



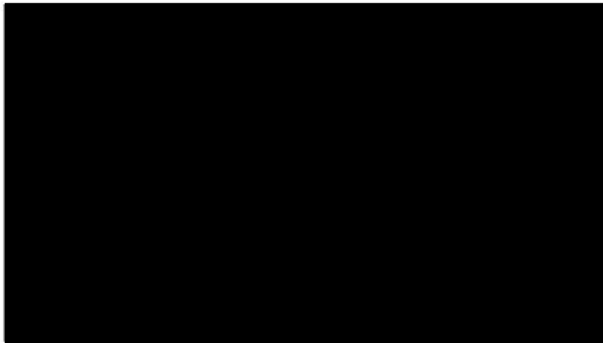
Ref: [REDACTED]

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11 December 2024



**OFFICIAL INFORMATION REQUEST – GROUNDS FOR HEALTH & SAFETY PLAN,  
COUNCIL MEETING 5 DECEMBER 2024.**

I refer to your e-mail dated 5 December 2024 seeking an understanding of the grounds on which Council put into place measures to protect the health and safety of visitors and staff at the meeting of Council on 5 December 2024. Your questions are reproduced here in bold, with our responses below each one.

**1. On what grounds is he concerned for the safety of staff by people who simply, peacefully and orderly, stand up for their basic right to be heard?**

The completion of a risk assessment is standard process for all Council meetings. In this case the factors identified likely to increase the risk of disruption were:

- the issues being discussed, debated or presented were considered likely to generate high emotions, as had been witnessed previously at Civic House;
- some members of the public had previously been verbally disruptive and intimidating towards both staff and elected members, pertaining to these issues;
- a high number of requests to speak at Public Forum had been received.

Plans implemented to manage the risk of disruption were made to accommodate people wishing to attend the meeting in a way that was safe for everyone as well as achieving compliance with health and safety responsibilities towards staff working at Civic House on that day.

**2. What is he implying...**

This was no insinuation that any particular individual may be violent or rude, but to have no security measures in place would have introduced an unacceptable level of risk to all people working at and visiting Civic House.

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### **3. On what grounds?**

The risk assessment as outlined in point 1. above identified an increased risk of protest and disorder which was addressed through appropriate and proportionate existing protocols.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'AK', with a large loop at the end.

**Andrea King**

Manager People and Capability

Internal Document ID: