Meeting of:	**Democratic Services Committee**
Date of Meeting:	**Monday, 22 November 2021**
Relevant Scrutiny Committee:	All Scrutiny Committees
Report Title:	Councillor Safety and Support
Purpose of Report:	• To provide guidance to Councillors on issues of Personal Safety and Lone Working • To provide support to all Councillors in discharging their role by agreeing in principal to the Council funding appropriate security measures where Councillors are at personal risk or significant threat.
Report Owner:	Head of Democratic Services
Responsible Officer:	Head of Democratic Services
Elected Member and Officer Consultation:	Managing Director Monitoring Officer / Head of Legal and Democratic Services Head of Finance / Section 151 Officer Corporate Health, Safety and Wellbeing Manager
Policy Framework:	Local Government (Democracy) (Wales) Act 2013. Local Government (Wales) Measure 2011 Independent Remuneration Panel for Wales Annual Report Vale of Glamorgan Council Health, Safety and Wellbeing Policy 2021

Executive Summary:
- This report sets out some useful guidance so that Councillors understand the steps they should take to keep themselves safe.

- The Authority's Lone Working Policy applies to employees and Councillors.

- The purpose of the Lone Working Policy is to ensure that there are adequate systems in place to ensure the Health, Safety and Wellbeing of Lone Workers.

- Attached at Appendix B is a guide relating to the Personal Safety of Councillors. This guide aims to help Councillors carry out their role safely and effectively.

- The Independent Remuneration Panel for Wales' Annual Report states that the Authority must support the work of its Councillors and Statutory Co-opted members to enable them to carry out their duties and includes the safety of Councillors.

- Whilst the Democratic Services Committee is under a duty to fund and provide the support necessary to enable Councillors to discharge their roles reasonably and safely it is not practicable to bring individual requests to the Committee, particularly as some requests may be urgent.

- It is proposed that the Head of Democratic Services and Head of Finance be delegated authority to consider any requests to provide funding for appropriate security measures by Councillors.

Recommendations

1. T H A T the Guidance be endorsed and placed on the Authority's website and emailed to all Councillors subject to Recommendation (2) and (3) below.

2. T H A T Committee refer the report to the next Cabinet and Council meetings recommending that where a Councillor is at personal risk or significant threat of harm in carrying out their role that consideration is given to funding appropriate security measures.

3. T H A T Committee recommends to Cabinet and Council that authority is delegated to the Head of Democratic Services and the Head of Finance / Section 151 Officer to consider and determine any request for such funding.

Reasons for Recommendations

1. To agree the Guidance to provide a formal mechanism to be put in place for safeguarding purposes.

2&3 To support Councillors in carrying out their various elected roles.

1. Background

1.1 Incidents of violence towards public figures is rare, however, Councillors have high profile public roles, are constantly interacting with members of the community and can be the victims of verbal or written abuse. They may experience harassment and stalking and online abuse.

1.2 Following the tragic murder of Sir David Amess MP on 15th October 2021, a list of additional online resources directed at a Councillor's Personal Safety and Online Abuse was circulated via email to Councillors in the latter part of October 2021.

1.3 These additional resources may be viewed at:

    i)   Councillors' guide to handling intimidation | Local Government Association (Welsh version).

    ii)   Personal safety | Local Government Association (Welsh version).

    iii)   'Rules of engagement' infographic for Councillors to use on social media to give all users a clear 'code' by which they should operate (also in Welsh).

    iv)   'Rules of engagement' infographic for Candidates to use on social media to give all users a clear 'code' by which they should operate (also in Welsh).

    v)   'Handling online abuse' infographic - a quick reference guide for Councillors with steps they can take to protect themselves online and seek support where needed (also in Welsh).

    vi)   Improving digital citizenship: A practical guide for councillors | Local Government Association (Welsh version).

    vii)   Research and Good Practice Improving digital citizenship: Research and good practice | Local Government Association (Welsh version).

1.4 Additionally, the Welsh Local Government Association (WLGA) will be writing a letter on behalf of the WLGA to Police and Crime Commissioners and Chief Constables to ensure that they also consider the risks, abuse and threats Councillors, particularly senior Councillors, face.

2. Key Issues for Consideration

2.1 This report sets out some useful guidance so that Councillors understand the steps they should take to keep themselves safe. Additional guidance is available from the Corporate Health, Safety and Wellbeing Manager and the Head of Democratic Services. It is being proposed that this guidance be endorsed by the Committee and placed on the Authority's website and circulated to Councillors.

