

NON EXEMPT

HAVANT BOROUGH COUNCIL

CABIENT

3 February 2016

COUNCILLOR LONE WORKING PROCEDURE

**Report by the Governance and Logistics Scrutiny and Policy
Development Panel**

Governance and Logistics Cabinet Lead: Councillor Michael Wilson

Key Decision: No

1.0 Purpose of Report

1.1 The Councillor Lone Working Procedure attached as Appendix A provides an informative but accessible guide to managing risks when working alone. The procedure is especially relevant to Councillors new to the role and should form part of the Councillor Induction Pack.

2.0 Recommendation

2.1 That the draft Councillor Lone Working Procedure be circulated to all members and be included in the Councillor Induction Pack.

3.0 Subject of Report

3.1 One of the primary roles of a ward councillor is to remain accessible to their local communities and constituents. While circumstances may vary, individual councillors have to decide whether assisting constituents will involve them in lone working situations such as home visits that could place them at risk of harm. Councillors should therefore always make an assessment of the level of risk and what arrangements are in place for their safety.

3.2 This procedure, attached as Appendix A, aims to provide councillors with a concise, easy to access set of guidelines about how to assess and manage risk when in lone working situations. These guidelines also outline the proactive safety measures that can be taken should councillors find themselves in situations where they have concerns for their safety. It is recommended that the procedure be included in the Councillor Induction Pack so new Councillors are aware of how to reduce the risks of lone working. Many councillors will not experience any problems during their term(s) of office, but a little time given to preparation and planning can reduce the already small risk even further.

4.0 Training

- 4.1 Local authorities have responsibilities for the safety of elected members while on council business as they do for their officers. Two Suzi Lamplugh Trust training sessions for Councillors have been organised on lone working. Councillors, especially new Councillors, can also ask at any time that the Council arrange suitable training for them if they feel they would benefit.

5.0 Reporting Incidents

- 5.1 Depending on the severity of the incident, the councillor involved should contact the police. Even if an incident is not considered serious enough to involve the police, it should always be reported to the Safety and Emergency Planning Officer for any further action. By taking appropriate action a Councillor can help prevent a similar incident reoccurring.

6.0 Conclusion

- 6.1 The Councillor Lone Working Procedure attached as Appendix A be approved, circulated to all members and be included in the Councillor Induction Pack.

7.0 Implications

- 7.1 **Resources:** The main financial impact would be officer time administering any risk assessments. These costs would need to be included within the Health and Safety budgets. There will be no extra training costs.
- 7.2 **Strategy:** Councillors meeting constituents' forms part of the Councils Corporate Strategy of ensuring customers have easy access to the Council and providing contact for residents where they can access it.
- 7.3 **Risks:** The Procedure will allow Councillors to assess and mitigate the risks involved in lone working situations that could place them at risk of harm.
- 7.4 **Communications:** The Councillor Lone Working Procedure will be distributed to all Councillors and will also form part of the Councillor Induction Pack.
- 7.5 **For the Community:** One of the primary aims of the Councillor Lone Working Procedure is to ensure Councillors accessibility to their constituents and communities.
- 7.6 **Consultation:** Safety and Emergency Planning Officer

8.0 Appendices:

Appendix A: Councillor Lone Working Procedure

Agreed and signed off by:

Finance:

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Executive Head:

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