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Key Management Policy

1. Policy Statement

It is the policy of Waddesdon Parish Council (WPC) to provide keys on loan to its staff to enable them to carry out their duties. Other keys are made available on loan under supervision to non-WPC personnel requiring access to parts of the Community Centre. All keys, locks and codes are to be managed in such a way as to protect the security of the WPC buildings, assets and individuals.

2. Background

When WPC took over the Community Centre in July 2020, we had no record of key holders so felt this warranted a replacement scheme. WPC's buildings and facilities had a wide range of locks fitted, from electronic code locks to padlocks. This necessitated a large number of keys being in circulation without any formal procedures in place. WPC has implemented a scheme to replace some existing locks with those whose keys may be more easily controlled. The new scheme will permit a more effective key management procedure. This universal Key Management Policy for WPC, to be implemented immediately, has been developed and is designed to reduce unauthorised access to sensitive areas, lessen the likelihood of theft, and in the longer-term yield financial savings.

3. Terms and Definitions

For the purpose of this Key Management Policy, the following terms are used:

3.1. Individual Roles

3.1.1. Key Manager

The Key Manager (typically the clerk to the council) is the person appointed by WPC to be responsible for defining, implementing and monitoring a system for managing and recording the storing, holding, loan and return of keys.

3.1.2. Key Holder

A Key Holder is an individual who has been authorised temporary loan of a key or keys in order to carry out specific tasks or duties and has signed for each loan. Key Holders must return loaned keys on cessation of their specific task or duties. Key Holders may be members of staff.

3.1.3. Key Users

Key Users are those persons who, through the nature of their tasks, need access to Common Keys kept for those purposes within WPC buildings. Key Users agree to return those keys to their normal storage positions after each use. Key Users should not routinely remove Common Keys from WPC buildings.

3.2. Category of Keys

Keys in use generally fall into one of two categories: Personal Keys and Common Keys:

3.2.1. Personal Keys

Personal Keys will be loaned to an individual against signature for a particular role and details retained in accordance with this policy. In most cases Personal Keys will be retained by an individual for the period of that role and may be taken home or away from WPC premises.

3.2.2. Common Keys

Common Keys are those keys that may be accessed without signature by one of a number of individuals in order to carry out a function or role whilst on WPC premises. These keys must not be taken home and must remain on WPC premises.

3.2.3. Key Codes

Key Codes to code locks shall be secured and treated in the same way as Personal Keys. All references to keys in this document shall also include Key Codes to code or combination locks. Key codes should not be shared with other people.

3.2.4. Other Keys

Other Keys are those keys that are not normally loaned or are not in current use. Other Keys include master copies of keys used only for the production of further copies, spare keys and other miscellaneous keys for locks not in current use.

4. Rules for Key Holders and Key Users

- 4.1 Key Holders and Key Users should not routinely have WPC keys in their possession which they do not need for their immediate duties. The only keys that should be taken home or away from the premises are those Personal Keys loaned to them and which are needed to gain access to a WPC building or facility.
- 4.2 By holding a key on loan, the Key Holder or Key User agrees not to compromise the security of any area or building and further agrees to secure each door upon leaving an area unattended. It is every individual's responsibility to ensure that keys in their possession giving access to WPC buildings, locations and facilities are kept secure at all times. Receipt of a WPC key on loan carries these implied responsibilities.
- 4.3 The following acts are examples of violations of the Key Management Policy and are prohibited:
 - a. Unauthorised loaning of keys
 - b. Unauthorised duplication of keys
 - c. Taking Common Keys off WPC premises or failing to return them to their correct storage locations
 - d. Altering keys, locks or mechanisms
 - e. Damaging, tampering or vandalising any WPC lock or hardware
 - f. Propping open or leaving unlocked secure doors resulting in a reduction in security
 - g. Unlocking doors to admit unsupervised persons into WPC buildings
 - h. Failing to produce for inspection all WPC keys held when requested to do so by a WPC authorised person
 - i. Failure to return a WPC key or keys when requested to do so by a WPC authorised person, or upon leaving the employment of WPC
 - j. Failure to report lost WPC keys to the Key Manager
 - k. Exchanging any WPC key, including filing cabinet or desk keys, with any other person.

5. Contractors and other Visitors

- 5.1 Security arrangements must be made clear to outside contractors and other authorised visitors by the member of staff initiating any such visit in all cases where the use of keys is necessary.
- 5.2 The member of staff initiating any such visit or loaning any key to a non WPC individual is responsible for ensuring no breaches to the WPC's short-term or long-term security occur through these visits or loans.
- 5.3 No individual should be expected to lend keys, for which they are responsible, to other parties to gain access to WPC buildings and facilities.
- 5.4 If an additional key is needed for a contractor or visitor they should be requested, obtained and signed for in the normal way by the member of staff initiating the visit.

6. Overall Responsibility for Key Management

- 6.1 The strategic management of WPC keys and locks will be the responsibility of the Key Manager who will establish policy and security classifications (levels) for the loan of Personal Keys and the provision of Common Keys.
- 6.2 The practical management of WPC keys and locks will be the responsibility of the Key Manager.
- 6.3 The Key Manager is responsible for handling or overseeing:
 - a. The procurement and copying of keys
 - b. The loan of and receipt of keys, ensuring that in all cases the names of both the key holder and key loaner, together with the individual key code and key number are recorded, dated and signed for. A Key Management Policy leaflet detailing the responsibilities of the key holder will be issued to each new Key Holder at the same time.
 - c. The collection and return of keys on the departure of individuals or changes in the roles of individuals
 - d. The arrangements for secure storage of Other Keys and for the appropriate storage of Common Keys
 - e. Periodically conducting key audits
 - f. Managing reports of lost keys and taking measures as necessary to maintain security
 - g. Consulting with and advising WPC of the key and lock requirement for any new door or facility
 - h. Ensuring databases and paperwork are made available to facilitate these processes
 - i. Reviewing the Key Management Policy from time to time to ensure that it remains fit for purpose