2.2 The Authority's Lone Working Policy applies to employees and Councillors. It is set out in Appendix A of this report. This policy is currently under review and the new procedures that sit under the Health, safety and Wellbeing Policy 2021 are out for consultation and may be subject to change at a later date. Councillors are urged to familiarise themselves with the Policy in order to ensure their own personal safety.

2.3 The Health and Safety Executive (HSE) have provided the following definition of Lone Working: "Lone workers are those who work by themselves without close or direct supervision, either employees who work separately from others in an establishment, or mobile workers who work away from a fixed base".

2.4 The purpose of the Lone Working Policy is to ensure that there are adequate systems in place to ensure the Health, Safety and Wellbeing of Lone Workers. It is designed to be read in conjunction with the risk assessment and guidance note (attached at Appendix B) in order to support efforts to reduce the risks of lone working as far as is reasonably practicable.

2.5 In terms of Personal Safety for Councillors, Councillors should be mindful of the risks involved when carrying out their role, for example: Visiting people in their homes; Receiving callers to your home; Holding surgeries; Travelling, whether on public or private transport and when alone; and Communicating online.

2.6 Attached as Appendix B to this report is a useful guide relating to the Personal Safety of Councillors. This guide aims to help Councillors carry out their role safely and effectively. The purpose of Personal Safety of Councillors guide is to set out what personal safety measures can be taken to prevent and to deal with those rare circumstances when they might find themselves in situations where they become anxious for their safety. In general terms the guidance follows advice given to others who, by virtue of public duties or employment, meet many people whom they do not know. Some Councillors are concerned that their home address is published on the Authority's Website. Should a Councillor wish for their home address to be removed, they should contact the Head of Democratic Services. The Head of Democratic Services will arrange for the home address to be replaced by the Democratic Services Team details. However, the Councillor's email address and telephone number should remain on the

Authority's website and promoted as necessary save in exceptional circumstances.

2.7 In addition to the above, the Independent Remuneration Panel for Wales' Annual Report states that the Authority must support the work of its Councillors and Statutory Co-opted Members to enable them to carry out their duties.

2.8 To support their work, the Council provides access to e-mail, telephone, data, ICT etc. However, the Authority must also support the safety of Councillors.

2.9 The following in *italics* is an extract from the IRPW Annual Report.

"As a result of their legitimate actions as a Councillor and elected Members personal security may become significantly, adversely affected. In keeping with their existing responsibilities, it is the duty of the Democratic Services Committee to fund or provide support necessary to enable a Councillor to discharge their role reasonably and safely. This may require the funding of appropriate security measures to protect Councillors from personal risk or significant threat. Risk assessment and liaison with relevant bodies such as the Police and Security Services would normally inform the selection of required provision".

2.10 In light of recent events, the Committee may wish to consider how such support should be provided.

Responsibility of the Democratic Services Committee

2.11 Whilst the Democratic Services Committee is under a duty to fund and provide the support necessary to enable Councillors to discharge their roles reasonably and safely it is not practicable to bring individual requests to the Committee, particularly as some requests may be urgent.

2.12 It is proposed that the Head of Democratic Services and Head of Finance be granted delegated authority to consider any requests to provide funding for appropriate security measures by Councillors.

2.13 Any such request will be considered on its merits but there will be an expectation that security measures have been advised by the Police or security services. The relevant bodies would normally inform the required provision of support and any funding would be reasonable and proportionate.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

3.1 The Well-being of Future Generations (Wales) Act 2005 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the "well-being" goals.

4. Resources and Legal Considerations

Financial

4.1 It is difficult to outline the financial implications; however, any payment would be reasonable and proportionate and be based on a risk assessment and liaison with police / security services. The monies would be found within existing budget where possible.

Employment

4.2 None as a direct result of the contents of this report.

Legal (Including Equalities)

4.3 The Local Government (Democracy) (Wales) Act 2013 amended the Local Government Measure 2011 to provide that Democratic Services Committees may review any matter relevant to the support and advice available to Members of that Authority. The IRPW clearly view considerations for safety and funding of security measures to be within the remit of the Committee.

4.4 The Council is subject to the Equality Act (Public Sector Equality Duty and the Socio-Economic Duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.

