



City and County of Swansea

Minutes of the **Democratic Services Committee**

Committee Room 5 - Guildhall, Swansea

Tuesday, 29 January 2019 at 5.00 pm

Present: Councillor P M Black (Chair) Presided

Councillor(s)

N J Davies
S M Jones
S Pritchard

Councillor(s)

M Durke
E T Kirchner
B J Rowlands

Councillor(s)

L S Gibbard
W G Lewis
L V Walton

Officer(s)

Huw Evans
Allison Lowe
Debbie Smith

Head of Democratic Services
Democratic Services Officer
Deputy Chief Legal Officer

Apologies for Absence

Councillor(s): J A Hale, G J Tanner and L J Tyler-Lloyd

12 Disclosures of Personal and Prejudicial Interests.

In accordance with the Code of Conduct adopted by the City & County of Swansea, no interests were declared.

13 Minutes.

Resolved that the Minutes of the Special Democratic Services Committee held on 6 November 2018 be approved and signed as a correct record.

14 Personal Safety for Councillors.

The Head of Democratic Services presented a report which provided guidance to Councillors on issues of Personal Safety and Lone Working.

The report set out useful guidance so that Councillors understand the steps they should take to ensure their personal safety.

The Authority's Lone Working Policy which related to Councillors and Officers was attached as Appendix A of the report. A useful guide relating to the Personal Safety of Councillors was attached as Appendix B of the report.

The Committee discussed the various common sense approaches in relation to personal safety and shared some useful tips such as those in single member electoral wards combining their surgeries with a local PACT meeting or meeting

constituents in a public place such as library, community centre or even via a street surgery.

The Chair suggested that a training course be arranged for Councillors in order to assist them in dealing with emotional people.

Resolved that:

- 1) The "Personal Safety – Councillors Guide" be noted, placed on the Authority's website and emailed to all Councillors;
- 2) The Head of Democratic Services investigate the possibility of arranging training on dealing with emotional people.

The meeting ended at 5.17 pm

Chair