EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE – 12 JANUARY 2011

REPORT BY EXECUTIVE MEMBER FOR RESOURCES AND INTERNAL SUPPORT

CAUTIONARY PERSONS REGISTER

WARD(S) AFFECTED: All

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Purpose/Summary of Report

The report proposes a new Cautionary Persons Register.

RECOMMENDATION:	
	The new policy be agreed and adopted.

1.0   Background

1.1   The Council has a duty of care to staff to protect them in the workplace, including when working remotely and during site visits. In April 2003 the Council devised a register of people and property where it is foreseeable that an employee could be exposed to aggressive behaviour from a person or an animal. This register was intended to be an interim measure pending development of a formal policy, but nothing has been introduced.

2.0   Report

2.1   The existing method of working does not meet Data Protection rules. There must be clear and consistent criteria about qualification for addition to and retention on such a register. Entries must be based on fact and not hear say.

2.2   The Risk Assurance Officer and Information Officer conducted research, resulting in the drafting of Essential Reference Paper 'B' attached to the report now submitted.   We believe the register

afford the necessary protection to staff whilst remaining compliant.

3.0   Implications/Consultations

3.1   Information on any corporate issues and consultation associated with this report can be found within Essential Reference Paper 'A'.

Background Papers

Relevant legislation and Regulations

Contact Member: Councillor M Tindale, Executive Member
                     for Resources and Internal Support

Contact Officer: Simon Drinkwater – Director of Neighbourhood
                      Services

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Contribution to the Council's Corporate Priorities/ Objectives	**Fit for purpose, services fit for you** *Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.*
Consultation:	*The policy has been reviewed and agreed by the Information Officer, Safety Committee, Operational Risk Management Group, Heads of Service and CMT.*
Legal:	*The policy will help manage health and safety and data protection risks.*
Financial:	*There are no additional costs associated with the policy.*
Human Resource:	*By having a robust health and safety policy and infrastructure, staff will know that the organisation cares about their welfare.*
Risk Management:	*Risk management issues are considered within the report. The policy will help manage health and safety and data protection risks.*