- Advance equality of opportunity between people who share a protected characteristic and those who do not.

- Foster good relations between people who share a protected characteristic and those who do not.

- Deliver better outcomes for those people who experience socio-economic disadvantage

- Consider opportunities for people to use the Welsh language

- Treat the Welsh language no less favourably than English.

- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

5. Background Papers

Background Papers: None.

Appendices:

Appendix A Lone Working Policy

Appendix B Personal Safety - Councillors Guide

Corporate Lone Working Policy

1. Policy Statement

This Policy defines how the Vale of Glamorgan Council will manage lone working. This covers a wide and diverse range of situations and employees. The Council recognises its responsibility to identify all employees, and contracted staff from external organisations undertaking activities requested by the Authority, who may be affected.

This Policy should also be read in conjunction with the **Corporate Violence at Work Policy** and supporting guidance document.

The Vale of Glamorgan Council is committed to ensuring the health, safety and welfare of employees engaged in lone working activities.

The Vale of Glamorgan Council acknowledges its responsibilities under the Health and Safety at Work etc Act 1974, and the Management of Health and Safety at Work Regulations 1999, to identify the risks to employees and provide safe places and systems of work. These requirements must be communicated to the employees who work alone and their managers/supervisors.

The Council has a duty to ensure that its managers assess the risks to lone workers and take reasonable steps to avoid or manage risks where necessary.

This Policy is aimed at ensuring lone working activities are managed to ensure the health, safety and welfare of employees is not adversely affected as a result of being a lone worker.

The objectives of this Policy are to ensure:

- All lone working roles are identified throughout the Council;
- Managers, for all lone-working roles throughout the Council, conduct risk assessments;
- Suitable and appropriate supervision, training and information is provided to all lone working employees;
- Suitable and appropriate emergency procedures are in place for all lone working activities.

2. Definition of Lone Workers

Lone workers are best described as employees who work by themselves without close or direct supervision such as:

1. **Employees in establishments where:**

    *   Only one employee works on the premises;
    *   Employees are working separately from others;
    *   Employees are working outside normal hours.

2. **Mobile lone workers working away from their base and when their work may be carried out in (reference should be made to the Smarter Working Policy):**

    *   Client's homes;
    *   Nursing homes;
    *   Road sides;
    *   Fields;
    *   Construction sites;
    *   Other Council or business premises.

It is recognised that any employee may spend a limited amount of their working time 'alone', although this may not necessarily class them as being a lone worker i.e. the last employee to leave the office at the end of the day.

3. Hazards associated with Lone Working

The following hazards are some of those that should be considered when lone working activities have to take place:

*   Safe access and egress;
*   Risk of violence & aggression (please refer to **Corporate Violence at Work Policy** document for further information on this subject);
*   Safety of equipment for individual use;
*   Channels of communication in an emergency;
*   Site security;
*   Security arrangements i.e. alarm systems and response to personal alarms;
*   Level and adequacy of on/off site supervision;
*   Client risk assessment where applicable;
*   Arrangements for domiciliary visits, including consideration of alternatives;
*   Travelling between appointments;
*   Reporting and recording arrangements;
*   Communication and traceability (ability to locate/follow routes travelled);
*   Personal safety/security.

4. Responsibilities

Operational Managers, Line Managers and Supervisors

Operational Managers, Line Managers, and Supervisors are responsible for:

- Ensuring that all employees are aware of this Policy;
- Ensuring that risk assessments are carried out and reviewed regularly, including being discussed with front-line operatives where necessary;
- Putting procedures and safe systems of work in place which are designed to eliminate or reduce the risks identified with lone working;
- Ensuring that employee groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at team induction, updates and refresher training as necessary;
- Ensuring that appropriate support is given to employees involved in any incident or accident;
- Managing the effectiveness of preventative measures introduced through a system of reporting, investigating and recording incidents.

Occupational Health and Safety Section

The Occupational Health and Safety Section are responsible for:

- Ensuring the Policy is reviewed once every 4 years or when any significant changes occur;
- Offering advice and guidance surrounding lone working, including advising of suitable training providers;
- Ensuring lone working is covered in the Health and Safety audit process;
- Providing health screening for lone workers, when their line manager brings the individual(s) to the attention of Occupational Health;
- Providing incident and accident statistics involving lone working activities.

