Plan or otherwise agreed by the relevant Director or Cabinet, that take precedence over the receipt of capital e.g. preferred use or preferential purchaser.

9. DECISION MAKING

- 9.1 In accordance with the Scheme of Delegations to Officers, the valuer has delegated authority to deal with:
 - (i) sales of houses in the possession of the Council as mortgagee;
 - (ii) sales of sites for electricity sub-stations and gas governors;

- (iii) the grant, surrender and renewal of licences, wayleaves, and easements;
- (iv) grants of grazing licences;
- (iv) grant, surrender and renewal of leases where the Property concerned has been previously let;
- (v) sales of land/property.

The valuer must check the Scheme of Delegations for any limitations placed on the exercise of his/her delegated authority.

- 92 Except with the consent of the Secretary of State, the Council cannot dispose of land otherwise than by way of a short tenancy, for a consideration less than the best that can reasonably be obtained, but see section 3 above for housing land procedure.

Disposals of land/property by way of a short tenancy⁸, for a consideration less than the best that can reasonably be obtained, will only proceed on the specific authority of the relevant Director on a report of the relevant Director justifying the reasons for disposal at less than the best that can reasonably be obtained.

- 93 The Council is required by law to advertise the disposal of land designated as 'public open space' in a local newspaper for two consecutive weeks and to consider any objections received. No final decision about the disposal will be made until any objections to the disposal have been considered by Cabinet [see section 6.1.(a) above].
- 94 The marketing strategy for sites identified by the relevant Director as being 'strategic', will require Cabinet approval.

MEANS OF DISPOSAL

1. **Private Treaty** – a sale of land/property negotiated with one or a small number of interested parties either through a direct approach from an individual(s) or through a marketing exercise.

A private sale without marketing the land may be justified where for example:

- (a) the land to be disposed of is relatively small in size and an adjoining or closely located landowner is the only potential or likely purchaser;
- (b) the Council's corporate objectives and best consideration can best be achieved by a sale to a particular purchaser;
- (c) the purchaser has a particular interest in purchasing the land or a particular association with the land;
- (d) the nature of the Council's land ownership and that of the surrounding land ownership is such that the land must be sold to adjoining or surrounding landowners if best consideration is to be obtained;

- (e) the Council's land is part of a larger area of land that is proposed for development, redevelopment or regeneration and the nature and complexity of the proposed development of the overall site is such that the Council's corporate objectives and best consideration can only be achieved by a sale to a purchaser with an existing interest in land in the area.

⁸ The grant of a term not exceeding seven years, or the assignment of a term which at the date of the assignment has not more than seven years to run

2. **Public Auction** – a sale of land/property by open auction available to anyone. The sale will be publicly advertised in advance. A binding legal agreement is created upon the acceptance of a bid by the auctioneer. Reasons justifying sale by this method and how the reserve price is determined must be recorded in writing.
3. **Formal Tender** – a sale of land/property by a process of public advert and tenders submitted by a given date. This is a suitable mechanism where there are identified development proposals. A fair and transparent tender process will need to be adopted.
4. **Exchange of Land** – a transaction involving the exchange of Council owned land with another landowner. The land acquired by the Council will meet at least one of its corporate objectives and will be 'equal' in commercial worth to the land exchanged whether from the value of the land itself or where a payment is made in addition to the land exchanged.
5. **Informal Negotiated Tender** – a transaction involving a public advert that requests informal offers or bids that meet a given specification or set of objectives. The Council may then negotiate further or more detailed terms with one or more individuals who submitted the most advantageous bid or bids.

TIMING OF DISPOSALS & DUE DILIGENCE

The **timing** of any marketing/disposals will need to be considered against the background of the current market conditions, potential for the site value to increase in the future, whether there is a need to raise capital receipts and current planning policies.

In order to properly assess the likelihood of and business case for disposal, the asset holding department in consultation with Legal Services and/or the valuer will carry out early **due diligence** on land/property identified as surplus or under-used. In particular, the asset-holding department will consider the following issues, which have the potential to prohibit disposal or influence the sale price:

- 11.1 **Reviewing the title** - Once surplus land/property has been identified and a prima facie business case made for its disposal, the title is reviewed to identify whether there are any title issues, which may impact upon the disposal process.

112 **Unregistered land** - If the land and property identified for disposal is unregistered, then it is important that the title deeds are located as soon as possible and checked for evidence of the Council's title. This can be achieved through a voluntary application to the Land Registry to register the land/property before it is put on the market.

113 **Restrictive covenants** - The land/property may be subject to restrictive covenants, which limit or restrict its use or the extent to which development can

be carried out on it. Whether these are a concern will depend upon the likely use of the land/property following disposal, particularly where surplus land/property is being sold for re-development. A restrictive covenant against a certain type of development may have a significant adverse effect on the land value.

It is possible to apply to the Lands Tribunal under section 84 of the Law of Property Act 1925 for the release or modification of restrictive covenants in some circumstances. This can be a time consuming process and it is usually better undertaken before the land/property is placed on the open market. Alternatively, it is often possible to obtain restrictive covenant indemnity insurance against future losses for breach of a restrictive covenant and a policy with an adequate limit of indemnity cover will satisfy most purchasers.

It is very important that no negotiations are carried out with any adjoining or nearby owners who may have or claim to have the benefit of the relevant covenant, prior to receiving legal advice. If negotiations do take place, then it could materially prejudice the Council's ability to obtain insurance cover against breach of the covenant.

114 **Ransom strip** - It will generally be sensible to resolve ransom strip issues prior to offering the property to the open market. It is crucial if the property is to achieve full value on the open market that it has adequate access rights. If development is anticipated, then access may need to be by a different route than that used historically, either because of a physical aspect of or defect with the existing access or for planning purposes or as a consequence of intensification of use. By whichever route access is obtained, a title review should be carried out to establish whether any ransom strips are present.

A ransom strip is an area of land, which is owned by someone other than the Council. If access is only possible via a ransom strip, then the person with title to that strip will hold the key to unlocking the development potential of the land and that may involve payment to the ransom strip owner, either in return for a formal right of way or transfer of ownership of the strip. The conventional approach to valuing ransom strips has been to offer the ransom owner one- third of the uplift in value of the land/property released by unlocking it for development. However, any agreement will ultimately depend on market conditions and the specifics of the land/property and its locality.

