

Blackwell Parish Council	
Key Holder Policy	
Date approved: 03/10/2022	Review Date: October 2023

Introduction

It is the policy of Blackwell Parish Council to provide keys on loan to its staff, councillors, and other authorised individuals to enable them to carry out and fulfil their duties and responsibilities.

This Key Holder Policy relates to all keys held and distributed by the Clerk, for various parish facilities and equipment including (but not exhaustive): Blackwell Community Centre, Hilcote Community Centre, Newton Community Centre, Charnwood Pavilion, Scanderlands Pavilion, council run and owned grounds, bins, notice boards, flag poles, containers, the parish van and equipment.

General Policy

Possession of the keys

- Keys remain the property of Blackwell Parish Council while in the possession of the key holder.
- The key holder must be a person or an organisation who is authorised to use keys only necessary to the need
- Keys are issued for the sole use of the key holder
- Keys must not be duplicated
- Keys must not be loaned or transferred to any other person / organisation by the key holder - including keys held long term by named people in the event of emergency, in case there are any unforeseen reasons that the key cannot be returned and there is an emergency.
- Lost or stolen keys must be reported to the Clerk immediately
- Assigned keys must be returned to the parish office when no longer required for the specified reason for which they were borrowed, or upon request if circumstances require keys to be returned sooner

Responsibilities of Key Holder

- All authorised persons will be required to sign a release form for any keys borrowed.
- The key holder must, before leaving any premises, ensure that the premises left in a tidy state, the premises are physically secured, anything that needs turning off is turned off, and that if there is an alarm, it is set.

Key Holders requiring keys to carry out their functions - unless they are needed by prior arrangement for cover etc.:

- Staff – Clerk, Admin Assistant, Parish Ranger
- Weekday, evening and weekend Caretakers
- Designated Premises Supervisor and team
- Named Councillors who would be a point of contact in case of emergency
- Other authorised individuals / groups as applicable (For example, Bolsover District Council, Football Teams).

Requests for borrowing keys

- Keys to be lent out to Staff, Councillors, partner organisations and authorised individuals / organisations only.
- Arrangements for keys to be signed out must be made prior to the day of need and through the parish office.

- In signing for a set of keys, the key holder is confirming that they have read and understand this policy.

To be reviewed annually.

This policy is fully supported by the members of Blackwell Parish Council	
Signed by	Chairman, Blackwell Parish Council
Date 03/10/2022	