Employees

Employees are responsible for: -

- Taking all reasonable steps to care for themselves and others affected by their actions or failure to take action;
- Co-operating with this Policy, by following risk assessment control measures, safe systems of work and procedures designed for safe working;
- Immediately reporting all incidents that may affect the health and safety of themselves or others;
- Requesting further guidance as and when appropriate;
- Taking part in training designed to meet the requirements of the Policy,
- Reporting any hazards or potential hazards they identify or any concerns they might have in respect of lone working.
- Ensuring safety equipment / technology is used in accordance with procedure/s and any faults are reported to the supervisor or line manager.

5. Risk Assessment

Where lone working cannot be avoided, Managers and Supervisors must ensure that risk assessments are carried out for lone working and that all reasonably practicable measures necessary to protect such employees are taken.

Managers and Supervisors will ensure that the following guidelines are carried out to safeguard lone workers:

- Adopt good practice (e.g. lone working guidance) found: https://www.hse.gov.uk/pubns/indg73.htm
- Adopt a buddy system (where appropriate) by ensuring a work colleague, supervisor/line manager has knowledge of employees' whereabouts at all times.

Please refer to **Appendix 1** for guidance on questions that should be asked while conducting a lone working risk assessment.

Managers, when conducting the risk assessment should concentrate on the following:

- The possibility of interference, such as violence or criminal activity from other persons;
- The remoteness or isolation of workplaces;
- Any problems concerning communication;
- The nature of injury or damage to health and anticipated "worst case" scenarios;
- Explore whether any new technology is available to help improve the current systems that are in place (e.g. logging in and out software systems).

Completed risk assessments must be communicated to relevant staff and implemented.

6. Supervision

Although lone workers cannot be subjected to constant supervision, it is still the Council's responsibility to ensure employees' safety as far as is reasonably practicable. Supervision carried out by line managers and supervisors can help to ensure employees understand the risks associated with their work and that necessary safety precautions are carried out. Managers / Supervisors must provide guidance in situations of uncertainty.

Supervision will also be needed when checking progress and compliance with any existing or new control measures that have been put in place as a result of risk assessments.

Procedures will need to be put in place to monitor lone workers to ensure that they remain safe, these may include:

- Line managers or supervisors periodically visiting and observing employees working alone;

- Occasional contact between the line manager/supervisor and lone worker by telephone or face-to-face;
- Periodic checks of procedures designed to raise the alarm if contact is lost with a lone worker;
- Regular safety checks of equipment to ensure they are still functioning properly.

7. Information and Training

Once identified through the risk assessment process, information and training will be addressed by providing documentation and training for employees as appropriate for their role. Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty.

Where necessary, training will be sourced from appropriate providers, in order to ensure that the Vale of Glamorgan Council affords its employees the best practicable protection.

8. Incident and Accident Reporting

All employees, following an incident, must report & fill in an incident (INC1) form. AC1 accident forms are only completed where someone suffers a physical injury.

This must be given to the line manager/supervisor as soon as possible. Managers are expected to give their full support to all employees involved in incidents surrounding lone working. This may involve referring employees to Occupational Health or to the counselling service. Where relevant, managers will be expected to review risk assessments, safe systems of work and procedures, following an incident or accident.

9. Monitor and Review

This Policy will be monitored through safety committees via auditing, inspections, incident and accident statistics and investigation reports. This Policy will be reviewed once every 4 years or when any significant changes occur.

Appendix 1
'Guidelines for Managing Lone Workers'

The following list of questions / points is not exhaustive, however, it does provide some useful guidance for managers / supervisors to follow while conducting a lone working risk assessment:

Nature of Risk	Points to Consider
Type of Work. (Can the risks of the job be adequately controlled by one person?)	• Does the workplace itself present special risks to the worker (confined spaces, working at height etc)? • Is there safe access and egress for one person (ladders, trestles, scaffolding etc)? • Can one employee safely handle temporary access equipment? • Can one employee safely handle all the plant, substances and goods involved in the work? • Manual handling – can items be safely handled by one employee? • Equipment – can machinery or equipment be safely operated, or is more than one person needed? • Is there a risk of violence? • Are there any gender considerations of working alone? • Are young workers especially at risk?
Medical Aspects (Is the person medically fit and suitable to work alone)?	• Does the employee have any medical condition that may make them unsuitable for lone working? (e.g. diabetes, epilepsy, heart condition). • Are there any foreseeable emergencies that may impose additional or mental burdens on the employee? • Consider routine work that may impose additional physical or mental burdens on a lone worker.
Training & Competency (Competency is the combination of training, knowledge and experience, and the ability to recognise when additional or specialist advice is required)	• What training is required to ensure competency in safety issues? • Training is more important when there is limited supervision and guidance in situations of uncertainty. • Training may be critical in order that panic is avoided in unusual situations (identify reasonably foreseeable situations) • Set limits as to what may and may not be done while lone working. • How is violence or aggression handled? • Is the employee competent or capable of dealing with circumstances, which are unusual?