115 **Rights of way and other easements** - It is important to establish the nature of any easements benefitting the land/property, so that any that are missing can be addressed, if possible. As well as access rights, the property may benefit from rights to run services over adjoining land, rights to light, rights of support or other

property specific rights. It is also useful to check whether the land/property is subject to any rights, which might adversely affect the proposed disposal and subsequent development, for example, public or private rights of way or rights of support.

- 11.6 **Retaining rights over adjoining land** - It may be the case where surplus land/property is being disposed of, that the Council will be retaining adjoining land. In that case, the Council will consider whether it needs to reserve any rights over the land/property being disposed of for the benefit of that adjoining land, most commonly, access to the public highway or mains utilities.
- 11.7 **Outline planning consent** - Assessing whether an application for a change of planning use might have the potential to increase the value of the surplus land/property. If the change of use is obtained by the Council, it removes an element of risk and uncertainty for potential buyers, which may lead to an increase in the purchase price that they are willing to pay.
- 11.8 **Development agreements** - The Council as landowner may, through a development agreement, engage a developer to carry out the development of the site on its behalf. Arrangements may comprise a grant of a lease of the whole site with the developer receiving a fee based partly upon the development value. In circumstances where there is a development agreement or the grant of a lease associated with the disposal, this may trigger the need for an EU tendering exercise [see Appendix 1, section 1.9].

3. OTHER STEPS TO FACILITATE THE DISPOSAL PROCESS

When due diligence in accordance with section 11 of this Policy has been completed, there are a number of other steps that can be taken by the valuer to facilitate the disposal process and maximise the value received for the surplus or under-used land/property. The following will be considered:

1. Having regard to legislation and Secretary of State guidance governing the disposal process;
2. Having regard to general guidelines, which are applicable, for example, the Crichton Down rules which apply to most disposals by the Council of property acquired using compulsory purchase or under threat of compulsory purchase. Where the rules are applicable, there is an obligation to offer the property back to the original owner before it can be placed on the open market;
3. Carrying out a site inspection to establish what specific issues there are on the ground, for example, drainage, boundary problems or illegal occupiers. It will also assist when instructing legal advisers or other professionals, who may only have seen the property on plans or in photographs. For some disposals, it may be appropriate for the various professionals to undertake a site visit;
4. Producing a sales pack for auction sales to circulate to interested parties, including title information;

5. Considering the most appropriate pricing structure. In some cases, it may be appropriate to use an overage arrangement whereby the Council receives future payments representing any uplift in value of the land/property once it has been developed or once it has been developed and sold on. Overage provisions and negotiations can be complex, so it would be sensible to discuss the preferred structure with the legal adviser and valuer prior to agreeing terms for the disposal of the land/property. A calculation of the overage that the Council is likely to receive and the likelihood of that sum being correct given changing market conditions will be important pieces of information in assessing the business case for disposal of surplus/under-used land/property.
6. Considering whether the transaction is caught by the public procurement rules.
7. Considering whether the transaction is caught by the subsidy control rules.

4. REFERENCES

- (a) A bank reference will be obtained by the valuer in every case where a lease, tenancy or licence is being granted at a rent or fee in excess of any financial limit as may be defined in Financial Regulations and/or Scheme of Delegations to Officers, unless the relevant Director has agreed to dispense with this requirement.
- (b) In every case where a lease, tenancy or licence is to be granted to a limited company at a rent or fee in excess of any financial limit as may be defined in Financial Regulations and/or the Scheme of Delegations to Officers, a guarantor will be required, unless the relevant Director has agreed to dispense with this requirement.

5. OPTIONS

- 5.1 Where the Council wishes to grant an option, or an option holder wishes to exercise their option on land, which the Council holds, the Council will consider whether the consideration for either the grant or exercise of the option results in a discount. In relation to the exercise of an option, this will depend on the valuer's assessment of whether, if the option were to be exercised, the terms would be likely to require the Council to accept less than the best price that could reasonably be obtained for that interest at the time of disposal and, if so, whether that would fall within the terms of the General Consent.
- 5.2 The matters which would need to be considered by the valuer are covered in paragraphs 20 and 21 of the Technical Appendix to Circular 06/2003. If, as a result of the valuer's advice, the Council wishes to seek specific disposal consent, it will provide the Secretary of State with full details of the terms of the option agreement, which is to be entered into or implemented.

APPENDIX 1

1. LEGAL POWERS

Section 123 - Local Government Act 1972

- 1.1 In general, the Council is required to achieve the ‘**best consideration reasonably obtainable**’ when it is disposing of land⁹. Section 123 imposes a duty on the Council to achieve a particular outcome (namely the best price reasonably obtainable): it is not a duty to conduct a particular process (e.g. to have regard to particular factors).

If the disposal is under the 1972 Act, there is neither express power to include covenants on a disposal, nor a prohibition. Where the disposal is a lease, that lease will contain terms and similarly, on the conveyance/transfer of freehold property or on the assignment of a lease, covenants may likewise be included by virtue of section 111 of the 1972 Act.

Under Section 123(2A), the Council must follow certain statutory requirements to advertise the disposal of land that consists of or forms part of an **open space**.

General Consent

- 12 If the Council seeks to dispose of land or buildings at less than the market value, then it has to obtain the consent of the Secretary of State for Communities and Local Government. However, the Secretary of State has issued a number of ‘general consents’ i.e. a set of conditions which, if they apply to a particular transfer, means that the Council does not need to obtain specific permission to transfer at an ‘undervalue’. However, the undervalue itself still needs to comply with ‘normal and prudent commercial practices, including obtaining the view of a professionally qualified valuer’¹⁰.

