

Gloucestershire County Council

ID Cards and Building Security Policy

1 Policy Statement

Gloucestershire County Council (GCC) recognises its responsibility to provide for staff (which for the purposes of this policy includes external occupiers' staff), volunteers, councillors and visitors to its office, a safe environment where they and their possessions will be offered a reasonable degree of protection.

To ensure that the environment is kept safe everyone who accesses the office must be aware of how they can contribute towards ensuring that the office is a safe place to be and work.

This policy sets out the council's approach to protect the council's staff and assets, including its information, by helping prevent unwanted people who would seek to cause harm to individuals or steal property from entering the building.

2 Scope

This policy applies to anyone who uses GCC buildings and ID cards.

3 User Responsibilities

It is the user's responsibility to:

- ✓ Carry your GCC ID card or visitor pass and display it at all times when in GCC buildings, or to prove to a member of the public or staff of another organisation that you are representing GCC on official business. Otherwise, when outside of GCC premises you should keep your pass hidden to ensure personal security.
- ✓ If you find a lost GCC ID Card, hand it in to the nearest GCC reception or security office.
- ✓ If you lose your pass or it is stolen, report it to the BSC or Custodians. The BSC can be contacted by calling 01452 425888 or emailing contactus@gloucestershire.gov.uk; Shire Hall complex Custodians can be contacted by calling 01452 425850 or emailing custodians@gloucestershire.gov.uk
- ✓ All leavers must hand their pass to their line-manager as part of the leavers' process.
- ✓ Supervise all visitors that you allow into a secure work area at all times until they leave. Unless on the Property Services' Framework of Contractors.
- ✓ Ensure that door codes and security alarms are changed regularly, where in use.
- ✓ Ensure offices are secure if they are the last person to leave at the end of the working day.
- ✓ Close windows in meeting rooms when vacating the room.
- ✓ Assist AMPS with checks of compliance with this policy.

You must not:

- ✘ Allow anyone to follow you through a security door (tailgating) without clearly displaying a valid ID Card. Any instances of forced tailgating must be immediately reported to the Custodians by calling 01452 425850 or emailing custodians@gloucestershire.gov.uk
- ✘ Share your GCC ID Card with anyone or share door codes or keys with unauthorised people.

4 Line Managers' Responsibilities

To ensure that all staff and individuals they are responsible for follow this policy.

To ensure that ID cards for all leavers are collected on their departure and returned to the BSC.

If you are a line manager or are approving requests on behalf of partner or supplier staff, you must ensure that any access rights you approve are valid, necessary and appropriate for the role.

5 Commissioners and Contract Managers Responsibilities

If you are a commissioner of an external service provider or are managing the relationship with a partner who is authorised to use GCC ID Cards, you must ensure the third party complies with this policy and the procedure for managing ID Cards.

If you are approving requests on behalf of partner or supplier staff, you must ensure that any access rights you approve are valid, necessary and appropriate for the role.

6 Business Service Centre (BSC) Responsibilities

Any ID Card which provides access to GCC buildings, or visibly identifies a person as being employed by GCC (or by an employer in partnership or under contract to GCC), or visibly identifies that a person has been approved by GCC to carry out a service, must be provided and recorded by the BSC.

7 Asset Management and Property Services (AMPS) Responsibilities

AMPS will maintain a list of partners and contractors who are approved to have GCC ID Cards.

The Custodians will undertake visual check of low-level windows at Shire Hall each evening.

AMPS will perform checks of staff compliance with this policy.

8 References

This policy and other related information security policies, standards and procedures can be found at [Information Management and Security Policies](#).

9 Policy Review

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 3 years.

Document Control

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Revision date	Summary of Changes	Changes marked
October 2019	Consultation with AMPS, BSC and ICT	1.0
August 2020	Accessibility changes and review of hyperlinks	1.2
March 2022	Contact details for BSC and Custodians added	1.3

Document Approvals

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V1.0	Information Board	11 December 2019