

Civic Regalia – Safe Custody Guidelines

Responsibilities:

1. The Council will:
 - (i) Maintain insurance cover for all civic regalia under a the Corporate ‘All Risks’ Insurance Policy;
 - (ii) Be responsible for the maintenance of the regalia including any damage or wear and tear etc as set out in the exclusions section 2 to the Corporate all risks policy.
2. The Chairman and Vice-Chairman will:
 - (i) Ensure the specific conditions of the Council Insurance are followed as outlined in the guidance below; and
 - (ii) As far as is practical follow the other guidelines as to the safe custody of the regalia.
3. Specific Conditions of the Insurance:
 - (i) The regalia **must** not be left in an unattended vehicle **unless** all the doors, windows and other means of access have been secured and locked and all keys of the vehicle removed to a place of safety, **and** the regalia is placed in the boot of the vehicle or is otherwise out of sight.
4. Other practical measures:
 - (i) The regalia, unless being worn should be kept in the case provided by the Council. The jewellery roll should only be used when storing the regalia in a home safe or on the way to or from a function.
 - (ii) If the regalia is not required over a period of two weeks, it should be returned to Research and Democratic Services for safekeeping.
 - (iii) During any holiday periods or when it is likely that the member will be away from home, the regalia should be returned to Research and Democratic Services for safe keeping.
 - (iv) The Chairman/Vice-Chairman should normally only wear the regalia on arrival at a function. In any event the regalia should kept covered in public areas. They should seek advice from Research and Democratic Services if this arrangement is not convenient.
 - (v) The regalia should not be left unattended in its case or roll.
 - (vi) Members should not attempt to clean the regalia other than with a soft cloth. Any damage or wear and tear should be reported to Research and Democratic Services as soon as possible.
 - (vii) Regalia should not be loaned or placed in the custody of any other person other than the Head of Research and Democratic Services.
 - (viii) The Chairman and Vice-Chairman should inform Research and Democratic Services immediately if their Chains of Office are lost, mislaid, stolen or otherwise missing in order that the Council’s insurers can be informed.