



# Broadbridge Heath Parish Council

## Key Holder Policy

**Adopted: May 2022**

**Reviewed: Oct 2023 – No change**

**Next Review: May 2025**

**Minute ref: 235/23**

### Introduction

It is the policy of Broadbridge Heath Parish Council to provide keys on loan to its staff and councillors to enable them to carry out and fulfil their duties and responsibilities.

At times, it is necessary to loan, under supervision of the Officers to Non-Parish Council personnel.

It is the shared responsibility of the Parish Council to provide a safe environment.

This Key Holder Policy relates to all keys held and distributed by the Clerk, for various Parish amenities (not exhaustive) but including the following: Parish Office, Notice Boards, Bins, and grounds access.

### Key Possession

Possession of a key gives authorised persons permitted access; therefore, the following must be adhered to by anyone who is an authorised key holder:

- All authorised persons will be required to sign a copy of this policy before they will be issued with keys and alarm fob
- Only persons authorised by the Clerk are allowed to be in possession of a key(s) or alarm fobs to the office.
- The key holder must, before leaving the premises, ensure that the premises are physically secured and that the alarm is set.
- No person may give his or her key or alarm key to an unauthorised user for any period. Any key(s) found to be in the possession on an unauthorised person will be confiscated and any person found to have provided a key or alarm fob to an unauthorised user may be reported to the Police.
- Unauthorised duplication of a key is strictly prohibited. No person, with the exception of the Clerk, may duplicate a key or request the duplication of a key without prior written permission from the Clerk.
- Lost or stolen keys must be reported to the Clerk immediately.

- Keys and alarm fobs must be returned to the Clerk, and or Council upon request all keys assigned to them or that are in their possession or control in the event of termination of employment or resignation.
- For Non-Parish Council personnel DBS or reference checks will be required before keys are shared.

**REVIEW:**

A list of keyholders will be kept and updated by the Clerk and this list will be reviewed annually with this policy.

**AUTHORISATION**

By signing this form, I ,

\_\_\_\_\_

agree that I have read and understand the Key holding Policy and I further agree to the terms and conditions set forth in this policy.

I acknowledge that I have received the following key(s)/alarm fobs:

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*In the case of non-council persons:*

The Clerk is required to sign the below to confirm a DBS certificate or suitable reference has been received and noted.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_