

EAST HERTS COUNCIL

LOCAL JOINT PANEL - 16 JANUARY 2005

REPORT BY SECRETARY TO THE EMPLOYER'S SIDE

7(i) CAUTIONARY PERSONS REGISTER

'D' RECOMMENDATION - that the report be noted.

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1.0 Purpose/Summary of Report

1.1 At the request of Directors Board, a review was carried out to improve East Herts' systems for recording information on cautionary persons and systems for ensuring that staff had timely access to the information.

1.2 The current system has been improved and in consultation with Heads of Service, designated officers now have secure password protected access to the register.

1.3 A mechanism has been put into place to ensure that information is relayed with a minimum of delay.

2.0 Contribution to the Council's Corporate Objectives

2.1 Improve the health and sustainability of the organisation

3.0 Report

3.1 The minimum requirements for the 'Cautionary Persons Register' are as follows:

- i. There must be an Incident Report. Incident Report Forms can be downloaded from the intranet.
- ii. The Director of Organisational Development manages and approves each request for inclusion on the register. Information received from other parties, the Police, Contractors etc may be entered on the register where the Director of Organisational Development has reason to

believe that such action is necessary to safeguard employees. The Director of Organisational Development must also write to the individual stating the reason for inclusion.

- iii. The Health and Safety Officer shall be the Site Administrator, and is responsible for controlling the register, updating entries and regularly reviewing entries on the register. There must be a nominated deputy to cover for any absence.

3.2 Once the Council has implemented CRM the information will be transferred and the intranet version will be closed down. CRM offers a more secure method of recording this information.

### 3.3 Review Period

We are required to review entries on a regular basis and not to hold people on the register for longer than is necessary. Entries on the register will be reviewed every 6 months. The Health and Safety Officer will contact Directors and Heads of Service asking them to confirm whether an individual should remain on the register or be removed

### 4.0 Consultation

4.1 The register has been agreed with Unison Representatives.

### 5.0 Legal Implications

5.1 Not applicable.

### 6.0 Financial Implications

6.1 Not applicable.

### 7.0 Human Resource Implications

7.1 Not applicable.

### 8.0 Risk Management Implications

8.1 Not applicable.

Background Papers

None

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