EXECUTIVE RESPONSE TO RECOMMENDATIONS OF SCRUTINY REVIEW			
Title of Review:	Joint Review of Security Arrangements at The Arc: Policies, Protocols and Procedures		
Timescale of Review:	July 2024 – May 2025	**Post-Monitoring Period:**	18 months commencing July 2025. Interim report December-February 2026.
Date agreed by Scrutiny:	July 2025	**Date agreed by Executive:**	July 2025

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
CSSC23-24 2.1	**That the Council introduce a clear security responsibility framework: appoint a senior officer responsible for security at The Arc, tasked with overseeing the development, implementation and regular updates of security policies; assign a portfolio holder from the Cabinet to be responsible for security, as part of their remit.**	To establish clear accountability and responsibility for a key area of the Council's functionality.	Dec 2025 (6 months)	Assistant Director of Streetscene, Community Safety and Enforcement (AD for SSCS&E)	Staff resources	The AD for SSCS&E has agreed to assume this responsibility. The Joint Committee, relevant portfolio holders and several senior officers held a meeting on 28th April to discuss which executive portfolio would be most appropriate. The Joint Committee and Exec Members agreed on the Portfolio Holder for Resources.	Recommendation Approved.
CSSC/LGSC24-25 2.2	**That the Council develops a comprehensive security policy for The Arc that addresses ASB, emergency situations and the safety of staff,**	Improve security and safety arrangements at The Arc.	Dec 2026 (18 months)	AD for SSCS&E in collaboration with: Assistant Director of Health and Leisure;	Staff resources	This policy could include guidelines on managing potential security issues such as terrorist threats, riots and physical altercations and other security	Recommendation Approved.

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	Elected Members and customers.			Health and Safety Manager; Emergency Planning Officer; Facilities Management Team		related policies and procedures all in one comprehensive document. The Health and Safety Manager is currently developing an Invacuation Procedure for The Arc. The Emergency Planning Officer is encouraging greater use of Resilience Direct. Other policies and reviews such as the Accommodation Review are being developed. This is starting foundation of an overarching comprehensive Security Policy.	

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CSSC/LGSC24-25 2.3	**That the Council ensures there are clear roles and responsibilities for security procedures and incident response at The Arc.**	Ensure that individuals know their roles and responsibilities and how to respond in a security emergency.	Dec 2025 (6 months)	AD for SSCS&E in collaboration with: Assistant Director of Health and Leisure; Health and Safety Manager; Emergency Planning Officer	Staff resources	This framework is currently being developed to an extent in the new Invacuation Procedure, as well as by the Emergency Planning Officer through promoting better use of Resilience Direct. This framework could be included in the comprehensive security policy detailed in recommendation 2.2 and developed further. The Council should define security roles within the staff and management team to ensure accountability during incidents. Implement a clear escalation pathway	Recommendation Approved.

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						for incidents, designating personnel responsible for communication with authorities.	
CSSC/LGSC24-25 2.4	**That the Council ensure security procedures are regularly reviewed, updated and tested.**	Improve overall security and safety at The Arc.	June 2026 (12 months)	AD for SSCS&E in collaboration with: The Facilities Management Team; Health and Safety Manager; Emergency Planning Officer; Assistant Director of Health and Leisure	Staff resources	The AD for SSCS&E agrees that the Council should establish a routine review process for security protocols, ensuring they remain relevant and effective, especially in light of developing legislation such as Martyn's Law. Reviews should test responses to various emergencies. The Senior Leadership Team (SLT) undertook security training and practice, simulating a security incident at	Recommendation Approved.

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						The Arc in February 2025. It is essential these systems are regularly reviewed, updated and tested – this would require a collaborative multi-departmental effort involving SLT and managers.	
CSSC/LGSC24-25 2.5	**That the Council explores options available to develop improved CCTV and monitoring systems at The Arc.**	Improve safety and security at The Arc.	June 2026 (12 months)	AD for SSCS&E in collaboration with: Director of Strategic Services; The Facilities Management Team; Assistant Director of Health and Leisure	Financial funding / Staff resources	As this would require specific funding and further research into a pragmatic plan that could be put together, the AD for SSCS&E in charge of CCTV will evaluate what steps need to be taken and decide on a plan to move forward. In March/April 2025, the Council installed a new AV system with cameras in the	Recommendation Approved.

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						Council Chamber to record committee meetings. This addition, along with updates to governance procedures, provides an extra layer of security by monitoring meetings that may experience disruptions that could escalate to security incidents.	
CSSC/LGSC24-25 2.6	**That the Council consider strengthening perimeter security for external physical threats such as vehicle mitigation.**	To improve security at The Arc and ensure the safety of all staff by mitigating future crisis situations.	June 2026 (12 months)	AD for SSCS&E in collaboration with: Director of Strategic Services; Chief Executive Officer	Financial Funding	The AD will be considering methods of perimeter security. Further professional advice is provided on Protect UK. The Chief Executive has also emphasised the importance of not allowing cars to park directly in front of the building entrance	Recommendation Approved.

