Tel: 01603 742958

Email: info@costesseypc.org The Costessey Centre, Longwater Lane

Web: [www.costessey.org.uk](http://www.costessey.org.uk) Costessey, Norwich, NR8 5AH

**CTC Mobile Telephone Policy for Staff**

1. The Town Council will, where a need is identified, provide a mobile telephone for members of staff. This policy applies to all mobile telephones provided for use by the Town Council whether that provision is temporary or long term.

2. Mobile telephones are provided, whether for a temporary or long term to:-

a) make or receive calls in connection with the Town Council’s business or the workings of the Town Council

b) to communicate between members of staff, suppliers, etc.

c) to provide a means of communication for members of staff where no land line is reasonably accessible.

3. The Town Council will meet all costs attached to the purchase, maintenance and charges of the telephone as far as they are applicable to its use in connection with the clauses in 2 above.

4. The Town Council will decide on the model of telephone, the network and the type of payment method.

**5. Those issued with mobile telephones must:-**

**a) under no circumstances use the telephone whilst working with moving machinery or driving any motorised vehicle.**

**b) report any loses or damage to the Town Clerk at the earliest opportunity**

**c) reimburse the Council for any personal calls which are charged to an account paid for by the Town Council**

**d) not use the telephone to harass, menace, intimidate or send offensive messages to others**

**e) return the telephone to the Town Clerk if the employment is terminated by either the employee or the Town Council**

6. The Town Council reserves the right to withdraw mobile telephones if it sees fit.

**NOTE: Where a need for a mobile telephone has been identified by the Town Council it may, at its discretion, enter into an agreement with individual members of staff if they have a personal mobile telephone and prefer to use that for Town Council calls. Such an agreement will entered into only after discussion and mutual agreement on the extent and method by which the Town Council will re-imburse the costs of business calls. However, in such circumstances the member of staff will still be expected to abide by 4a), 4b) and 4d) above whilst in the Town Council’s employment.**

**AGREEMENT**

**I agree to abide by the terms and conditions of the Mobile Telephone Policy for Staff**

Signed: ……………………………………………………………. Dated: ……………………