

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE DEMOCRATIC SERVICES COMMITTEE**

**12 MARCH 2020**

**REPORT OF THE HEAD OF DEMOCRATIC SERVICES**

**PERSONAL SAFETY FOR COUNCILLORS**

**1. Purpose of Report**

1.1 The purpose of this report is to provide guidance to Councillors on issues of Personal Safety and Lone Working.

**2. Connection to Corporate Improvement Objectives / Other Corporate Priorities**

2.1 The support provided to Councillors via the Council's Member Training and Development Programme assists in the achievement of the following corporate priorities:

- **Supporting a successful economy** - taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all the people in the county.
- **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
- **Smarter use of resources** – ensuring that all its resources (financial, physical, human, and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

**3. Background**

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

**4. Current situation / proposal**

4.1 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.

4.2 Attached as **Appendix A** to this report is a useful guide relating to the Personal Safety of Councillors, which has been developed by Swansea Council and the Welsh Local Government Association. This guide aims to help Councillors carry out their role safely and effectively.

- 4.3 The purpose of the 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.
- 4.4 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 then arrange for the home address to be replaced by the Democratic Services Team details. However, the Councillors email address and telephone number should remain on the Authority's website and promoted as necessary save in exceptional circumstances which should be raised with the Monitoring Officer.
- 4.5 Councillors are urged to familiarise themselves with this Guidance in order to ensure their own personal safety.

## **5. Effect upon Policy Framework and Procedure Rules**

- 5.1 The report does not have any impacts on Policy Framework and Procedure Rules.

## **6. Equality Impact Assessment**

- 6.1 There are no equality implications arising from this report.

## **7. Wellbeing of Future Generations (Wales) Act 2015 Implications**

- 7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

## **8. Financial Implications**

- 8.1 There are no financial implications arising from this report.

## **9. Recommendation**

- 9.1 The Committee is recommended to note the contents of the report and the guide relating to the Personal Safety of Councillors which has been developed by Swansea Council and the Welsh Local Government Association and that the Personal Safety for Councillors be emailed to all Councillors.

**Head of Democratic Services**

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**26 February 2020**

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**Background documents: None**