

<b>Committee</b>	<b>Dated</b>
Establishment Committee	22 May 2018
<b>Subject:</b> People Security Policy	<b>Public</b>
<b>Report of:</b> Director of Human Resources	<b>For Decision</b>
<b>Report author:</b> Tracey Jansen, Town Clerk's Department	

### **Summary**

This report outlines the development of a new People Security Policy which sets out the standards and expectations in relation to the security and safety of all employees.

### **Recommendation**

Members are asked:

- i. to approve the People Security Policy attached as Appendix 1
- ii. note the addition of serious breaches of security to the examples of potential gross misconduct in the disciplinary procedure.

### **Main Report**

#### **Background**

1. The Director of Human Resources chairs the People Security Board which has been set up to consider the implications of and to develop a detailed People Security Action Plan. The Board's Action Plan brings together activities and actions that relate to employees and other workers, Members, visitors and contractors working on behalf of the City Corporation. The People Security Board reports to the Security Board chaired by the Town Clerk and supported by the Director of Security.

#### **Current Position**

2. The People Security Board has developed and consulted on a Security Policy in relation to employees and other workers, contractors and others working under contracts for services. The Policy clarifies the standards and expectation of all employees in relation to all matters of Security. The intention is to link guidance and related policies and procedures as they are developed.
3. The trade unions have been consulted and welcome the positive support for those employees involved in the security of others. The intention is to launch the new Policy to support and highlight the increased security measures being rolled out initially across the Guildhall complex. The new double clipped lanyards have

been issued to all employees to be worn on arrival and to be removed when leaving the building. It has been agreed that employees may also wear other lanyards provided that they are double clipped, do not identify the City Corporation, they do not bring the City Corporation into disrepute or breach the employee Code of Conduct.

4. The People Security Board has also developed its 'City Secure' hub on the intranet which will include guidance, advice, news, training resources and signposting on all security matters, with newsletters from the Town Clerk.
5. The People Security Board also includes representatives from City Surveyors, IT, Health & Safety, Learning and Development, Communications, Barbican/GSMD, Procurement and Members Services to ensure a wholistic approach taking into account the various issues, complexities and implications across the organisation. Guidance for Members and visitors is being considered separately as part of the Board's work.
6. Whilst the Board's work is concentrating initially on the Guildhall Site the intention is to cover the entire City of London estate over time.
7. The Board considers security to be of the utmost importance. As with all conduct matters there is an incremental approach from informal standard setting, then if necessary progression through the formal stages if the required standard is not met. Any serious breaches of conduct can be considered as gross misconduct, but it is suggested that adding security breaches as an example of gross misconduct in the disciplinary procedure will re-enforce the importance placed on security.

### **Options**

8. The Code of Conduct could be expanded to cover matters of security, but it is felt that this is a matter that necessitates clear and unequivocal policy guidance for employees and other workers.

### **Proposals**

9. Members are asked to approve the new People Security Policy attached as Appendix 1 to this report. In addition, note that serious security breaches are added to the examples of gross misconduct in the disciplinary procedure.

### **Corporate & Strategic Implications**

10. The work of the Security Board and this Policy in particular support the Corporate plan and the work of the Security Board.

### **Conclusion**

11. This Policy provides employees with clarity around the security standards and expectations of all employees and workers. Specifying serious breaches of security as a disciplinary offence underlines the importance placed on security and safety of all employees and other workers.

## **Appendices**

Appendix 1 Draft People Security Policy

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