



BRANSTON PARISH COUNCIL POLICIES

TITLE: ID Policy

General Statement

- Branston Parish Council provides photographic ID badges for all staff and members.
- ID badges are provided to assist staff and members in being able to identify themselves to third parties when conducting formal Parish Council business.
- ID badges remain the property of Branston Parish Council.
- ID badges must be returned to the Council when staff or members ceases to be an employee or member of the council.

Members and Staff Conduct

Employees of the Parish council are required to wear their ID badges at all times when conducting Parish Council business.

Members of the Parish Council must/should wear their ID badges when representing the Parish Council on business that has been delegated to them by the Parish Council.

The Clerk must be kept informed when Members are engaged in representing the Parish Council outside of the Parish Council/Committee meetings. The Clerk will keep the Chair informed.

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

Members of the Parish Council/Committees should note that they can represent the Parish Council outside of Parish Council meetings and only reflect the views of the Parish Council as the Corporate Body.

Reference no	Version	Document title	Created	Issued by	Authorised by
BPC Policies	1	ID Policy	18.8.2023	Clerk/RFO	Council