

## **Loan of equipment to Employees**

### **Employees' Use of Equipment**

Increasingly staff use Council equipment outside the workplace. This has extended beyond the tools essential in craft and technical roles, to the use of mobile 'phones, laptops, hand held computers, etc. Managers and staff have specific responsibilities in the use of equipment outside the workplace.

### **Issuing Equipment**

Equipment should only be issued where this is necessary to get the job done effectively. It must be used for work purposes and only by the employee (not other family members). If people use equipment for non-work purposes this may be classed as a benefit and taxable - each case would need to be investigated individually. Specific arrangements exist on mobile 'phones allowing some personal usage; see theSource for further details.

A record **must** be retained on the employee's SAP record (infotype 0040) of all equipment provided. Where the employee is expected to use the equipment at home (e.g. laptops, blackberry hand held equipment etc) the employee must also complete an insurance indemnity form.

### **Personal Responsibility & Insurance**

Staff have a responsibility to take reasonable precautions to keep items safe. This will include; not leaving the items unattended at any time outside the home, (other than locked out of sight in the boot of a vehicle), reporting any loss or damage immediately to the Council, co-operating as necessary with the investigation of any loss or damage, reporting any theft of the item(s) immediately to their manager and the police.

Staff also have a duty to protect information relating to their work with the Council that is held on laptops, handheld computers (etc). This includes preventing access from other people residing in or visiting the home.

Equipment used for work purposes is covered by the Council's insurance, however, apart from very specific circumstances, (e.g. a fire) a £1,000 excess must be borne by the business unit. For further details see the Insurance section of theSource.

Capita's support costs for IT equipment are charged to the business unit, via the IT SLA. Business units must ensure that equipment continues to be updated with anti virus security through the corporate network.

### **Health & Safety**

Regardless of whether equipment is used at a work base or another location, employers retain a responsibility for the employees' health and safety, for example in the use of laptops. Managers must ensure that the equipment is correct for the job that is being done, proper information and training is given on how to use; it is

regularly inspected and kept in a proper condition. For further details please refer to the Council's health and safety manual.

### **Leaving the Council**

All equipment must be returned to the Council on, or prior, to the employee's last day of service. Where the record on equipment has been maintained on SAP a reminder will be generated as part of the leaving action. However a check should always be made whether items are on loan and arrangements made for their return.