Nature of Risk	Points to Consider
Supervision How is the lone worker to be supervised?	• A new employee may require a higher level of supervision. • Do supervisors periodically visit and observe lone workers? • Is there regular contact between the lone worker and a supervisor? (e.g. telephone, VHF radio.). • Are automatic warning devices required which operate if specific signals are not received from the lone worker? (e.g. arrangements with the Vale Community Alarm System (VCAS).) • Consider manual devices designed to raise an alarm in the event of emergency. • Consider automatic devices designed to raise an alarm in the absence of activity (i.e. dead man's handle) • Consider automatic devices designed to raise an alarm if machinery, processes or plant reach a critical condition. • Consider checks to ensure that a lone worker has returned to their base or home after completion of a task.
Emergencies	• Have foreseeable emergency situations been identified? • Have emergency procedures been devised and tested and have lone workers be informed & trained in them? • Are there adequate arrangements for first aid and access to first aid facilities? • Do lone workers need to be trained in first aid? • Is information about emergency arrangements, dangers and hazards given to lone workers who may be visiting or carrying out work on Council premises? • Does the vehicle have equipment available in an emergency (e.g. First aid kit, fire extinguisher, spare wheel & kit)?
Equipment	• Is the equipment regularly maintained? • Are regular inspections undertaken? • Is it suitable for one employee to use safely? • Is equipment used with emergency stop systems (e.g. emergency stop button, RCD's etc.)?

Personal Safety - Councillors Guide

The relationship between Councillors and their communities is at the heart of what being a Councillor is all about. The face-to-face contact when constituents can share problems and concerns is vital to enhancing that relationship. This guide aims to help Councillors carry out their role safely and effectively. An important role of Councillors is to keep in touch with their communities. This includes helping individuals with any problems they might have. Often this extends beyond just the delivery of Council services. These contacts are usually rewarding and non-adversarial. Councillors become experienced in calming down and treating with respect and sympathy angry and frustrated residents who often resort to their elected representative when they feel that they are getting nowhere in resolving their problems through other channels. The purpose of this guide is not to make Councillors nervous, but to set out what personal safety measures can be taken to prevent and to deal with those rare circumstances when they might find themselves in situations where they become anxious for their safety. In general terms the guidance follows advice given to others who, by virtue of public duties or employment, meet many people whom they do not know.

Car Safety and Parking

You need to take the same precautions as most car owners do:

• Have your keys in your hand or easily accessible;

• Consider whether an area will be dark and isolated when you return to your car;

• Park where possible, under street lighting;

• Lock the car doors when you get into the car;

• Take boxes/bags to the car when other people are around;

• Try to park on the left hand side of the road facing the way you want to drive off;

• In a cul de sac do not park facing the dead end;

• Try to park in a space where you will not be blocked in;

• At service stations always lock the car when you go to pay.

Dealing with Emotional Constituents

It is inevitable that some of the people you will meet will be angry or upset. You need to be prepared to handle all types of emotion. For example, it is worth having some tissues on hand. Councillors have to develop the quiet skill of being concerned about constituents'

problems without being so involved that they become too emotional to be of help. Calmness in the face of whatever comes up will help you and your constituents. You may find that racist or offensive remarks are made. If they are directed at you - do not respond - this will only make the situation worse. Instead, bring the interview to an end as quickly as possible. If they are more general remarks, you should state that this is not acceptable and that you cannot continue the interview. Often this will elicit an apology. Otherwise ask the person to leave. However, you must use your own judgement and if you are alone and in a vulnerable situation do not put yourself at risk no matter how angry the remarks make you.

