

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO DEMOCRATIC SERVICES COMMITTEE

5 NOVEMBER 2015

REPORT OF THE ASSISTANT CHIEF EXECUTIVE LEGAL & REGULATORY SERVICES

DEVELOPMENT OF AN ELECTED MEMBER LONE WORKING POLICY

1. Purpose of Report.

1.1 The purpose of this report is to request the establishment of a cross party working group of 6 members of the Democratic Services Committee to undertake a collaborative risk assessment and assist in the development of an Elected Member Lone Working Policy.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

2.1 Elected Members support the achievement of all Corporate Priorities.

3. Background.

3.1 Following a briefing from the Health & Safety Manager to Legal and Regulatory Services it was agreed that a review of the departments Health & Safety risk assessments would be undertaken.

3.2 During the identification of the relevant risk assessments it was found that there was no procedure for Elected Members in respect of lone working. We have been advised that monitoring procedures should be in place for Elected Members.

3.3 As part of the Member Development Programme in 2013, Elected Members were invited to attend a series of events which covered Dealing with Conflict and included aspects of the risks associated with lone working. This session was attended by 15 Elected Members who found the sessions very useful.

4. Current situation / proposal.

4.1 The definition of a lone worker is 'Those who work by themselves without close or direct supervision'.

4.2 Elected Members routinely work alone and as a result may be more vulnerable. Lone working may also mean that there are additional difficulties in obtaining assistance in the event of illness, accidents or vehicle breakdowns. In this respect it is important that:

- The health and safety risks are identified by suitable and sufficient risk assessments of the activities, and where appropriate, the introduction of control measures to reduce the risk to an acceptable level or within statutory requirements.

- Elected Members are supported by BCBC if they remove themselves from a situation where they feel at risk.
- Where appropriate, Elected Members receive suitable instruction, information and training before being expected to work alone.

4.3 Undertaking appropriate risk assessments should identify the typical hazards which Elected Members may face when working alone which could include:

- The remoteness or isolation of workplaces
- Any problems of communication
- The possibility of interference, such as violence
- Criminal activity from other persons
- The nature of injury or damage to health, and
- Anticipated realistic ' worst case' scenario

4.4 It is proposed that a cross party working group comprising of 6 members of the Democratic Services Committee be established to undertake a collaborative Elected Member Lone Working Risk Assessment and assist in the development of an Elected Members Lone Working Policy.

4.5 It is anticipated that the group be formed by:

- 4 Labour Group Members
- 1 Independent Alliance Member
- 1 Independent Annibynwr or Plaid Cymru member

4.6 It would also be beneficial if one of the members of the group had attended the Dealing with Conflict member development session in 2013.

4.7 It has been provisionally arranged that the first meeting of this working group be held in Committee Room 1 on 16 November 2015 at 10:00am.

5. Effect upon Policy Framework& Procedure Rules.

5.1 There is no impact on the Policy Framework& Procedure Rules in relation to this report.

6. Equality Impact Assessment

6.1 There are no equality implications regarding to this report

7. Financial Implications.

7.1 There are no financial implications arising from this report. However, on completion of the risk assessment and development of the Elected Members Lone Working Policy there may be a financial requirement.

8. Recommendation.

8.1 The Democratic Services Committee is recommended to establish a cross party

working group comprising of 6 of its Members to undertake a collaborative Risk Assessment and assist in the development of an Elected Members Lone Working Policy.

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16 October 2015

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Background documents: None