
REPORT TO: JOINT CONSULTATIVE COMMITTEE AGENDA ITEM:

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DATE OF MEETING: 16th AUGUST 2001

REPORT FROM: CHIEF FINANCE OFFICER

MEMBERS' CONTACT POINT: TERRY NEAVES

SUBJECT: USE OF MOBILE PHONES – A GUIDE FOR USERS

1.0 Recommendations

1.1 Subject to paragraphs 3.4 and 3.5 below, to approve Annexe A for consideration by an appropriate Committee of the Council.

2.0 Purpose of Report

2.1 To establish agreed guidelines for the use of telephones and mobiles within the Council

3.0 Detail

3.1 The majority of Council employees use telecoms equipment. It has become a key part of everyday working life.

3.2 In recent years the growing use of mobiles both for business and private use has increased the reliance on telecoms. The User Guide at Annexe A establishes good practice for the use of telephones and mobiles within the Council.

3.3 This document has been the subject of consultation with the trade unions via the Joint Negotiating Group and this Consultative Committee. On each occasion, Unison has raised the issue that some employees are being required to use their own mobiles for business purposes when working away from the offices.

3.4 At the meeting of the JNG on 21st June 2001 this issue was addressed. It was proposed that the posts of employees in this situation be risk assessed and that, where required (e.g., where there are health and safety concerns), employees will be issued with a mobile phone.

3.5 It is also proposed that, if approved, the implementation of the User Guide is not delayed by the completion of the required risk assessments. Instead, managers will agree interim exemptions from the policy until risk assessments are completed.

4.0 Conclusions

4.1 The guidelines at Annexe A set out clear guidance and good practice for the use of telecoms within the Council.