

## West Swindon Parish Council

### Finance and Staffing Committee

#### Mobile Phones

#### Agenda Item 11

### 1. Purpose

- 1.1 From 2<sup>nd</sup> January 2019 the Parish Council will be directly employing its staff.
- 1.2 As per the risk assessment in the West Swindon Parish Council's Lone Working Policy attached as **APPENDIX A**, 'all staff are required to have a fully charged mobile.'
- 1.3 Based on experience to date, team members engage in lone working on a regular basis and use mobile phones to make and receive calls outside of the office as well as taking photographs on a day to day basis.
- 1.4 If the Committee agree to the hire/purchase of mobile phones, each employee will sign a mobile phone agreement, this will ensure that the phone is returned should they end their employment with West Swindon Parish Council and they adhere to agreed use of the mobile phone.

### 2. Mobile Phone Options

Vodafone  
Huawei P20  
1 GB Data  
Unlimited minutes & texts  
£12.50+ VAT per month, per user  
24 Month Contract

The Parish Council qualify for a 'Local Government Discount', The figure of £12.50 already has the 40% discount applied.

### 3. Recommendations

- 3.1 That the Finance and Staffing Committee agree the acquisition of mobile phones.

Paula Harrison  
Parish Manager