

APPENDIX A

Recommendation	Group Office Comments	Officer Comments
<p>Consideration be given to ensuring that the front doors of the Civic Centre are locked outside normal working hours and after the last meeting in the building has finished, but that a door bell be available for members of the public to use in cases of emergencies.</p>	<p>n/a</p>	<p>Security confirmed that the front doors are locked as soon as the last meeting finishes. These doors are closed on Sundays.</p> <p>A door bell is installed for use in cases of emergency, when the doors are locked.</p>
<p>The Group Offices Secretariat be asked to ensure that, where possible, all meeting rooms for Members meeting with their constituents and / or members of the public be booked in the Civic Centre's main reception area's meeting rooms, where there is a security presence.</p>	<p>Members do sometimes meet with visitors in the Group Offices, but the majority of meetings take place in the Civic Centre's main reception area meeting rooms.</p>	<p>n/a</p>
<p>The Group Offices' Secretariat be provided with a list of those rooms within the Civic Centre that have panic alarm buttons fitted.</p>	<p>Whilst aware of the rooms by main reception, we do not have a full list of all the rooms across the Borough's facilities which have panic alarm buttons fitted.</p> <p>It was also suggested that security are allowed to access the Group Offices with their passes, as they cannot do this now.</p>	<p>Security confirmed that they have let the Group Offices have this information.</p> <p>It will be up to the Whips / Group Leaders to determine whether security staff can directly access restricted Group Offices.</p>
<p>The Head of Facilities Management be asked to ensure that a list of emergency security telephone numbers, including out of hours first aiders, be displayed in all meeting rooms within the Civic Centre. This list also be supplied to the Group Offices' Secretariat and to all Members of the Council for their information.</p>	<p>n/a</p>	<p>Security confirmed that the list of emergency telephone numbers is displayed in all meeting rooms, and the list has been supplied to the Group Office Secretariat.</p>

That officers be asked to look at putting a process in place to ensure that the names of members of the public who are on the Restricted Persons Register is made available to Members of the Council and the Group Offices' Secretariat, to ensure that Members of the Council are not put under any risk when meeting with members of the public.	Up-to-date information on the register would be useful in both Member's and Group Office's front-line role liaising with residents.	Given the sensitivity of the information and data protection rules, it is recommended the best way would be for Members, if they suspect an issue, to provide details of the person concerned to the Group Office staff who will check the register, by simply typing in their name. This register is maintained by officers and updated regularly.
From a personal safety perspective, all Members of the Council be advised that where possible, all Ward Surgeries be held in Council buildings and establishments, during operating hours, to ensure there was a security presence.	Members are aware of holding meetings in a safe environment. Most surgeries are held either by appointment or held in public buildings such as local libraries. Some ward councillors do offer home visits.	n/a
The Group Offices' Secretariat be asked to inform all Members that security staff can be contacted if they required escorting to the Members' Car Park after attending an evening meeting at the Civic Centre.	Would be useful to remind Members that security staff can be contacted to escort Members to the car park after evening meetings.	Security are aware of this, and the relevant processes are in place to allow for it.
That Members of the Council be advised of the options which are available to them in terms of the telephone contact details they provide on the Council's public website.	Councillors are aware that they can keep numbers private should they wish.	Our system which displays councillor contact information on our website can be amended at a click of the button to suit Members' wishes.
That a workshop be provided for Members on personal safety and officers be asked to produce a protocol on Members' personal safety based on the findings of the review.	Supportive of a workshop reminding Members about personal safety.	Security agreed that a future workshop on personal safety could take place. Democratic Services noted that this would be beneficial for Members and perhaps timed for the 2018 induction arrangements.