

BLYTH TOWN COUNCIL

Policy working Group

Tuesday 7 March 2017

OFFICE SECURITY AND OTHER ARRANGEMENTS

Recommendation

To agree the issue of key fobs and other procedures set out in the report.

Ward

Not ward specific.

Report

Around 2015 key fobs were issued to members who wanted them to gain access to the office for the same hours as staff. Reay Security holds records of the use of the fobs. The Town Clerk at that time issued a memo asking members to let staff know if they were in the office in case there is an evacuation or other emergency. This seems a sensible procedure to ensure no one was left behind.

The memo also asked that an appointment be arranged when members wanted to see a particular member of staff so that it did not interrupt other work.

In the event of misuse of the fob then the memo states that the Town Clerk has the right to withdraw it.

The signing in/out arrangements also need to be updated as they have evolved over time and an agreed written process is recommended.

As it is some time since these arrangements were agreed and as part of the Council's ongoing review of policies and procedures, it is suggested that the following procedure relating to key fobs and signing in/out be agreed .

KEY FOBS

1. Councillors will be issued with a key fob on request and subject to a signature and agreement on the use of access for the same hours as staff. Reay Security will activate the fob and carry out any other necessary monitoring of use.
2. The Town Clerk reserves the right to withdraw the fob if any misuse occurs.

SIGNING/OUT PROCEDURE

- ◆ These procedures **do not apply** to any organisation making use of the Council Chamber for any meeting/training etc who are not council members or staff of Blyth Town Council. Any such organisation is free to use their own attendance recording system to ensure in the event of an emergency or evacuation they can account for their attendees. This will be made clear to all organisations making a request to use the Chamber.
- ◆ Members of staff of BTC **will not** sign in but ensure the in/out board is completed.
- ◆ Members of the public who visit the offices and are met at reception to deal with their query or request for information and do not require to visit beyond that area do not need to sign in/out.

PROCEDURE

1. For **Council and Committee** Meetings all members and officers will sign the attendance sheet for that Meeting placed on the table in the Chamber.
2. The signing in/out sheet for access to the offices will be placed on the counter in reception area and it is required that all councillors and trustees of other organisations will sign in and out. This will enable a record to be available in the event of an emergency or evacuation.
3. Councillors are asked to make an appointment to see a particular member of staff so that it did not interrupt other work.

J Hughes
Town Clerk

31 January 2017