

COUNCIL BUSINESS COMMITTEE

Guidance on Personal Safety for Councillors

Thursday 20th February 2025

Report of the Senior Corporate Health and Safety Manager

PURPOSE OF REPORT

To enable the Committee to consider and approve a new Guidance Document.

This report is public.

RECOMMENDATIONS

- (1) That, following the Health and Safety Corporate Review, ongoing identification of key risk areas and consideration of the new draft health & safety policies and guidance documents by the Council, the Committee now consider and approve the new Guidance referred to in this report.

1.0 Introduction

- 1.1 Following the Health and Safety Corporate Review and appointment of the Senior Corporate Health and Safety Manager, there is an ongoing action to review renew or write new Health and Safety Policies and guidance documents to ensure they are up to date with current Legislation and to have sufficient Policy and or guidance for all areas of the Council.

- 1.2 As part of this the proposed following health and safety guidance is advised:

Personal Safety for Councillors Guidance

- 1.3 This new guidance document is presented to the Committee for their consideration.

2.0 Personal Safety for Councillors Guidance

- 2.1 This is a new corporate guidance document that has been developed following a corporate review of both Personal and Premise security. This is a framework project and has been initiated following internal employee customer facing conflict situations now being reported with trends analysed. It was identified in the infancy of the project that Councillors too, could be potentially at risk of experiencing such conflicting situations when undertaking Council duties.

The purpose of this guidance is to minimise the risk of future occurrences to support Lancaster City Councillors. This guidance document has been drafted for issue to Councillors to provide them with information on how to stay safe whilst undertaking council business. The guidance has been drafted in line with information readily available from the Local Government Association.

3.0 Options

- 3.1 The options available to the Committee are to approve the new and revised policies as drafted, to approve the policies with amendments, or not to approve the policies.

However, if substantial changes in respect of this Guidance are proposed at the Council Business Committee meeting, it may be appropriate for consideration of that Guidance to be deferred to a future meeting to enable Officers to consider the proposed amendment in more detail and to consult further.

4.0 Conclusions

- 4.1 Members are asked to consider and accept the Officer recommendations set out above in respect of the new drafted policy documents appended to this report.

RELATIONSHIP TO POLICY FRAMEWORK

The Council is committed to the health safety and welfare of all Councillors, employees and members of the community we support, and it is considered that the amended policies will raise the standard of the current health and safety practices across the organisation.

CONCLUSION OF IMPACT ASSESSMENT

FINANCIAL IMPLICATIONS

As to be expected with any health and safety issue, future implications could occur, and these will be reported at the relevant time and any funding resources identified as appropriate.

SECTION 151 OFFICER'S COMMENTS

The s151 Officer has been consulted and has no further comments.

LEGAL IMPLICATIONS

The proposed new and updated policies will assist in compliance against the Health and Safety at Work etc. Act 1974, the Management of Health and Safety Regulations 1999, The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (RIDDOR). It also ensures that the Council is meeting its duty of care towards Councillors.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments to add.

BACKGROUND PAPERS

Guidance Document for Review

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