

MILDENHALL HIGH TOWN COUNCIL

The Pavilion. Recreation Way. Mildenhall. Bury St. Edmunds. Suffolk. IP28 7HG



Mobile Phone Use Policy

Introduction

1.1 Mildenhall High Town Council 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.

Issue of mobile phones

2.1 The issue of a mobile phone to an individual or a team must be authorised by the Personnel Committee.

2.2 The Personnel Committee can 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 having first signed the agreement on its use and returned.

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 However it is not a contractual right and can be withdrawn at the Personnel Committee’s discretion.

Use of mobile phones

3.1 Council provided mobile phones are for business use, however Mildenhall High Town Council 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.

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 Town Manager (or Mayor in the case of the Town Manager) as soon as possible.

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

Return of mobile phones

5.1 The Personnel Committee should annually review whether employees need a mobile phone and phones should be returned if the employee no longer meets the criteria.

5.2 Mobile phones must be returned to the Town Manager (or the Mayor in the case of the Town Manager) in the following circumstances:

- When you leave the employment of the Council
- On request from the Personnel Committee.

Use of Personal Mobile Phones

6.1 Use of personal mobile phones is permitted under the restrictions detailed in items 3.1, 3.2 and 3.4.

6.2 If an employee uses their personal phone for essential Council business, but does not qualify for a Council issued mobile phone as decided by the Personnel Committee, then an allowance of £9.35 per month will be paid. This to be reviewed annually by the Personnel Committee.