



Purpose

To assist with the effective operation of all services, Swillington Village Council issues a mobile phone to its Clerk for operational use when on Swillington Village Council business.

The issue of such mobile phones is to facilitate staff in their roles and, as such, Swillington Village Council has certain expectations regarding issue and use. The aim of this policy is to clearly outline the protocols.

Mobile Phone Allocation

It is the responsibility of the Council to ensure that the Clerk is issued with a Council mobile phone at the commencement of their employment.

Mobile Phone Usage Protocol

- When using a Swillington Village Council mobile phone, it is the user's responsibility to ensure that the device is looked after properly and is safely stored when not in use.
- The device remains the property of Swillington Village Council at all times.
- Phones must only be used for the work-related purposes. This includes camera functionality, text and internet usage as well as calls.
- Use of a Company mobile phone must be consistent with the Internet and IT Equipment policy.
- Company mobile phones are not for personal use. Staff using a Swillington Village Council mobile phone should be mindful of the cost of making calls and should therefore only make calls and spend sufficient time to cover essential business needs.
- Users of Council-issued mobile phones should follow all relevant legislation, including but not limited to legislation relating to using mobile phones in cars.
- Misuse of the issued device may result in disciplinary action.
- In the event that the mobile phone is lost or stolen, the Staffing Committee must be notified immediately and steps must be taken in order to block the number and secure the contents of the phone.
- The device must be returned to Swillington Village Council during extended periods of leave by the Clerk or at the termination of the Clerk's employment. The mobile handset should be returned in a satisfactory condition. Failure to return the handset will result in the cost of the unit being deducted from any final money owed to the employee.

Damage to Swillington Village Council mobile phone

- Should the device get damaged, this should be immediately notified to the Staffing Committee.
- Dependent upon circumstances, the user may be held responsible for wilful damage. Where it is found that the member of staff has been in any way negligent in the possession of a Swillington Village Council mobile phone and it has resulted in loss, theft or damage, Swillington Village Council reserves the right to recoup the replacement cost of the mobile phone. Swillington Village Council will only take such action where negligence can be clearly identified and will take into account any mitigating factors in determining the amount to be charged to the individual. Any proof of negligence may result in disciplinary action.

Date of policy: December 2023

Approving committee: Full Council

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Date for next review: As necessary