Ward Surgeries Where ward surgeries are held, the arrangements each Councillor makes will vary according to local circumstances and it will be a fortunate Councillor who can find premises for their surgery which meet every aspect of good practice and are also accessible to their constituents. What follows are suggestions about how to make a surgery safe and effective. Most Councillors will go through their entire service on the Council without experiencing any problems but a little time given to preparation and planning can reduce the already small risk further.

The Basics

1.   Do not hold surgeries alone in an otherwise empty building. Try to get someone to act as receptionist. This not only makes you safer, but also makes it much easier to manage a busy surgery. If you are currently doing surgeries alone, discuss how this can be changed with fellow Councillors or Council Officers.

2   If you cannot avoid doing surgeries on your own, make sure you remember a few simple guidelines. The layout of the room should suit you, i.e. you should sit nearest to the door with the constituents seated on the other side of the table. Seating is best set out at an angle of 45 degrees (seating directly opposite can be confrontational).

3   If there is no separate waiting room, try to ensure that the waiting constituents are as far as possible away from those whom you are talking to.

4   Make sure there are no heavy items in the room that could be used as weapons.

5   Inform the Police when and where your surgeries are held.

6   If you are at the stage of looking for suitable premises in which to hold a surgery, try to get a space with as many as possible of the following features:

- Council premises (e.g. community centres) during opening hours or other premises where there are many other people about.

- Premises where the names of any visitors for Councillors are recorded. • Premises where there is a comfortable waiting area.

- Try to ensure the surgery (interviewing) room:

    o Is in view of the reception or public area;

    o Is connected to the reception by an alarm and there is a procedure for dealing with call for assistance;

    o Has a vision panel in the door;

    o Has a swift means of escape and any visitors are not able to lock the door from the inside.

Personal Callers

Most Councillors seek to maintain a balance between their personal and public lives and do not want to encourage any callers at their private homes. Good publicity as to how to contact Councillors and details of ward surgeries reduces the chances of unwanted callers.

Mail

As with telephone calls, Councillors on rare occasions can become the target of malicious anonymous letters. Any such letters should be given immediately to the Police.

Home Visits

Councillors do sometimes visit residents in their homes, especially those who are elderly, disabled or where they simply want to see for themselves the conditions that are the subject of complaints. It is for each Councillor to decide whether a particular visit should be made, especially if the person to be visited is unknown to the Councillor. Most Councillors trust their own instincts as to whether to meet someone alone. Sometimes the Councillor might prefer to be accompanied by a ward colleague or invite the person to a more public place. It is always advisable for you to keep a record of your whereabouts. If necessary, you can let the person whom you are visiting know there is such a record or that you are expected at another place by a certain time etc. or make a call on your mobile phone during the visit.

Malicious and Nuisance Telephone Calls

Councillors occasionally get the odd nuisance or abusive call. Although such calls are likely to be rare, you might become the target of a persistent, anonymous caller with a grudge against the Council. These calls need to be dealt with in accordance with Police advice:

- Keep the caller talking;

- Note any clues the caller may provide as to sex, age, accent, etc.;

- Listen for any clues as to the caller's motive and intention;

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- Write down the details immediately to assist police at a later stage;

- Listen for background noise that may provide valuable information (e.g. railway sounds, industrial noises, machinery, music, animals);

- Inform the Police;

- Inform the Council.

Reporting Incidents

Any incidents of concern, even if fairly minor or 'near-misses', should be reported to the Police and Head of Democratic Services. This enables the authority to undertake proper monitoring and decide if any action is needed to prevent a recurrence. You may also consider it advisable to warn ward colleagues.

Emergency Contact Details

It is advisable to provide this information to the Head of Democratic Services should it be necessary to contact your family / next of kin in the event of an emergency.

Additional Useful Guidance Personal Safety for Members:

Welsh Local Government Association (WLGA) guidance.

Personal Safety Guidance for Councillors: Local Government Information Unit (LGIU) guidance.

Personal Safety Advice: Susie Lamplugh Trust guidance covers canvassing and campaigning, dealing with aggression, stalking, lone working, personal alarms, hate crime and internet safety.

Online Abuse Guidance for Councillors: WLGA guidance.

Get Safe Online guidance: Government supported website, Get Safe Online. This covers everything from protecting your devices to social networking to information security.

Recognising the Terrorist Threat Guidance: The national counter terrorism security office guidance - dealing with suspect packages and what to do in the event of terrorist threats.

Vale of Glamorgan Council - Corporate Health and Safety Policy. Authority's StaffNet Page