

Committee(s): Corporate Services Committee	Dated: 30 June 2022
Subject: Security Policy - People	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1. People are safe and feel safe.
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Chief Operating Officer	For Decision
Report author: Tracey Jansen – Assistant Director of Human Resources	

Summary

This report advises Members of the Committee of the review of the Security Policy - People which has been in place since 2018. The review has resulted in some moderate updating and revisions particularly in relation to Chief Officer responsibilities and staff compliance.

Recommendation

Members are asked to approve the proposed changes to the Security Policy - People highlighted in Appendix 1 of the report.

Main Report

Background

1. Our Employee Handbook Policies are reviewed periodically to ensure that they remain up to date and are aligned with the City Corporation's wider objectives and any legislative and regulatory changes.
2. The Security Policy - People was adopted in May 2018 as an action addressing the City Corporation's wider Security Programme. The Policy covers all employees and other workers, contractors and others working under contracts for services. The Policy clarifies the standards and expectations of all employees in relation to all matters of Security.

Current Position

3. The Policy has been reviewed by the Protect People Security Board and the Senior Security Board and the revised version is attached as Appendix 1 of the report. The changes have been discussed with the trade unions for consultation purposes.

4. The main changes are:

Chief Officers to ensure that:

appropriate protocols and instructions are in place for staff who are required to visit clients, customers and/or act in an official capacity on behalf of the City Corporation

Staff must:

comply with their building security instructions and, where applicable, wear their identification pass as instructed and remove it on departure.

comply with any reasonable security requests or instructions whilst on City Corporation premises

comply with local protocols in place if required to carry identification for the purposes of visiting clients, customers or representing the City Corporation

5. Guidance has also been included for staff who discover a personal data breach. Following approval of the revised Policy there will be a refreshed communications campaign about the Policy.

6. During the review period, the matter of a corporate identity card was raised and referred to the Protect People Security Board and Senior Security Board for consideration. The Boards have discussed the origins of the current access cards for the Guildhall which were adopted as part of the Corporation's Security Programme. The Boards have considered the reasons why staff may wish to carry photo ID (e.g., for proof of employment, corporate identification, shop discounts), balanced against operational and increased security risks including:

- wholesale issuing of photo cards and ongoing service provision and maintenance;
- replacement and security risk of cards being lost;
- retrieval on leaving;
- possible use for misrepresentation which is a sensitive issue in light of recent incidents reported in the news.

7. On balance the view of the Boards is that the current security access cards which do not include job titles or the corporation logo, should continue. However, there should be a further review of the current departmental arrangements in place for:

- the issue and control of photo identification
- additional assurances and/or security measures in place
- staff instructions and protocols to safeguard clients, customers, and the Corporation.
- benchmarking with other authorities and organisations

8. This will identify issues, areas of concerns, best practice and crystallise the rational for or against a more generic corporate identification card.

Options

9. Regular review of key policies ensures that they remain legally compliant and reflect current best practice.

Proposals

10. The proposed suggested amendments clarify Chief Officer responsibilities and staff compliance in relation to security measures. In addition, the proposed amendments allow for further moderate operational changes to be made without amending the Policy each time changes occur.

Key Data

11. None

Strategic implications – The Security Policy - People addresses the Corporate Plan outcome - *People are safe and feel safe* in relation to our workforce and the communities that we serve. The Policy is also one of the key pillars of our Security Programme.

Financial, Resource, Legal and climate implications - none perceived.

Security and Risk implications – this report directly addressed risk and security measures.

Equalities implications – The proposals within this report have no impact on people protected by existing equality legislation and apply to all of our workforce.

Conclusion

12. This report advises the Committee of the review of the Security Policy - People by the Protect People Security Board and Senior Security Board and makes recommendation for moderate amendments to the Policy. In particular these relate to identification for the purposes of visiting clients, customers or representing the City Corporation and staff compliance with security measure in place.

Appendices

- Appendix 1 – draft revised Security Policy - People

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