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						and noted that this issue should be taken into consideration.	
CSSC/LGSC24-25 2.7	**That the Council addresses security arrangements for committee meetings held at The Arc.**	By setting clear guidelines for respectful conduct, the Council can maintain a safe, orderly and productive environment for all participants.	Dec 2025 (6 months)	AD for SSCS&E in collaboration with: Governance and Civic Manager	Financial funding / Staff resources	The Governance Manager procured a new AV system for the Council Chamber which will help monitor incidents (installed March 2025); Governance has also purchased a rope barrier (with code of conduct signs attached) to separate the public gallery from Elected Members. Each chair in the gallery now has a laminated code of conduct card to remind the public of respectful behaviour during meetings. Further suggestions from Members include:	Recommendation Approved.

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						asking the public to sign an 'I agree…' statement before being admitted to Council meetings; including the code of conduct signs on the TV screens in the Chamber or on a big/clear notice board; training for Chairs on how to handle threatening situations in meetings. These arrangements aim to maintain a safe, respectful and orderly environment for statutory committee meetings, supporting democratic continuity and safety for Elected Members and staff.	

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CSSC/LGSC24-25 2.8	**That the Council conduct a security audit with a Counter Terrorism Security Advisor.**	Improve security at The Arc. Ensure the safety of all staff by mitigating future crisis situations.	Achieved	AD for SSCS&E in collaboration with: Scrutiny Officer	Staff resources	The AD for SSCS&E arranged for a CTSA to attend The Arc during February 2025. The Council has now engaged a counter-terrorism security expert to identify potential vulnerabilities at The Arc. The SLT received training with the CTSA on security protocols at The Arc, including a simulated security incident and response. The AD for SSCS&E received sensitive verbal feedback from the CTSA that will not be detailed in this report for security reasons.	Recommendation Approved.

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CSSC/LGSC24-25 2.9	**That the Council ensure staff and Elected Members are familiar with emergency, evacuation and invacuation procedures and reporting processes.**	Enhanced Staff Preparedness and Confidence Improved Emergency Response Efficiency Increased Safety for Staff and the Public	June 2026 (12 months)	Health and Safety Manager in collaboration with: Emergency Planning Officer, The Facilities Management Team, Assistant Director of Health and Leisure, AD for SSCS&E	Staff Resources	Staff should be trained in evacuation procedures for bomb threats and terrorism. Drills should be conducted to ensure preparedness and procedures should cover all potential emergency scenarios, including lockdowns and attacks. SLT have received training on Resilience Direct and drill training on handling a critical situation (Feb 2025). The invacuation procedure is currently being developed. All staff have received Terrorist Response Training as well as	Recommendation Approved.

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						Run, Hide, Tell Training during 2024.	
CSSC/LGSC24-25 2.10	**That the Council provide staff training for conflict management and emergency situations (particularly operational staff and front-of-house staff) and continue to regularly provide training on security related issues to staff and Elected Members.**	Improved Staff Preparedness. Enhanced Workplace Safety. Reduced Risk of Escalation. Increased Response Efficiency. A safer, more efficient workplace.	June 2026 (12 months)	AD for SSCS&E in Collaboration with: Emergency Planning Officer, Employee Engagement Officer	Financial funding / Staff resources	The Council should provide mandatory and regular training for essential staff on conflict de-escalation, emergency evacuation and effective use of panic alarms. This is advised and supported by the Emergency Planning Officer. This will lead to a safer, more efficient workplace where staff are fully trained to handle emergencies and conflicts, reducing risk and promoting a secure environment for both staff and the public.	Recommendation Approved.

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						SLT have received training on Resilience Direct and drill training on handling a critical situation (Feb 2025). Members received a Security Briefing and Counter Terrorism training from the Derbyshire Constabulary in March 2025.	
CSSC/LGSC24-25 2.11	**That the Council review and update Panic Button procedures and provide SIA training for appropriate members of staff (such as the Leisure Duty Managers and the Enforcement Officers).**	Ensure The Arc will always have a trained member of staff on-site to safely remove any member of the public who may be causing a physical or verbal disturbance – key to 2.3.	June 2026 (12 months)	AD for SSCS&E in collaboration with: Director of Health and Leisure	Funding / Staff Resources	This was suggested by the AD for SSCS&E as a more efficient and less expensive alternative to an on-site security guard team. The Assistant Director of Leisure, Health and Wellbeing agrees this training would be beneficial and supports this decision.	Recommendation Approved.

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						Evaluate the current panic button system and provide Leisure Managers with formal training in handling security incidents.	