The most important of these consents is the General Disposal Consent 2003¹¹ (‘the General Consent’) which permits the Council to dispose of land at less than its market value¹², without the need to seek specific permission from the Secretary of State, provided that:

⁹ For the purposes of Section 123, the only consideration to which regard may be had is that which consists of those elements of the transaction of commercial or monetary value, capable of being assessed by valuers: *R v Pembrokeshire CC ex p Coker* [1999] 4 All ER 1007; *R v Hackney LBC ex p Lemon Land* [2001] EWHC Admin 346 [2002] JPL 405

¹⁰ Circular 06/2003

¹¹ Annexed to Circular 06/2003

¹² 'Market value' means 'the best price reasonably obtainable for the property'. This is equivalent to the definition of 'market value' in the RICS Appraisal and Valuation Manual (the 'Red Book'), but including any 'Special Value' (i.e. any additional amount which is or might reasonably be expected to be available from a purchaser with a special interest like a former owner)."

- the purpose for which the land is to be transferred is likely to contribute to the 'promotion or improvement' of the economic, social, or environmental well-being of the area; and
- the difference between the market value of the land and the actual price paid for the disposal (if any), is not more than £2,000,000.

The General Consent has been issued to provide local authorities autonomy to carry out their statutory duties and functions and to fulfil such other objectives as they consider to be necessary or desirable. The General Consent does not require the Council to undertake a tendering process i.e. to market test a disposal. However, when disposing of land at an undervalue, the Council remains aware of the need to fulfil its fiduciary duty in a way which is accountable to local people. The Council will not divest itself of valuable public assets, unless it is satisfied that the circumstances warrant such action.

In justifying a disposal of land/property at undervalue, the Council will have regard to the following:

- what community benefits will be realised by the disposal;
- how the interests of local people will be better served by the disposal;
- the financial viability of the Council's plans for the land;
- the subsidy control rules' implications of the disposal;
- the Council's future plans for the land;
- the market value of the land and the difference between that and the proposed disposal value.

2. Allotment Acts 1908 to 1950

- 21 For disposal of land held under these Acts, the Council must obtain the consent of the Secretary of State for disposal other than for use as allotments.

3. Charities Act 2011

- 31 The Council is trustee of charitable land and property originally gifted to it under the terms of a trust deed. Here, the Council has additional responsibilities, which arise from its role as trustee and will be subject to the more onerous disposal requirements set out in the Charities Act 2011.

It is for the Deed, Trust and Obligations Committee to consider whether charitable land/property is surplus to requirements/under-used in accordance with the requirements of the legislation, any directions issued by the Charity Commission and professional advice. The Committee must operate in a way, which is in the best interests of the charities.

4. Housing Act 1985 (as amended)

- 4.1 Under s32 the local authority has the power to dispose of land and dwellings held for housing purposes. Secretary of State consent will be required unless the disposal is covered by one of the General Consents relating to the disposal of:

- vacant dwellings for owner occupation;
- occupied dwelling houses to secure tenants;
- dwellings to tenants who have the right to buy acquiring with others;
- dwellings on shared ownership terms;
- housing authority land; and
- reversionary interest in houses and flats.

Disposals will generally be at market value, but discounts may be applicable to qualifying applicants.

5. Local Government Act 1988 – Section 25

- 5.1 The Council may provide a Registered Social Landlord with any financial assistance or gratuitous benefit of land for development as housing accommodation. This includes:

- land for development or access, easements and rights;
- dwelling houses for refurbishment;
- financial assistance for prevention of homelessness; and
- loans to RSLs.

The aggregate value of financial assistance or gratuitous benefit provided by the disposal or grant must not exceed £10 million.

6. Town and Country Planning Act 1990 – Section 233

- 6.1 The disposal of land **held for planning purposes**, follow principles similar to those of s123 of the Local Government Act 1972 and its requirement to obtain best consideration reasonably obtainable. However, it must be noted that the General Consent does not apply and a specific consent from the Secretary of State will be required if the Council is considering disposal at an undervalue.

Under s233(2), the Council must obtain the consent of the Secretary of State to dispose of **common land**, which may involve the requirement to provide land in exchange.

7. Subsidy Control

7.1 All land/property disposals need to comply with subsidy control rules¹³.

When disposing of land 'at less than best consideration', depending on the nature of the transaction, the Council may be 'subsidising' the purchaser. Where this occurs, the Council must ensure that the nature and amount of subsidy complies with subsidy control rules, particularly if there is no element of competition in the disposal process. Failure to comply with the rules means that the subsidy is unlawful, and may result in judicial review proceedings.

The Council is required to follow a 'five step' process.

1. **Is it a subsidy and what international obligations apply?** – determine which (if any) of the WTO¹⁴, FTAs¹⁵ (notably the TCA¹⁶) applies (Annex 1 to the BEIS guidance lists these);
2. **Is it a prohibited subsidy?** –under the WTO, the TCA or other FTAs – as these prohibit subsidies in certain circumstances, i.e. subsidies dependent on using domestic goods and unlimited guarantees;
3. **If the TCA applies does the subsidy comply with the principles referred to** (above) –authorities are advised to use the template in Annex 2 to the BEIS guidance to record and retain how they have complied with the principles;
4. **Is the subsidy likely to trigger a dispute under the WTO ASCM or other FTAs?** – this is required by the guidance even if the proposed subsidy is compliant with the TCA. Authorities are advised to undertake a risk assessment using the BEIS guidance's checklist;
5. **Record the award of the subsidy** – information on subsidies must be disclosed in accordance with the TCA requirements.

8. Public Procurement

8.1 A straightforward disposal of land/property for a market value price will not be caught by the Public Contracts Regulations 2015¹⁷. However, when disposing of land the Council is involved in determining the scope of the future development of its land and its intention is to impose on the purchaser certain obligations as to the nature of the development and also perhaps the standards to which the works must be constructed (usually through a development agreement or grant of a lease associated with the disposal), then where the values involved trigger the 2015 Regulations threshold, it is likely that such an

¹³ The State Aid (Revocations and Amendments) (EU Exit) Regulations 2020 disapply EU law relating to State aid, from 1 January 2021 (post Brexit). The UK intends to implement its own domestic subsidy control regime, following World Trade Organisation (WTO) subsidies and countervailing measures etc.

