LOSTOCK GRALAM PARISH COUNCIL
ID CARD POLICY

GENERAL STATEMENT

- Lostock Gralam Parish Council provides photographic ID cards for its members and staff.
- ID cards are issued to assist staff and members in identifying themselves to third parties when conducting formal Parish Council business.
- ID cards shall always remain the property of Lostock Gralam Parish Council.
- ID cards must be returned to the Council when staff or a Council member 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 cards when conducting formal Parish Council business.
- Members of the Parish Council should wear their ID badges when representing the Parish Council on business delegated to them by the Council.
- The Clerk must be kept informed when members are representing the Parish Council outside of Parish Council meetings. The Clerk will, in turn, keep the Chair informed.
- Members and staff have no lawful authority to use their ID cards after they legally cease to be a member or employee of the Parish Council.
- Members of the Parish Council should note that they may only represent the Council outside of meetings in a manner that reflects the official views of the Parish Council. They must not make decisions or commitments on behalf of the Council unless such actions have been previously discussed and approved by the Council.

This policy was approved 12th May 2025