

Finsbury Park Housing Co-operative

Keys Policy – 12 Pine Grove

FPHC is a regulated social housing provider and a wholly-owned, member-led cooperative.

Traditionally, we have been quite open with our office space at 12 Pine Grove and members have enjoyed good access to that space. However, in recent years things have changed:

- The office has been found unlocked on a number of occasions, and fire escapes and even the front door have been left open.
- Pine Grove now seems to attract a transient but regularly present population of substance abusers who are known to be involved in casual theft in the area.
- Regulations around data protection and housing law have become stricter.

With this in mind, FPHC must now adopt a proactive, security-first approach to access to the office and building at 12 Pine Grove. It also means that co-op members must accept that access to the ground floor hall is no longer a right, but a privilege.

All requests for keys will be considered by the management committee of FPHC, and strict criteria for granting access must be met. That inevitably means that fewer keys will be made available to people, and “bands” of access will be put in place.

All locks will be subject to change on an annual basis, or more frequently if necessary.

KEYHOLDER BANDS

Band 1:

Front door and hall access. This access is given to team leaders running approved projects in the hall. Keys are issued only to verified users, and every user must agree not to make copies of those keys.

Band 2:

Office access. This access is provided only to volunteers actively working for FPHC. This includes officers and volunteer office staff. Those with this access must be contributing to the co-op, and the contribution they make must require access to the space. Band 2 users also gain Band 1 access.

Band 3:

Finance office access. This is provided only to officers and key volunteer staff on an ad hoc basis. Band 3 keyholders automatically also gain Band 1 and 2 access privileges.

Co-op members who do not qualify for access in any of the above bands may nevertheless be granted supervised access by prior arrangement with a keyholder in the event they require short-term access to the office for a good reason. Note that keyholders are volunteers and are under no obligation to provide such access; they do so of their own free will, subject to reasonably agreed arrangements.

Contractors

Contractors may be issued with keys in order to carry out agreed duties for the co-op, subject to the prior approval of the Management Committee. In such instances, an MC member will volunteer to be the key contact, and will be responsible for ensuring keys are returned.

KEY DISTRIBUTION AND RECORD-KEEPING

The volunteers of the Pine Grove Sub-Committee are responsible for duplicating, distributing and replacing keys, and maintaining the FPHC keyholder record.

Recipients of keys must sign the FPHC keyholder record. They agree not to lend or otherwise pass on their keys to others without prior approval by the MC, and they agree to report the loss of keys to the Pine Grove Sub-Committee as promptly as possible.

The Pine Grove Sub-Committee can be contacted at:

pinegrove.fphc@gmail.com