



Mobile Telephone Policy

1.0 Introduction

- 1.1 The purpose of this policy is to facilitate the effective management and administration of costs of business calls relating to the Council's mobile telephone resource.
- 1.2 The Council wishes to encourage standards for acceptable use of mobile telephones in the conduct of its business to safeguard employees, protect Council assets and ensure compliance with appropriate legislation.
- 1.3 The policy outlines guidelines for the appropriate use of mobile telephone resources and indicates acceptable and unacceptable behaviour in relation to their use.

2.0 Scope

- 2.1 The policy applies to all employees of Council who have access to a mobile telephone provided by the Council.

3.0 Responsibilities

- 3.1 Directors are responsible for ensuring that employees of their Department are made aware of this policy, and for ensuring that any alleged breaches of the policy are fully investigated.
- 1.2 The Council is responsible for monitoring appropriate use and will assist or carry out any investigation required as a result of any alleged breach of this policy.
- 1.3 Employees are responsible for ensuring that they use the mobile telephone resource provided by the Council in accordance with this policy.
- 1.4 The mobile telephone is the property of the Council and employees are responsible for ensuring that it is secure and not left open to possible theft, and take all reasonable steps to ensure the safety of the phone.

4.0 General Principles

- 4.1 Mobile telephones are issued for use for business purposes and for carrying out activities consistent with your responsibilities.
- 4.2 The administrative arrangements for reimbursement to Council for personal use of the Council provided mobile phone will be as follows:-
- The personal calls that you make will be grouped and itemised on a separate page on the bill provided by the network provider.
 - To enable this grouping facility simply add *01 after the number when you dial: e.g. personal call 01 234 567 891 *01.
 - The applicable call tariffs for personal use are detailed in Appendix A.
 - Charges for calls made under the *01 personal call code will be deducted automatically from salary one month in arrears. A copy of your bill will be given to you.
- 4.3 The use of text services offered with mobile phones is a convenient way to communicate and the same rules apply for the use of these services as for voice calls. Unfortunately these cannot come under the same grouping arrangements and you will be asked to separately identify business related texts. It will otherwise be presumed that all texts are for personal use.

5.0 Monitoring

- 5.1 You should be aware that the Council receives fully itemised records for all mobile telephones. The Council recognises the employees' general rights of privacy, but the Council reserves the right to monitor use of business calls where:-
- It is reasonably justified; and/or
 - There are legitimate reasons for doing so.
- 5.2 Where the Council has concerns, this matter will be referred to the relevant Director/Assistant Director, as appropriate.
- 5.3 As with any Council resource, use of mobile phones may be subject to internal audit as part of a programme of internal audit or if particular concerns arise.

6.0 Procurement

- 6.1 All additional mobiles must be obtained through Corporate Services.
- 6.2 To order an additional mobile, written confirmation must be provided by the Director, together with full cost centre codes to which the monthly bills are to be charged.

7.0 Inventory

- 7.1 Corporate Services maintains a complete list of mobile telephones held by the Council.
- 7.2 No exchange of SIM cards between mobiles is permitted without prior notification to Corporate Services.

8.0 Fault Reporting

- 8.1 Any user encountering problems with their mobile should report the fault to Corporate Services.

9.0 Loss / Theft

- 9.1 If you find that your mobile has been lost or stolen please contact T-Mobile Customer Services immediately at 08454 122623 (from the UK) or +44 8454 122623 (from outside the UK) and report the loss or theft. Ask for a complete block to be placed on the phone to ensure that it cannot be used.
- 9.2 Advise the Corporate Services section of the loss/theft and provide details of the date of the theft or when the phone was lost.
- 9.3 A replacement handset and SIM card will then be organised.

10.0 Health and Safety

- 10.1 In the interests of officers' safety and to eliminate the risk of prosecution Council **strictly prohibits** making and receiving mobile telephone calls while driving. Staff should therefore stop in a safe and convenient place, ensure the engine is turned off and the handbrake applied, to make and receive calls or alternatively divert their phone to voice mail.

10.2 In accordance with policy from the Royal Society for the Prevention of Accidents, no driver should use a mobile telephone or any similar piece of telecommunications equipment (whether hand-held or hands free) while driving.

10.3 There is a lot of contradictory evidence on the health effects to users of mobile phones. However, the general opinion is that there is not enough evidence to decide conclusively one way or the other as to the benefits or dangers from their use. It is accepted that more research is required, and on that basis it should be noted that all users should try to keep their use of mobile phones to a minimum.

11.0 Ownership of Equipment

11.1 The phone, SIM card and all accessories remain in the ownership of the Council and you must return the equipment if you leave the Council's employment.

12.0 Confirmation Forms

12.1 Officers must return a confirmation form, verifying receipt of the policy and acceptance of its terms, by 19 March 2004.

13.0 Date of Implementation

13.1 The anticipated timetable for implementation of this policy will be as follows:

- (i) Presentation to Strategy & Resources Committee: 19 February 2004.
- (ii) Presentation to Council: 11 March 2004.
- (iii) Implementation: 1 April 2004.

14.0 Breaches of the Policy

14.1 Any breach of this policy will be investigated and may result in disciplinary action.

15.0 Public Drive

15.1 A copy of this policy can be accessed on the Council's public drive under the Human Resources/Policies folder.

16.0 Eligibility

16.1 A mobile phone will be issued to an officer at the discretion of their line manager and Assistant Director. This will be based on the requirements of the post.

MOBILE TELEPHONE POLICY

To: Corporate Services Section, Antrim Borough Council

From: _____ (BLOCK CAPITALS)

I hereby acknowledge receipt of the Council's policy on Mobile Telephones.

I understand that **I must adhere to this policy** and I agree to the terms and conditions contained therein.

Signed: _____ Date: _____

APPENDIX A

Calls Tarriffs

24 MONTH CONTRACT TERM WITH NO EQUIPMENT SUPPLIED	CHARGES EX VAT
Monthly Charge	£0.00 per month
Local and National call charge per minute - at any time	3.4p per minute
Call charges to T-Mobile customers on the same billing account	2.6p per minute
Call charges to other T-Mobile customers	5.1p per minute
Call charges to other network customers	14.9p per minute
Text message (T-Mobile network in UK)	4.3p per text
Text message (Other networks in UK)	4.3p per text
Text message non UK networks	17p per text
Voicemail retrieval charge	Free