¹⁴ World Trade Organisation

¹⁵ UK's Free Trade Agreements

¹⁶ Trade and Cooperation Agreement

¹⁷ As amended by the Public Procurement (Amendment etc.) (EU Exit) Regulations 2020

arrangement may be construed as a public works contract triggering the need for a tendering in accordance with the Council's Contract Standing Orders.

The applicability or otherwise of the public procurement rules will depend on the particular nature of the transaction, how it is structured and its detailed provisions. As a rule, the risk will be higher the more the Council specifies its requirements for any full development and conversely will be lower the more the Council is willing to take a 'hands off' approach. The Council must therefore give due consideration to the possibility of public procurement rules applying to any particular disposal of land and obtain case-specific legal advice before entering into any agreement.

APPENDIX 2

AMENITY LAND DISPOSAL

1. Approaches from private individuals to buy Council owned amenity land to benefit their *existing* residential property will be considered where:
 - there is a broader community benefit to the disposal e.g. a rationalisation of small parcels of 'backland' open space, either rarely used or often misused; or
 - there are management/financial issues for the Council e.g. the land is costly to maintain; or
 - the applicant has extenuating circumstances e.g. there are health grounds in relation to the applicant and/or their family and the sale of the land would improve their quality of life and would not adversely affect the quality of life of others in the neighbourhood – (the applicant will need to provide evidence to support and justify the application to purchase).

2. Is it Council owned land?

Before applying to purchase land in accordance with section 11 below, please check that the land is owned by the Council. You can do this by contacting the Property Services Department on 01322 343434 or email valuation@dartford.gov.uk

3. Sale price

- 3.1 The Council is obliged by law to obtain the best price for any property, or parcel of land, which it sells.

- 3.2 The sale price is dependent on a number of factors. The price will be negotiated through the Council's valuer. You may seek your own independent advice. If you do so, please let us have the contact details of your appointed agent.
- 3.3 Even if one or more of the criteria in section 1 above apply, there may be other restrictions imposed on the land (such as restrictive covenants or planning policies) which result in the Council making a decision not to sell.
- 3.4 Where open space land is concerned, it may also be necessary for the proposals to be advertised and any objections considered.
- 3.5 Before any sale is approved, the Council's strategic priorities and planning policies will be considered and a recommendation to proceed will only be made if the sale has no adverse impact on the Council's priorities, policies etc.

4. Fees and other charges

- 4.1 Following the initial internal consultation process, should your application progress to the next stage, before we can start work on your application, you will need to pay the valuer's fee to offset the costs in processing your application e.g. inspection of the site, consideration of any restrictive covenants, Council policies and historical background, valuation of the site and production of a report.

Payment of the fee will not guarantee that your application is approved.

- 4.2 If the valuer agrees to the disposal and you wish to proceed, you will need to pay the Council's legal fees in advance of any legal work on your application.
- 4.3 As fees are reviewed on 1st April each year, please check the [Council's fees and charges schedule](#) for the applicable fee or contact the Finance Department on 01322 343434 or email finance@dartford.gov.uk
- 4.4 Any costs associated with making an application to the Secretary of State for consent and where applicable, advertisement costs, may be charged to you.
- 4.5 Fees and other costs must be paid in advance and are non – refundable. If the sale proceeds, on the completion date, you will also have to pay the agreed purchase price.
- 4.6 There are no exemptions to the payment of fees and ancillary costs. You will be provided with an invoice detailing the payment method.

5. Open market sale

The Council is generally obliged by law to sell land for the best price reasonably obtainable. This means that in some cases if the valuer considers that the land you have asked to purchase could be of interest to other parties or could be sold for development land, the Council must advertise it for sale on the open market. In such circumstances, you will be sent sales details once prepared and will be able to make an offer for the land along with any other interested party. Costs will be recovered from the eventual purchaser.

6. 'Right to buy' rules

The 'right to buy' rules only apply to Council house tenants who wish to purchase their Council house. These rules cannot be used to purchase additional parcels of land.

7. Legal Advice

The Council's Legal Services cannot provide you with legal advice. We advise you to seek independent legal advice on your proposals. If you do so, please let us have your legal adviser's contact details. If you appoint a legal adviser, we will then deal with them direct. You are responsible for your legal adviser's fees.

8. Planning, building regulations and restrictive covenants

8.1 Planning permission may be required for change of use or development of the land, or for other matters such as fencing and boundary treatment. . It is likely that land not previously used for garden purposes, building extensions or parking etc. will need planning permission for a change of use. You are responsible for finding out if planning permission is required and you should make your own enquiries about this aspect of your proposals with Development Management, by contacting Planning Admin on 01322 343434 or email planning.admin@dartford.gov.uk

8.2 It is your responsibility to ensure that any consents required are obtained at your cost. Should you submit a planning application to include the Council's land, you must serve the appropriate notice addressed to Valuation Services, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR. Please note that the Council's role as landowner is different to that of its role as local planning authority. Therefore, although you may be granted planning permission, this does not guarantee that your application to purchase

Council owned land will be approved by the Council (as landowner).

- 8.3 When carrying out work on buildings, there are two issues that need to be considered - whether planning permission is required and whether building regulations consent is required. Work on buildings requiring building regulations consent may also require planning permission. Similarly, applications requiring planning permission may also require building regulations consent. You can do this by contacting Building Control Admin on 01322 343434 or email buildingadmin@dartford.gov.uk

- 8.4 Any decision by the Council to sell the land to you is separate from any decision by the Council on your planning or full plan or building notice application. You must not assume that planning permission or building regulations consent will be granted automatically if for example you are

intending to change the use of the land. It is your responsibility to check the planning status of the land and building regulations.

- 8.5 Planning and building control regulation fees are payable by you and are in addition to the Council's valuer's and Legal Services fees and other applicable costs charged under this Policy.

9. Vehicular access

If you are proposing to access the land across the highway, please consult Kent County Council Highways www.kent.gov.uk

10. Complaints

- 10.1 There is no appeals procedure against a decision to refuse to sell you the land. However, if you feel that you have additional information, or justification to support your application that has not already been considered, or if you amend your application in some way, we may be able to process your application again, based on the new information. Please note that we reserve the right to charge further fees.

