



# STOKESLEY TOWN COUNCIL

(including STOKESLEY TOWN HALL TRUST  
and STOKESLEY MANORIAL LANDS TRUST<sup>1</sup>)

## MOBILE PHONE POLICY



LOCAL COUNCIL  
AWARD SCHEME  
FOUNDATION

13 October 2020

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<sup>1</sup> Any reference to 'Stokesley Town Council', 'the Town Council' or 'the Council' includes both the trusts.

### Document Version Control

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## 1. Introduction

To assist with the effective operation of all services, Stokesley Town Council (the 'Council') issues mobile phones to certain staff for operational use when on Council business both within and outside of the Town Hall, particularly for use when in a lone working situation

The issue of such mobile phones is to assist staff in their roles and to improve the safety of those staff. As such, the Council has certain expectations regarding the issue and use of such phones. The aim of this policy is to clearly outline the protocols.

## 2. Mobile Phone Allocation

The Council has authorised the allocation of mobile phones to employees in the specific roles of Town Hall Steward and Play Park / Toilet Caretaker. The Clerk is to ensure a Council mobile phone is available for all relevant staff members at all relevant times.

It is the responsibility of the individual member of staff to carry a Council mobile phone (or a cordless handset of a land line phone if working in the Town Hall) on their person when in a lone working situation.

## 3. Mobile Phone Usage Protocol

- All allocated mobile phones remain the property of the Council at all times
- When having care of / using a Council mobile phone, it is the responsibility of the user to ensure that the mobile phone is looked after properly and is safely stored when not in use
- Mobile phones must only be used for the given purpose. This may include text usage as well as telephony
- If issued with a device that includes camera functionality, such functionality must only be used for Council purposes.
- Council mobile phones are not for personal use. Staff using a 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.
- A Council mobile phone must not be used when driving a car or any other vehicle.
- Misuse of a Council mobile phone may result in disciplinary action.
- In the event that the mobile phone is lost or stolen, the Clerk must be notified immediately in order to block the number. If the employee does not notify the line manager immediately, the employee will be liable for any costs accrued.
- In the event of the mobile phone being damaged, this should be notified as soon as possible to the Clerk.
- On termination of employment the mobile phone 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.

## 4. Damage to Mobile Phone

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 Council mobile phone and it has resulted in loss, theft or damage, the Council reserves the right to recoup the replacement cost of the mobile phone.

The 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.