

ROYSTON TOWN COUNCIL – RISK ASSESSMENT 2024 – Sexual Harassment

HAZARDS & Risk	Who is at Risk	CONTROL	Future Control	Likelihood	Impact	By Whom
<p>Inappropriate Comments or Jokes Risk of inappropriate comments or jokes made by elected officials, employees, or public attendees that could be perceived as harassment.</p>	Employees, Councillors, contractors, volunteers, public attendees	<ul style="list-style-type: none"> - Anti-harassment policy applied to all parties. - Code of conduct includes respectful behaviour standards. - Council have agreed Civility & Respect statement. - Complaint and reporting procedure in place. 	<ul style="list-style-type: none"> - Appropriate training for all employees and Councillors. - Reports can be made verbally and will be kept confidential where possible. 	Medium	High	Deputy Town Clerk/ Town Clerk/ Chair of HR
<p>Unwanted Physical Contact Risk of unwanted physical contact by councillors, employees, or members of the public during meetings or events.</p>		<ul style="list-style-type: none"> - Code of conduct prohibits unwelcome physical contact. - Training on maintaining personal boundaries provided - Complaint system accessible to all parties. 	<ul style="list-style-type: none"> - Monitor and document incidents as reported. 	Low	High	Deputy Town Clerk/ Town Clerk/ Chair of HR
<p>Misuse of Power Dynamics Risk of elected officials or employees using positions of authority to exert undue influence or engage in inappropriate behaviour.</p>		<ul style="list-style-type: none"> - Clear hierarchy and defined reporting structures. - Training to cover power dynamics and boundaries. - Complaint and reporting procedure in place. 	<ul style="list-style-type: none"> - Conduct regular reviews of power dynamics and conduct. - Require periodic feedback surveys to gauge perceived fairness and safety. 	Medium	High	Deputy Town Clerk/ Town Clerk/ Chair of HR
<p>Inappropriate Digital Communication Risk of harassing or inappropriate messages sent via council-owned email, social media, or digital channels by or to</p>		<ul style="list-style-type: none"> - Established guidelines for digital communication. - Staff are given Employee Handbook which includes Social Media Policy. - Social Media Policy agreed by Full Council and distributed to all Councillors 	<ul style="list-style-type: none"> - Review and update digital conduct policies regularly. - Provide regular training on use of Social Media. 	Medium	Medium	Deputy Town Clerk/ Town Clerk/ Chair of HR

employees, councillors, or members of the public.		- Social Media Policy published on the website				
Retaliation or Intimidation Post-Complaint Risk of retaliation against individuals (employees, Councillors, or public) following a harassment complaint.		- “No retaliation” clause included in council policy. - Retaliation is strictly prohibited and will result in disciplinary action, up to and including termination.	- Engage local law enforcement if repeated intimidation occurs.	Low	High	Deputy Town Clerk/ Town Clerk/ Chair of HR
Failure to Address Complaints Properly Risk of mishandling complaints involving Councillors, employees, or the public, potentially leading to legal or reputational consequences.		See Complaints Procedure & Disciplinary Procedure	- Complaint handling processes to be regularly reviewed and updated in line with current legislation and best practice. - Periodic training on updated complaint procedures.	Low	High	Deputy Town Clerk/ Town Clerk/ Chair of HR
Inadequate Knowledge of Sexual Harassment Policies Risk that Councillors, employees, or public attendees do not fully understand what constitutes sexual harassment.		- Anti-Sexual Harassment, Code of Conduct, Dignity at Work, Whistleblowing, Equality & Diversity policies disseminated to all. - Mandatory training for employees and Councillors.	- Regular refresher training for all, including specific guidance on dealing with the public.	Medium	Medium	Deputy Town Clerk/ Town Clerk/ Chair of HR
Public Misconduct Towards Elected officials and Staff Risk of harassment by members of the public towards Councillors or employees during public events or meetings.		- Clear behavioural expectations for public attendees. - Protocol on Public Participation in meetings published on website and emailed to all registered speakers - Complaint system open to elected officials, staff, and public attendees.	- Additional training on de-escalation for council staff. - Post conduct expectations visibly at all public events. - Assign a designated complaints officer at large events.	Medium	High	Deputy Town Clerk/ Town Clerk/ Chair of HR

Approved by Full Council:

Date: 11th November 2024

Signed: *John Rees* Minute 209/25 Review date November 2025