- 10.2 If you consider that the Council has not followed its procedures, you may raise a complaint through the Council's Corporate Complaints Procedure - <https://www.dartford.gov.uk/complaints/complaints-7>. If you remain dissatisfied with the response, you may complain to the Local Government and Social Care Ombudsman.

11. How to apply

- 11.1 You can either complete an application form - [Council owned amenity land - purchase enquiries – Dartford Borough Council](#) or write to the Council. Your application must be accompanied by a sketch plan identifying the area of land you wish to purchase. Please detail as much information as possible, including the approximate dimensions of the land.

The requirement for applications to be submitted in writing, must be read in conjunction with the Equality Act 2010 and the requirement on the Council to make reasonable adjustments. An example of this would be in assisting you if you have a disability that prevents you from making your application in writing. In such cases, the Council may need to transcribe a verbal application and then produce a written copy for your approval.

The Council will also consider what support should be made available to you, where English is not your first language.

- 11.2 On receipt of your application, the Council will decide if it wishes to dispose of or keep the land/property you have requested to purchase. This involves an internal process of consultation with Council Officers before a decision is made and before any negotiations can take place. If at this stage, a decision is taken not to sell you the land/property, you will be notified in writing, with reasons.

If, following the initial internal consultation stage, the matter goes forward to the next stage, the valuer will ask you to pay a non-refundable fee plus VAT before he/she can start any work on your application. Your application will not be progressed, until the valuer's fees have been paid.

- 11.3 Address your application to:

Property Services
Manager Dartford
Borough Council Civic
Centre
Home
Gardens
Dartford
Kent DA 1

1DR Or

email your application to: valuation@dartford.gov.uk

- 11.4 If you need assistance to complete your application, please contact Customer Services on 01322 343434 or Relay UK.

12. Valuer's decision

12.1 Providing your application meets the criteria referred to in section 1 above and the valuer's fees are paid in advance, within three months of receipt of the valuer's fee, the valuer will:

- (a) undertake any due diligence checks, inspect the site and value the land;
- (b) write to you or your appointed agent, confirming whether the disposal is approved; and
- (c) if approved, detail the terms for the disposal of the land and the price payable.

If the timescale cannot be met, the valuer will notify you.

12.2 If the disposal is approved by the valuer, it is for you to form a view on any restrictive covenants, the planning/building regulations position and the suitability of the land for your intended purposes. You proceed at your own risk.

12.3 If the disposal is not approved by the valuer, you will be notified of the decision in writing with reasons.

13. Land transfer process

13.1 Your acceptance of the valuer's terms and price payable for the land need to be confirmed in writing, addressed to the Property Services Manager with payment in advance, of the Council's legal fees. The land transfer process will not be started, until the legal fees are paid. The Council's legal fees are in addition to any fees your solicitor may ask you to pay. Your solicitor's fees are your responsibility.

13.2 The transfer documentation will be prepared by the Council's Legal Services. Providing you have paid the Council's legal fees, the date for completion of the sale will vary depending upon the complexity of the matter and the type of searches and enquiries that are made by you or on your behalf but the process may take up to approximately 3 months from the date you notify the Council in writing, that you accept the terms and price to be paid for the land. If we require longer to process the transfer documentation, we will notify you.

13.3 Generally, the sale of the land is completed with no prior contract or deposit payment. You will pay the purchase price on completion.

13.4 Completion of the sale of the land ends the Council's involvement in the process. You will however need to deal with land registry registration and SDLT (stamp duty land tax) post completion.

Adopted by Cabinet 4 December 2014 - Min.No.78

Amended to include Equality Act 2010 requirements -
25.5.2016 Amended pursuant to Managing Director's
delegations – 14.03.2017 Amended pursuant to Managing
Director's delegations – 01.07.2019 Amended pursuant to
Directors' delegated authority – 29 June 2020 Amended
pursuant to Directors' delegated authority – 10 March 2021
Amended pursuant to Directors' delegated authority – 13 July
2021

11.11 PREDISPOSITION, PREDETERMINATION AND BIAS FACTSHEET

Introduction:

Bias and predetermination are not explicitly mentioned in the [Member] Code of Conduct. The Code provisions on declarations of interest are about ensuring you do not take decisions where you or those close to you stand to lose or gain improperly. There is however, a separate concept in law dealing with bias and predetermination, which exists to ensure that decisions are taken solely in the public interest, rather than to further private interests.

Both the courts and legislation recognise that elected councillors are entitled, and indeed expected, to have and to have expressed their views on a subject to be decided upon by their council. Nonetheless, decisions of public authorities do involve consideration of circumstances where a decision-maker must not act in a way that goes to the appearance of having a closed mind and pre-determining a decision before they have all of the evidence before them and where they have to act fairly. Breaches of the rules of natural justice in these circumstances have and do continue to result in decisions of local authorities being successfully challenged in the courts.

To quote a leading judgment "All councillors elected to serve on local councils have to be scrupulous in their duties, search their consciences and consider carefully the propriety of attending meetings and taking part in decisions which may give rise to an appearance of bias even though their actions are above reproach."¹

While declaring interests will to some extent deal with issues of bias, there will still be areas where a formal declaration is not required under the [Member] Code of

Conduct, but councillors need to be clear that they are not biased or predetermined going into the decision-making process. Otherwise, the decision is at risk of being challenged on appeal or in the courts.

The Localism Act 2011 has enshrined the rules relating to pre-disposition and predetermination into statute. In essence, you are not taken to have had, or appeared to have had, a closed mind when making a decision just because you have previously done anything that directly or indirectly indicated what view you may take in relation to a matter and that matter was relevant to the decision.

What is predisposition?

It is part of a councillor's duties to be open to all views, and for anyone – members of the public or organisations – to be able to have access to them. This means that you can be lobbied by people with a particular interest. Lobbying, however, can lead to your impartiality and integrity being called into question, unless you exercise care and common sense.

Clearly, expressing an intention to vote in a particular way before a meeting (predetermination) is different from where you make it clear you are willing to listen to all the considerations presented at the council meeting before deciding on how to vote (predisposition).

