

## Nominated Officer – Role Description

---

The LGA Debate Not Hate: ending abuse in public life for councillors publication outlines how Councils could better support councillors in handling incidents of abuse, harassment and intimidation and identified a series of key principles for local authorities including the following:

***Clarity of process and responsibility:*** *Clearly define the process for raising concerns and assign responsible individuals within the council to provide support to councillors.*

The Nominated Officer is proposed to be the Head of Democratic Services, and the role involves the following:

- Being a first point of contact for Elected Members to raise concerns in relation to harassment, abuse and intimidation, internally.
- Providing advice and support for Elected Members concerned with incidents of harassment, abuse and intimidation.
- Supporting Elected Members in understanding how to report incidents to the Police, when necessary.
- Reviewing Incident Reporting Forms. Formally recording trends and issues, and monitoring. The Nominated Officer may seek advice from internal officers including the Monitoring Officer, when necessary, to identify what support/what steps should be taken in response to incidents of harassment, abuse and intimidation.
- The Nominated Officer will identify the options available to the Elected Member and meet with them in the first instance to review the options, ensuring that the Elected Member remains in control of the course of action to be taken.
- The Nominated Officer will, with the Elected Member's consent, liaise with the Cheshire Police Force Elected Official Advisor on matters that should be brought to the attention of the Police.