



PHOTO ID POLICY

Introduction

The Council provides a Photo ID for all staff and councilors.

These provide staff and councilors with the ability to identify themselves to third parties when conducting formal Council business.

Ownership

The Photo ID shall remain the property of Knapton Parish Council at all times and must be returned to the Council when the staff member or Council member ceases to be an employee or member of the Council.

Loss of ID/Name Badges

Any lost Photo ID must be immediately reported to the Parish Clerk, who will record it as such. Staff or Councilors who lose their Photo ID may be required to pay for the cost of replacement.

Members and Staff Conduct

Councilors and staff have no lawful authority to use their Photo ID in an attempt to pass themselves off as an employee or member of the Council after they legally cease to be a member or employee of the Council. To do so may be regarded as a criminal offence and could be held to be fraudulent. If the Council becomes aware of any such conduct the Parish Clerk will immediately report the matter to the Police.

Employees

Employees of the Council are required to wear their Photo ID at all times whilst representing Knapton Parish Council.

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Acceptance

This policy was adopted by full council on – 2nd June 2020 (date)

This policy will be reviewed by full council on – 4th May 2021 (date)
(unless the law or the council's financial activities requires that this is done sooner)