¹ Kelton v Wiltshire Council [2015] EWHC 2853 (Admin)

Predisposition is where you form a provisional view towards a particular outcome, but remain prepared to consider and weigh relevant factors in reaching the final decision.

It is not a problem for you to be predisposed to a particular view. That predisposition can be strong and can be publicly voiced. You may even have been elected specifically because of your views on a particular issue. It might be in favour of or against a particular point of view, for example an application for planning permission. However, you must be open to persuasion and the possibility that, however unlikely, you will hear arguments during the debate about the issue that will change your mind about how you intend to vote. As long as you are willing to keep an open mind about the issue, you are entitled to take part in any vote on it.

What is predetermination?

Predetermination is where your mind is closed to the merits of any arguments i.e. you make a decision on the issue, without taking all the merits of any arguments into account. If you are involved in making a decision, you should avoid giving the appearance that you have conclusively decided how you will vote at the meeting, such that nothing will change your mind. This impression can be created in a number of different ways, such as quotes

given in the press, and what you have said at meetings or written in correspondence.

What is bias?

Bias is where you form or show bias against or in favour of a particular person, company or group or a particular site or locality, and/ or give the appearance of bias (bias may include pre-judged ideas based on your own prejudices or political affiliations). It does not matter whether there is actual bias – the legal test for apparent bias is whether a *fair minded observer* aware of all the facts, would conclude there was a *real possibility* of bias.

Rarely will membership of an organisation on its own, such as a national charity, amount to apparent bias. This is unless the organisation has a particular vested interest in the outcome of a specific decision that you are involved in making.

The rules against bias consist of three distinct elements:

- The first seeks accuracy in public decision-making;
- The second seeks the absence of prejudice or partiality on the part of you as the decision-maker. An accurate decision is more likely to be achieved by a decision-maker who is in fact impartial or disinterested in the outcome of the decision and who puts aside any personal strong feelings they may have had in advance of making the decision;
- The third requirement is for public confidence in the decision-making process. Even though you as the decision-maker may in fact be scrupulously impartial, the appearance of bias can itself call into question the legitimacy of the decision-making process. In general, the rule against bias looks to the appearance or risk of bias rather than bias in fact, in order to ensure that justice should not only be done but should manifestly and undoubtedly be seen to be done.

A single councillor who is guilty of bias is enough to strike out the whole decision when challenged before the courts.

Making the decision

There is an important difference between those councillors who are involved in making a decision and those councillors who are seeking to influence it. This is because councillors who are not involved with making a decision, are generally free to speak about how they want that decision to go.

When considering whether there is an appearance of predetermination or bias, if you are responsible for making the decision, you should apply the following test: 'would a fair-minded and informed observer, having considered the facts, decide there is a real possibility that you had predetermined the issue or were biased?' However, when applying this test,

you should remember that it is legitimate for you to be predisposed towards a particular outcome, as long as you are prepared to consider all the arguments and points made about the specific issue under consideration.

A. How can predetermination or bias arise? The following are some of the potential situations in which predetermination or bias could arise:

- *Connection with someone affected by a decision* – the council cannot be seen to make an unbiased decision, or a decision, which objectively looks impartial, if a councillor is closely connected with one of the parties involved. This type of bias particularly concerns administrative decision-making, e.g. planning and licensing decisions;
- *Prior involvement* - this sort of bias arises because someone is being asked to make a decision about an issue which they have previously been involved with;
- *Commenting before a decision is made* - once a lobby group or advisory body has commented on a matter or application, it is likely that a councillor involved with that body will still be able to take part in making a decision about it. However, this is as long as they do not give the appearance of being bound only by the views of that body. If the councillor makes comments that make it clear that they have already made up their mind, they may not take part in the decision. If the councillor is merely seeking to lobby a public meeting at which the decision is taking place, but will not themselves be involved in making the decision, then they are not prevented by the principles of predetermination or bias from doing so.

It is very difficult to find a form of words which conveys every nuance of these situations and which gets the balance right between the duty to be an active local representative and the requirement when taking decisions, to take account of all arguments in an open-minded way. It cannot be stressed too strongly, however, that the striking of this balance is, ultimately, your responsibility as a councillor.

B. Predetermination or Bias and the Code

There is a difference between breaching the [Member] Code of Conduct and being predetermined or biased. It is perfectly possible to act within the Code and still cause a decision you were involved in, to be defective for predetermination or bias. This is because if you render the decision of the council unlawful due to predetermination or bias, this could reasonably be regarded as bringing your council or your office into disrepute.

C. Find out more – if you are involved in planning and licensing decision-making, the [Probity in Planning Protocol](#) and the [Probity in Licensing Protocol](#) offer further guidance. Advice or clarification can be sought from the Head of Legal Services and Monitoring Officer.

The golden rule is be safe –seek advice if in doubt before you act.

11.12 PROTOCOL ON THE USE OF COUNCIL FACILITIES AND RESOURCES BY COUNCILLORS

1.INTRODUCTION

- 1.1 The Council provides facilities and resources (e.g. IT equipment) to assist Members in carrying out their duties as councillors or as holders of an office within the Council..
- 1.2 The [Member] Code of Conduct states ‘You must, when using or authorising the use by others of the resources of the Council, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986 and guidance on the Use of Resources by Councillors within the Council’s Protocol.’
- 1.3 The Protocol explains the limitations placed on the use by Members, of the Council’s facilities and resources.

2. USE OF FACILITIES AND RESOURCES

- 2.1 Members may use Council facilities and resources for political purposes, in connection with the following business:
 - (a) holding ward surgeries;
 - (b) dealing with correspondence from constituents;
 - (c) communicating group activities;
 - (d) meetings between group members.
- 2.2 The Council is prohibited from publishing any material of a party political nature and Members should ensure that when using or authorising the use by others of the Council’s facilities and resources, that such facilities and resources are not used for purely political purposes and that the use of Council premises is restricted to premises available to the public generally and paid for at the full hire costs.
- 2.3 A Member’s use of Council facilities and resources must not extend to political parties more generally. Use of Council owned premises for party political purposes (where such meetings are used to further the political aims and objectives of the party concerned) must be restricted to premises available to the public generally and paid for at the full hire costs.
- 2.4 The use by a Member, of any Council facilities and/or resources for purely political purposes, including designing and distributing party political material produced for

publicity purposes and support of any political party or group activity, elections and campaigning, is likely to amount to a breach of the [Member] Code of Conduct.

