

Mobile phone policy

**Updated 03/14
Last Reviewed 03/14**

Introduction

- 1.1 Dacorum Borough Council (DBC) recognises that to ensure effective running of services, communications and business activities, it will be necessary for some staff to have access to a mobile phone.
- 1.2 This Policy should be applied consistently to ensure the correct use of mobile phones across the Council.

2. Issue of mobile phones

- 2.1 The issue of a mobile phone to an individual or a team must be authorised by an Assistant Director, using the pro-forma attached as Appendix A to this policy. This can also be found on SharePoint.
- 2.2 An Assistant Director must **only** authorise the issuing of a mobile phone if the following criteria is met:

Mobile communication is essential for the job (Essential means that the job could not be performed, or could not be performed safely or effectively without a mobile phone)

- 2.3 No phone will be issued without the recipient(s) having first signed the agreement on its use and returned, attached at Appendix B to this policy or found on SharePoint.
- 2.4 Mobile phones will be provided free of charge to employees where there is a demonstrated business need. However it is not a contractual right and can be withdrawn at a manager's discretion.
- 2.5 All allocated phones must be part of the corporate mobile phone contract established by the Corporate Procurement Unit (CPU).

3. Use of mobile phones

- 3.1 Council provided mobile phones are for business use, however DBC accepts that staff may need to use it for private use on occasions on the understanding that such use will be infrequent, absolutely necessary, calls will be short and where possible outside normal working hours.
- 3.2 Mobile phones **must not** be used to make or receive calls whilst driving a vehicle. This also includes the use of hands-free kits and Bluetooth devices when driving, instead, you must find a safe place to park and switch your engine off before making or receiving a call. This applies to employees driving a Council vehicle, their own vehicle or a lease vehicle.

3.3 Anyone abusing the use of their mobile phone in the manner described in 3.1 and 3.2 will have it removed and will be subject to action being taken under the Council's Conduct Procedure.

3.4 Before making a call on a mobile phone employees should always consider whether the call is really necessary or could it wait until a landline is available.

3.5 Always use a landline when on Council premises.

3.6 If possible a mobile phone should be shared between a team.

4. Loss or damage to Council-issued mobile phones

4.1 Mobile phone users must report any loss or damage to a mobile phone to the Corporate Procurement Unit as soon as possible.

4.2 The cost of replacing a lost or stolen mobile phone is the responsibility of the section employing the user, however if the replacement mobile phone is lost or stolen, the cost of replacing this may be charged to the user.

5. Monitoring of mobile phone use

5.1 Mobile phone bills will be monitored regularly by line managers and any apparent excessive use will be investigated.

6. Return of mobile phones

6.1 Managers should annually review whether employees need a mobile phone and phones should be returned if the employee no longer meets the criteria.

6.2 Mobile phones must be returned to your line manager in the following circumstances:

- When you leave the employment of the Council
- If you transfer to another job within the Council
- On request from your line manager
- On request from an Emergency Team Member during a civil emergency.
- If the phone is no longer required for the operation of the post

Appendix A – Authorisation for issue of a mobile phone

To: Corporate Procurement Unit and Human Resources (Appendix A and B)

From

I am satisfied that the criteria shown below have been met to justify the issue of a mobile phone to:

.....(Name)

.....(Post Title)

Or for use by the(Team)

Under the control of(Name)

Signed(Assistant Director only)

Date

Criteria for issue of a mobile phone:

Mobile communication is essential for the job (Essential means that the job could not be performed, or could not be performed safely or effectively without a mobile phone).

Appendix B

Terms and conditions for use of Council-issued mobile phones

1. **Ownership** - Ownership of the phone and any accessories loaned to the employee remain the property of the Council. All items shall immediately be returned to the Council in good condition (reasonable wear and tear excepted) when the employee ceases their employment with the Council or the employee ceases to have a need for the phone or upon request by the Council. Any passwords or PIN numbers shall be disclosed on request.
2. **Security and insurance** – No phone or accessories issued to an employee may be left unattended unless secure arrangements are made for their safe keeping. The employee shall report all losses or damage to the issued phone to their line manager as soon as is practicably possible and statements shall be provided on request in support of any insurance claim or crime report.
3. **Lawful Use** – No phone or accessories issued shall be used for any purpose contrary to law or otherwise incompatible with the employee’s role and the employee shall be solely responsible for the lawful use of such equipment. This includes statutory requirements in relation to the use of mobile phones whilst driving.
4. **Personal Use** – DBC accepts that staff may need to use the phone system for private use on occasions on the understanding that such use will be infrequent, absolutely necessary, calls will be short and where possible outside normal working hours.
5. **Contravention** – Contravention of these terms and conditions will lead to disciplinary action being taken under the Council’s Conduct Procedure.

The employee agrees that by taking possession and control of the mobile phone and/or accessories issued by the Council that they will follow the terms and conditions above and those within the Council’s mobile phone policy and that the Council shall be indemnified from and against all proceedings, costs, claims, demands or liabilities whatsoever as may arise from any breach, non-observance or non performance.

Signed:

Print Name:.....

Post Held:

Date: