



Mobile Phone Policy

Ilfracombe Town Council

1 Use of mobile phones in Town Council vehicles

The Government revised the legislation relating to the use of mobile phones while driving. From 27th February 2007, it is a specific offence to use a hand-held phone or similar device, when driving. From 1st March 2017, the penalty is £200 and six penalty points on your driving licence. Penalties now include loss of licence and a driving ban if the individual passed their test within two years of the offence.

Hand-held mobile phones, unless making a 999 call, can only be used when a vehicle is parked safely with the engine switched off.

The use of any mobile telephones (including cradle type / ear-piece hands free) whilst driving during Council time or on Council business is not permitted. Employees must not answer or use mobile telephones whilst driving and must find a safe place to park and turn off the vehicle ignition when making or receiving calls, or checking for messages or missed calls.

The only exception to the above policy is for properly fitted hands free kits (i.e., fitted by a competent person with fixed speakers and microphones, or Bluetooth earpiece kits). These can be used whilst driving in Council time.

In the interests of safety, it is strongly recommended that employees adopt this same policy for use of personal mobile telephones when driving their own vehicles in their own time.

2 Use of Town Council mobile phone for personal use

Staff are not permitted to use Town Council mobiles for personal calls unless in an emergency, which should be cleared with a line manager either before or as soon after as practical. A written note must then be sent to the Town Clerk immediately to advise of the number called, the reason for the call and the approximate duration of the call.

Staff are advised against using personal mobile phones for Town Council business.

3 Calls to be of minimum length

All business calls should be kept to a minimum length to avoid excessive call charges for the Town Council. Calls should be for Town Council business and any other conversation during the call should be kept to a minimum.

4 Text and multimedia messaging

Text messages are only to be sent for work purposes, the phones are not to be used to send personal texts.

Failure to comply with this policy may be treated as misconduct which could lead to disciplinary action and/or dismissal.

Policy reviewed: 14/2/22

Adopted: 14/10/2019

Next review:14/2/24