



ID BADGES POLICY

The ID Badge Policy was first adopted by the Council at its meeting held on 23rd October 2025. The policy will be reviewed biennially.

	Date	Minute Reference
Adopted	October 2025	25/215 b)
Next Review	October 2027	

ID BADGE POLICY

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1. General

- 1.1 Nazeing Parish Council will provide photographic ID badges for all staff and Councillors.
- 1.2 ID badges are provided to assist staff and Councillors to identify themselves to third parties when conducting Parish Council business.
- 1.3 The ID badges remain the property of Nazeing Parish Council at all times.
- 1.4 ID badges must be returned to the Council when the staff member or Councillor ceases to be an employee or member of the Council.

2. Councillor and staff conduct in relation to ID badges

- 2.1 Employees of Nazeing Parish Council are asked to wear their ID badges at all times when conducting Parish Council business.
- 2.2 Councillors should wear their ID badges when representing the Parish Council on business that has been delegated to them by the Parish Council.
- 2.3 The Clerk should be kept informed when Members are representing the Parish Council outside Parish Council meetings. The Clerk will keep the Chair informed.
- 2.4 Councillors and staff have no authority to use their ID badge after they legally cease to be a Councillor or employee of the Parish Council. To do so may be regarded as a criminal offence and could be found to be fraudulent.
- 2.5 If the Parish Council becomes aware of any such conduct the Clerk will immediately report the matter to the Police.
- 2.6 Members of the Parish Council should note that they represent the Parish Council outside Parish Council meetings and may only reflect the views of the Parish Council.
- 2.7 Members of the Council are not able to make decisions or commitments that have not been discussed and agreed by the Parish Council.

End of policy.