3. PUBLICITY CODE

3.1 The Code of Recommended Practice on Local Authority Publicity¹ provides guidance on a number of aspects of local authority publicity, covering the content, distribution, advertising, cost, timing etc of publicity. The Council is required by legislation² to consider the Publicity Code in coming to any decision on publicity, which is defined as any communication, in whatever form, addressed to the public or a section of the public.

3.2 The principle of objectivity requires the Council's publicity to be politically impartial. The Publicity Code acknowledges that a council has to be able to explain its decisions and justify its policies, but this should not be done in a way that can be perceived as a political statement or a commentary on contentious areas of public policy.

3.3 The principle of even-handedness has the effect that the Council's publicity can address matters of political controversy in a fair manner and may contain links to other political sites, or contain political logos on material hosted for third parties. But the Council should ensure that publicity about it does not seek to affect support for a single councillor or group. The Publicity Code does, however, recognise that it is acceptable to associate publicity with a single member of the Council.

3.4 The onus is placed on individual Members to be aware of and ensure the Council complies with the rules governing local authority publicity.

4. ELECTION PERIODS

4.1 Strict rules apply to Councillors' communications and publicity during the election period (which runs from the publication of the notice of election to the close of the polls):

- (a) the Chief Officer and Director of Corporate Services may find it necessary to suspend the hosting of material produced by third parties, or to close public forums to avoid breaching any legal restrictions;
- (b) any Council publicity on controversial issues will not be published and any views or proposals will not be reported in such a way as to identify them with any individual Members or groups of Members;
- (c) publicity relating to individuals involved directly in the election will not be published, unless expressly authorised by or under statute;
- (d) Members must not use their Council email address in any ward newsletters, which contain election or campaigning material.

4.2 The Council may publish factual information, which identifies the names, wards and parties of candidates for election.

4.3 In general, the Council should not issue any publicity, w h i c h seeks to influence voters. However, this general principle is subject to any statutory provision, which authorises expenditure being incurred on the publication of material designed to influence the public as to whether to support or oppose a question put at a referendum. It is acceptable to publish material relating to the subject matter of a referendum, for example to correct any factual inaccuracies which have appeared in publicity

¹ Published 31 March 2011

² Section 2 of the Local Government Act 1986 (as amended)

produced by third parties, so long as this is even-handed and objective and does not support or oppose any of the options which are the subject of the vote.

4.4 Council decision-making will continue as usual and decisions will be publicised.

4.5 Reactive publicity can include Councillors holding key political or civic positions, if commenting in an emergency or a major news event outside the Council's control.

5. PRIVATE/PERSONAL USE

5.1 As a general rule, facilities and resources paid for by the public purse and provided for use in Council business, should only be used for Council business. However, incidental personal use of Council facilities and resources is permissible, provided that the use of any Council facility or resource is not purely in connection with political purposes and there is no cost to the Council nor any liability for the Council arising from its use for secondary purposes, it is a matter for each individual Member as to whether or not they use it for private and family purposes. Members will however need to take into account any additional costs that may arise from extending software licences and the replacement of equipment. Members must also take into account security issues related to confidential information and the processing and disclosure of information under the Data Protection Act 2018 and UK GDPR.

5.2 Members are under an obligation to ensure that any secondary use of IT equipment supplied by the Council is acceptable and appropriate and that such use does not contravene the [Member] Code of Conduct, Council codes, protocols etc, the Misuse of Computer Act 1990 and any other relevant UK legislation.

5.3 Councillors supplied with a Council computer and internet connection facilities, must sign the Council's standard agreement for the use of IT and comply with the agreement.

6. COMPLAINTS AND ALLEGATIONS OF BREACHES OF THIS PROTOCOL

Allegations of any failure to meet this Protocol must be made in writing, to the Monitoring Officer. The Monitoring Officer will consider how the complaint or allegation should be dealt with. At a minor level, this may be no more than informally referring the matter to the Leader of the relevant party group. More serious complaints may result in an investigation and a hearing before the Hearing Panel.

7. OVERSEEING COMPLIANCE WITH THIS PROTOCOL

The Audit Board oversees compliance with this Protocol.

8. FURTHER GUIDANCE

Further advice or clarification can be sought from the Head of Legal Services and Monitoring Officer.

Adopted by the General Assembly of the Council - 30.07.2007 [Min.No.55]
Reviewed and adopted by the Audit Board 13 May 2013 [Min.No.5] Reviewed
under Directors' delegated authority - 29 June 2020

Reviewed under Directors' delegated authority – 21 October 2022

11.13 USE OF COUNCIL FACILITIES AND RESOURCES BY COUNCILLORS FACTSHEET

The [Member] Code of Conduct states ‘You must, when using or authorising the use by others of the resources of the Council, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986 and guidance on the Use of Resources by Councillors within the Council’s Protocol’.

A. Will I be provided with facilities and resources to carry out my duties as a Councillor? Yes – this may include access to IT equipment.

B. Can I use Council facilities and resources for political purposes?

No – if used for purely political purposes.

Yes, if the use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the Council’s functions or of the office to which you have been elected or appointed e.g. use in connection with the following business:

- (a) holding ward surgeries;
- (b) dealing with correspondence from constituents;
- (c) communicating group activities;
- (d) meetings between group members.

C. Can my use of Council facilities and resources extend to political parties more generally?

No. You may only use Council owned premises for party political purposes (where such meetings are used to further the political aims and objectives of the party concerned) if restricted to premises available to the public generally and paid for at the full hire costs.

D. Is the onus placed on me to be aware of and ensure the Council complies with the rules governing local authority publicity? Yes – you must have regard to the Code of Recommended Practice on Local Authority Publicity and not do anything which would cause the Council or you to breach the Code e.g. it would not be appropriate for you to use the Council’s resources for political purposes, including party political purposes.

