

Hemsby Parish Council



Keyholding Policy and Guidelines

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INTRODUCTION

The establishment of a safe environment for both councillors, staff and members of the public is the shared responsibility of the Council. The recipients of keys are entrusted with keys to the parish office / notice boards to carry out the objectives of the council. Because possession of a key gives authorised persons unfettered access to the council office, and to sensitive records, all parties in possession of a key must keep the goals of confidentiality and safety in mind at all times. In furtherance of these goals, the following Council Key Policy must be followed by anyone who is an authorized key holder:

- All authorised persons will be required to sign a copy of this policy before they will be issued with keys.
- Only authorised persons are allowed to be in possession of a key to the office.
- No person may give his or her key to an unauthorised user for any period of time. Any key(s) found to be in the possession of an unauthorised person will be confiscated and any person found to have provided a key or a copy of a key to an unauthorised user may be disciplined.
- Unauthorised duplication of a key is strictly prohibited. No person may duplicate a key or request the duplication of a key without express written permission.
- Lost or stolen keys must be reported to the Clerk immediately. A lost key may require one or more doors to be rekeyed. This process may cost a substantial amount of money.
- Key holders agree to refrain from compromising the security of the building. Key holders are required to report to the Clerk any doors that are unsecured.
- Key holders agree to ensure that the Parish Office is left in a clean and tidy condition – especially the kitchen / toilet area.
- All heating must be returned to its overnight state prior to leaving the building.
- The alarm must be set on leaving the building.

Key holders must return to the Clerk/ Chairman immediately upon request all keys assigned to them or that are in their possession or control in the event of resignation.

By signing this form, I, _____, agree that I have read and that I understand the Keyholding Policy. I further agree to the terms and conditions set forth in this policy. I acknowledge that I have received the following key(s):

Key Number(s): _____.

I agree to abide by the Key Policy with regard to this key and all Council keys in my possession.

Signature: _____

Date: _____