

## **WILTSHIRE COUNCIL**

### **STAFFING POLICY COMMITTEE**

**7 March 2012**

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### **Personal Use of Council Mobile Phones and Smartphones**

#### **Purpose of Report**

1. This report presents a new policy covering the use of Wiltshire Council issued mobile phones and Smart phones

#### **Background**

2. There has not been a policy covering the use of mobile phones and Smartphones.
3. Employees have been required to log in and mark any personal calls on a quarterly basis which were then deducted from their salary payment.
4. An audit report raised concerns relating to the non-payment for personal calls by a number of employees amounting to at least £5,000 per annum.
5. In response to this a decision has been made that these devices may not be used to make personal calls.

#### **Main considerations**

6. This policy is in line with the code of conduct which states “You may only use the council telephones to make or receive private calls in exceptional circumstances, and with the permission of your manager.”
7. The policy outlines what would be considered exceptional circumstances – i.e. work related incidents which mean that the employee is required to check or change arrangements.
8. There will no longer be any ability for employees to declare or reimburse the council for personal calls.
9. IT will monitor call logs on a “spot check” basis to ensure that employees are not using their council phones to make personal calls.
10. This is a change for employees and may require a lead in time to enable individuals to make alternative arrangements (e.g. purchasing personal phones).

### **Consultation**

11. The unions agreed this policy via the Joint Consultative Committee on 8 February 2012.

### **Environmental Impact of the Proposal**

12. None

### **Equalities Impact of the Proposal**

13. No negative impacts have been identified.

### **Risk Assessment**

14. None

### **Financial Implications**

15. None

### **Recommendation**

16. To recommend that Staffing Policy Committee approve this policy and procedure.

**Barry Pirie  
Service Director  
HR & OD**

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Report Author: Paula Marsh, Human Resources Policy & Reward team

**The following unpublished documents have been relied on in the preparation of this report:** None