E. During the election period, can I publicise my Council email address in any ward newsletters which contain election or campaigning material? No

F. Is my incidental personal use of Council facilities and resources permissible?

Yes - provided that the use is not purely in connection with political purposes, there

is no cost to the Council nor any liability for the Council and you ensure that any secondary use of IT equipment supplied by the Council is acceptable and appropriate and that such use does not contravene the [Member] Code of Conduct, Council codes, protocols etc, the Misuse of Computer Act 1990 and any other relevant UK legislation.

G. Find out more - The Protocol for Use of Council Facilities and Resources by Councillors offers further guidance. Advice or clarification can be sought from the Head of Legal Services and Monitoring Officer.

11.14 - LOBBYING FACTSHEET

A. What is lobbying? Lobbying and campaigning is the practice of influencing decisions made by central and/or local government at a national or local level. Councillors may be involved in a number of groups or campaigns, either as a member of a particular interest group or as an individual.

B. Will I always have a prejudicial interest or be conflicted in other ways because of my membership of a lobby or campaign group, particularly if I campaigned on the issue as an individual, during an election campaign? No - you will not automatically have an interest or be conflicted (through predetermination or bias) in an item under discussion, just because you are a member of a lobby or campaign group and/or have previously campaigned on the issue. You need to consider the following factors in determining whether you have a prejudicial interest or be conflicted in other ways:

- (i) The nature of the matter to be discussed;
- (ii) The nature of your involvement with the lobby or campaign group;
- (iii) The publicly expressed views of the lobby or campaign group;
- (iv) What you have said or done in relation to the particular issue.

C. When will my membership of a lobby or campaign group give rise to a prejudicial interest?

If *all* of the following conditions are met:

- The matter being discussed, affects the lobby or campaign group's financial position; and
- Your interest affects you to a greater extent than Council Tax payers etc; and
- A reasonable member of the public with knowledge of the relevant facts, would believe that your ability to judge the public interest would be impaired.

Note: A regulatory application, including a matter of consent or approval, licence, permission or registration, made by the other authority/body, is considered to have an impact upon the financial interests of that lobby or campaign group.

D. Can I participate in the discussion and vote on an item in which I have a prejudicial interest? Only if you have been granted a dispensation to speak or to speak and vote. Otherwise, you must withdraw from the meeting room during the debate and not vote on the item.

Remember to declare at the beginning of the meeting, or as soon as you become aware of the interest, the existence and nature of the interest and how the business under consideration relates to your membership of the lobby or campaign group.

E. Do I need to consider whether my membership of a lobby or campaign group raises other conflicts? Yes – although you may not have a prejudicial interest, you may be conflicted because of actual or perceived predetermination or bias.

F. Can I represent my constituents if I have a prejudicial interest or am conflicted in other ways? Yes, by:

- making written representations - these should be addressed to officers;
- arranging for another Member to represent the views of your constituents.
- **Find out more** -The Probity in Planning Protocol and the Probity in Licensing Protocol offer further guidance. Advice or clarification can be sought from the Monitoring Officer or the Head of Legal Services.
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Legal/Member Code of Conduct/FAQs on Code of Conduct/Lobbying FAQs

11.15 - HOW TO DEAL WITH CONFIDENTIAL INFORMATION FACTSHEET

The [Member] Code of Conduct states 'You must be as open as possible about your decisions and actions and the decisions and actions of the Council and should be prepared to give reasons for those decisions and actions. You should have regard to the guidance in the Council's Protocol on the Release of Confidential Information'.

A. What is 'information'? Information is a broad term. It includes facts, advice and opinions. It also covers written materials, including tapes, videos, CDs, DVDs and other electronic media.

B. What is 'confidential information'?

1. if the nature of the information is sensitive or personal, for example it is a business secret;
2. if it is information that you would expect people would want to be private;
3. if it was divulged in a way which implied it should be kept confidential;
4. if disclosing the information would be detrimental to the person who wishes to keep it confidential;
5. If the Council, Cabinet or a Committee/Sub-committee/Board/Panel has agreed to treat the information as exempt.

C. When can confidential information be disclosed? When:

1. The person authorised to give it has given you consent to disclose it;
2. You are required by law to do so;
3. The disclosure is made to a third party in order to obtain professional advice, for example a lawyer;
4. The disclosure is in the public interest.

D. What does 'in the public interest' mean? Described as something that is of serious concern or benefit to the public, not merely of individual interest. The public interest does not mean 'of interest to the public' but 'in the interest of the public'. The term is not defined in law, so you will need to make a subjective judgment, in which policy and legal interpretations are both involved to some degree.

E. When can I 'disclose confidential information in the public interest? You must exercise caution before releasing information. Subject to you being able to justify the disclosure in the public interest (see FAQ F below), information may be disclosed where:

1. A criminal offence is committed;
2. The Council fails to comply with its legal obligations;
3. A miscarriage of justice occurs;
4. The health and safety of an individual is in danger;
5. The environment is likely to be damaged;
6. Information about any of the issues above is deliberately concealed.

F. Must I justify disclosure of confidential information in the public interest? Yes – disclosure will be justified when *all* of the following points are met:

1. The disclosure must be reasonable – this is a matter of judgment. However, when making this decision, you should consider carefully why you want to disclose the information, whether it is true, how serious the issue is and who to tell; and
2. The disclosure must be in the public interest; and
3. The disclosure must be made in good faith – the disclosure will not be justified if it is being made to promote your interests or is for political gain; and
4. The disclosure must first be made through the Council’s whistleblowing procedure or by challenging the requirement for confidentiality by submitting a request under the Freedom of Information Act 2000 or Environmental Information Regulations 2004.

G. When would a public interest disclosure not be justified? If the disclosure would amount to a criminal offence or when information is protected by legal professional privilege, it is unlikely that its release could be justified as being in the public interest.

H. Find out more -The Protocol on the Release of Confidential Information offers further guidance. Advice or clarification can be sought from the Monitoring Officer or the Head of Legal Services.