

Key Holder Policy



Purpose

Burnham-on-Crouch Town Council has created this key holder policy in order to maintain the security of the Council premises, contents and grounds. It is also intended to help protect staff members and users of the service and safeguard confidential information held about them, both manually on the premises, or electronically.

Policy

It is the policy of Burnham-on-Crouch Town Council to only issue keys for council premises to staff members and councillors on a “required-for-role” basis. This ensures that the absolute minimum number of persons have the means to access the Council at any time of day or night, ensuring that security levels remain consistently stringent, thus minimising the risk of unauthorised access.

The Chief Officer will identify staff members and councillors as eligible to be permanent key holders. Each identified person must each complete a **Permanent Key Holder Agreement Form** (see page 2) which registers them as a key holder and also highlights their responsibilities within this function.

Burnham-on-Crouch Town Council also recognises that provision must be made for leave, illness and operational reasons so that access is always possible 24 hours a day, 365 days a year.

With this in mind, the Chief Officer will identify, in advance, certain members of staff, Councillors or public who will be allowed to hold necessary keys on a temporary basis. Each person identified for this function must complete a **Temporary Key Holder Agreement Form** (see page 4) at the time they are given the keys. The keys will be signed back to the Chief Officer at the end of the temporary period.

The Chief Officer is responsible for keeping a master record **Key Holder Register** (see pages 3 and 5) of all keys held and by whom. Both permanent and temporary key holders are noted on this register.

The purpose of this register is to enable excellent operational administration and to provide a clear audit trail in the event of any security issues that may arise.

Burnham-on-Crouch Town Council

Permanent Key Holder Agreement Form



This record certifies that I, _____ have been nominated by the Council to be a permanent key holder.

The types and number of keys held by me are listed on the *Key Holder Register* which is kept by The Chief Officer for the Town Council.

I understand the responsibilities of my role as a permanent key holder and hereby agree to the following statements:

- Keys that have been issued to me will be kept in my possession at all times and not shared with any other staff members at the Council or Councillors.
- I will restrict the use of the building to the areas that have been made available to me. I understand that accessing areas that do not fall into this category are strictly forbidden
- I will ensure that when I take keys away from the premises that they are kept safe and that no other person (e.g. family member, friend, acquaintance) has access to them
- I understand that it is my responsibility to inform the Chief Officer immediately should any theft, loss, damage or misuse occur with regard to the keys
- I will not transfer keys to any member of staff.
- I understand that I must return ALL keys in my possession immediately at the request of the Chief Officer

Signed:.....

Date:.....

Burnham-on-Crouch Town Council

Temporary Key Holder Agreement Form



This record certifies that I,
Council to be a temporary key holder.

have been nominated by the

The types and number of keys held by me are listed on the *Key Holder Register* which is kept by The Chief Officer of the Town Council.

I understand the responsibilities of my role as a temporary key holder and hereby agree to the following statements:

- Keys that have been issued to me will be kept in my possession at all times and not shared with any other members of the public.
- I will restrict the use of the building to the areas that have been made available to me. I understand that accessing areas that do not fall into this category are strictly forbidden
- I will ensure that when I take keys away from the premises that they are kept safe and that no other person (e.g. family member, friend, acquaintance) has access to them
- I understand that it is my responsibility to inform the Chief Officer immediately should any theft, loss, damage or misuse occur with regard to the keys
- I will not transfer keys to any member of the public.
- I understand that I must return ALL keys in my possession immediately at the request of the Chief Officer

Signed:.....

Date:.....

