



FLITWICK TOWN COUNCIL

Key Holder Policy

1. Purpose

Flitwick Town Council has created this key holder policy to maintain the security of the Council premises, contents, and grounds. It is also intended to help protect staff members and users of all Council buildings.

2. Policy

Flitwick Town Council will only issue keys for Council premises to staff members and councillors on a 'required for role' basis. This ensures the minimum number of persons have the means to access Council premises at any time of the day and night, ensuring that security levels remain rigorous, minimising the risk of unauthorised access.

The Town Clerk will identify staff members and Councillors as eligible permanent key holders. Each identified person must complete a permanent key holder agreement form (see page 2), which registers them as key holders and highlights their responsibilities within this function.

The Town Clerk is responsible for keeping a permanent key holder register (page 3) of all keys held and by whom.

3. Responsibility

The Town Clerk will be responsible for ensuring this policy is followed.

4. Review

This policy will be reviewed every two years.



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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 Town Clerk 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 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 Town Clerk 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 Town Clerk.

Signed:.....

Date:.....



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Permanent Key Holder Register

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