

PORTREATH

Portreath Parish Council

KEY HOLDER POLICY

Adopted: 3rd February 2025

Purpose

Portreath Parish 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.

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 & Community Hub, Public Toilets, Notice Boards and Padlocks.

Policy

It is the policy of Portreath Parish Council only to only issue keys for council premises, recreational ground changing rooms and sports facilities 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 Clerk will identify staff members, councillors and contractors as eligible to be permanent key holders. Each identified person must each complete a **Permanent Key Holder Agreement Form** (see page 3) which registers them as a key holder and also highlights their responsibilities within this function.

Portreath Parish 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 Clerk will identify, in advance, certain members of staff, Councillors or contractors 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 Clerk at the end of the temporary period.

The Clerk is responsible for keeping a master record **Key Holder Register** (see pages 6 & 7) 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.

Possession of Keys

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 keyholders be required to sign a copy of the relevant key holder 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 their or alarm fob 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.

Key Holder Review

The **Key Holder Register** will be kept up to date by the Clerk and reviewed annually along with this policy.

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Date	Recommendation/ Amendment/Changes	Approved by Full Council	Sign

Permanent Key Hoder Agreement Form

The types and number of keys held by me are listed on the Key Holder Register which is kept by The Clerk for the Parish Council.



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

- Keys and alarm fobs that have been issued to me will be kept in my possession at all times and not shared with any other staff members, Councillors, contractors or members of the public.
- I understand that it is my responsibility, before leaving the premises, ensure that the premises are physically secured and that the alarm is set.
- I will restrict the use of the buildings 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 and alarm fobs 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 Clerk immediately should any theft, loss, damage or misuse occur with regard to the keys or alarm fob.
- I understand that unauthorised duplication of a key is strictly prohibited.
- I understand that I must return **ALL keys and alarm fobs** in my possession immediately at the request of the Clerk

Print Name:	
Sign Name:	
Date:	

Temporary Key Hoder Agreement Form

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Print Name:	
Sign Name:	
Date:	



Permanent Key Holder Register

Name	Keys Held	Reason	Agreement Signed (Y/N)	Date Keys Issued	Date Reviewed	Date Keys Returned



Temporary Key Holder Register

Name	Keys Held	Reason	Agreement Signed (Y/N)	Date Keys Issued	Date Reviewed	Date Keys Returned