

This report is public	
Health and Safety Security at Castle Quay Office	
Committee	Accounts, Audit and Risk Committee
Date of Committee	14 January 2026
Portfolio Holder presenting the report	Portfolio Holder for Corporate Services, Councillor Chris Brant
Date Portfolio Holder agreed report	18 December 2025
Report of	Assistant Director of Human Resources, Claire Cox

Purpose of report

To seek approval from the Accounts, Audit and Risk Committee on the proposed Security Policy for the Castle Quay office.

1. Recommendations

The Accounts, Audit and Risk Committee resolves:

- 1.1 To review and approve the Security at Castle Quay Office Policy for implementation.

2. Executive Summary

- 2.1 This report provides an overview of the policy that we have written for review and approval by the Committee, following the move to the Castle Quay Shopping Centre.

Implications & Impact Assessments

Implications	Commentary
Finance	This report does not have financial implications as it is for the approval of policy for security at the new Castle Quay offices. There is base budget for the security services (Oxfordshire Security Services). Kelly Wheeler, Finance Business Partner, 22 December 2025
Legal	The policy sets out the legal context within which this policy has been drafted. Reviewing and updating our security policies is best practice and helps to ensure that we are complying with these legislative requirements. The policy clearly sets out the roles and responsibilities for employees and members at different levels of

	<p>the organisation and sets out clear escalation points for issues encountered under the policy.</p> <p>Denzil – John Turbervill, Head of Legal Services, 23 December 2025</p>			
Risk Management	<p>The reliance on a single external provider (Oxfordshire Security Services) for both policy development and implementation introduces vendor dependency and continuity risks. The delayed testing timeline, planned for April 2026, creates an extended period where untested procedures could leave staff vulnerable to security incidents. Additionally, the absence of detailed ICT, data, and property impact assessments may mask operational or cyber-related vulnerabilities, particularly given the office's location within a busy shopping centre. Training and rollout challenges could lead to inconsistent adoption, increasing the likelihood of procedural gaps during emergencies. Finally, while the policy aims to comply with Martyn's Law, any misalignment or incomplete application could expose the council to reputational and regulatory risks. These and any future arising risks will be monitored and managed through the service operational risk and escalated to the Leadership Risk register as and when deemed necessary.</p> <p>Celia Prado-Teeling, Performance Team Leader, 19 December 2025</p>			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact				N/A
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?				N/A
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?				N/A
Climate & Environmental Impact				N/A
ICT & Digital Impact				N/A
Data Impact				N/A

Procurement & subsidy				N/A
Council Priorities	N/A			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	N/A			

Supporting Information

3. Background

- 3.1 This policy sets out how the council as an employer will respond to any events occurring in or around the council office at castle quay. This ensures that we are complying with current health and safety regulations and also the Terrorism Bill (Martyn's Law).

4. Details

- 4.1 The approach officers are taking is to ensure that there are suitable and sufficient policies in place to ensure the continued health and safety of staff.
- 4.2 Our security provider Oxfordshire Security Services (OSS) has worked with the Corporate Health and Safety Manager and the Facilities Manager in creating this document and ensuring that there is a process in place to ensure the safety of staff.
- 4.3 OSS will be assisting the corporate health and safety team and the facilities team in rolling this policy out and providing training to all staff.
- 4.4 Once the policy has been rolled out it will be subject to testing similarly to fire drills in the offices. This exercise we hope to carry out in April 2026.

5. Alternative Options and Reasons for Rejection

- 5.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: The alternative option would be to not have any procedures in place for dealing with events which may be out of our control.

6. Conclusions and Reasons for recommendations

- 6.1 Officers have written the policy attached to this report to reflect new legislation and good practice. For these reasons officers recommend the committee approves this policy.

Decision Information

Key Decision	N/A
Subject to Call in	N/A
If not, why not subject to call in	N/A
Ward(s) Affected	N/A

Document Information

Appendices	
Appendix 1	Security at Castle Quay Offices Policy
Appendix 2	None
Appendix 2	None
Background Papers	None
Reference Papers	None
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Executive Director Approval (unless Executive Director or Statutory Officer report)	Executive Director Resources, Stephen Hinds, 16 December 2025.