

Incident Log No:	Logged (delete as appropriate)	Y	N	Date:
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CF50A EM

Report of Aggression or Violence Towards Elected Members



Leeds

CITY COUNCIL

Part A

1. Elected Member Details

What is your full name?

What is your telephone number?

Which Ward do you represent?

Which political party do you represent or are you an Independent Elected Member?

What is your Leeds City Council address?

Civic Hall,
 Portland Crescent,
 Leeds
 Post code: LS1 1UR

2. About the incident

When did the incident happen?

Date Time

Address of where the incident happened

Post code

Describe the location, e.g. area, room, office

3. Describe what happened

Give as much detail as you can, including: *a description as to what led up to the incident; the incident itself; description of any injuries suffered; name/address/details of assailant if known; details of your use of the lone working device, if relevant; details of any police officer attending the scene or crime number.*

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Part B (to be completed by the Head of Democratic Services or a Group Support Manager)

1. Is any immediate action required which may help to prevent recurrence?

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2. Are the following actions required?

Yes/ No	
	Is a referral to the Anti-Social Behaviour Team required?
	Is a Hate Crime Form required?
	Has the Elected Member been reminded of support available through the Employee Assistance Programme?
	Is advice required from LCC Occupational Health?
	Do other Elected Members need to be made aware?
	Does the incident require sharing with council officers via the Customer Relations Team? cf50a@leeds.gov.uk
	Has a copy of the form been sent to the BSC? bsc.hr.employee.matters@leeds.gov.uk
	Is any further training required?
	Does any guidance or advice need to be changed?

For official BSC use only

Was the incident reported to:	Police	
Date reported:		
LCC incident database reference:		