



Cantley with Branton Parish Council

Mobile Phone Policy – use by staff members

Purpose:

To assist with the effective operation of all services, Cantley with Branton Parish Council issues mobile phones to certain staff and for operational use when on Cantley with Branton Parish Council business whether at Kilham Hall Meeting Rooms/Office or off site i.e. employees who need to communicate or in case of emergencies whilst on the road.

The issue of such mobile phones is to facilitate staff in their roles and, as such, the Cantley with Branton Parish Council has certain expectations regarding issue and use. The aim of this policy is to clearly outline the protocols.

Mobile Phone Allocation:

It is the responsibility of line managers to ensure that all relevant staff members are issued with a company mobile phone at the relevant time.

Mobile Phone Usage Protocol:

- When allocated/ using a Cantley with Branton Parish Council mobile phone, it is the user's responsibility to ensure that the device is looked after properly and is safely stored when not in use.
- The device remains the property of Cantley with Branton Parish Council at all times.
- The device must be returned to the office at Kilham Hall Meeting Rooms/Offices when not in use.
- Phones must only be used for the given purpose. This may include text and internet usage as well as telephony depending on the device.
- If issued with a device that includes camera functionality, such must only be used for Cantley with Branton Parish Council purposes.
- Company mobile phones are not for personal use. Staff using a Cantley with Branton Parish 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.
- Extreme care should be exercised when using mobile phones in cars. By law mobile phones can only be used when connected to a "hands free unit". Using a mobile phone while driving is not allowed by staff of Cantley with Branton Parish Council, (except with a certified hands free unit) as it is considered a serious risk and constitutes an offence under Road Traffic legislation.
- Misuse of the issued device may result in disciplinary action.
- In the event that the mobile phone is lost/stolen, your line manager must be notified immediately in order to block the number. If the employee does not notify the line manager immediately, they will be liable for any costs accrued.
- On termination of employment the mobile handset 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.

Damage to Cantley with Branton Parish Council mobile phone:

- Should the device get damaged, this should be immediately notified to the Chief Officer/Chairman.
- 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 Cantley with Branton Parish Council mobile phone and it has resulted in loss, theft or damage, Cantley with Branton Parish Council reserves the right to recoup the replacement cost of the mobile phone. Cantley with Branton Parish 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.

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Reviewed: September 2026