**Policy Checklist**

<table>
<thead>
<tr>
<th>Name of Policy:</th>
<th>Procedure on Staff Use of Mobile Phones</th>
</tr>
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<tbody>
<tr>
<td>Purpose of Policy:</td>
<td>This procedure applies to Trust employees who are required to have access to a mobile phone in order to carry out the duties of their post. This procedure also applies to the use of personal data equipment provided by the Trust in order to link to the Trust’s data network (usually ‘Blackberries’), where these devices can be used as mobile phones.</td>
</tr>
<tr>
<td>Directorate responsible for Policy</td>
<td>Directorate of Human Resources &amp; Organisational Development</td>
</tr>
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</table>
| Name & Title of Author: | Kieran Donaghy  
Director of Human Resources & Organisational Development |
<p>| Does this meet criteria of a Policy? | Not Applicable |
| Trade Union consultation? | Yes/No/Not Applicable |
| Equality Screened by: | N/A |
| Date Policy submitted to Policy Scrutiny Committee: | 19 March 2013 |
| Members of Policy Scrutiny Committee in Attendance: | Vivienne Toal, Head of Employee Engagement &amp; Relations (Chair), Anita Carroll, Assistant Director of Acute Services – Functional Support Services, Claire Graham, Head of Corporate Records (for Siobhan Hanna), Melanie McClements, Assistant Director of Older People’s Services |
| Policy Approved/Rejected/Amended | Approved |
| Policy Implementation Plan included? | Yes |
| Any other comments: | |
| Date presented to SMT | |
| Director Responsible | Mr Kieran Donaghy |
| SMT Approved/Rejected/Amended | |
| SMT Comments | |
| Date received by Employee Engagement &amp; Relations for database/intranet/internet | 19 March 2013 |
| Date for further review | 2 year default |</p>
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<tr>
<th><strong>Title</strong></th>
<th>Procedure on Staff Use of Mobile Phones Version: 7 Reference number/document name:</th>
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<tr>
<td><strong>Supersedes</strong></td>
<td>Supersedes: Description of Amendments(s)/Previous Policy or Version: Procedure on Staff Use of Mobile Phones Version 6 6 April 2011</td>
</tr>
<tr>
<td><strong>Originator</strong></td>
<td>Name of Author: Kieran Donaghy Title: Director of Human Resources &amp; Organisational Development</td>
</tr>
<tr>
<td><strong>Scrutiny Committee &amp; SMT approval</strong></td>
<td>Referred for approval by: Vivienne Toal, Head of Employee Engagement &amp; Relations Date of Referral: 19 March 2013 Scrutiny Policy Committee Approval (Date) SMT approval (Date)</td>
</tr>
<tr>
<td><strong>Circulation</strong></td>
<td>Issue Date: Kieran Donaghy Circulated By: Kieran Donaghy Issued To: As per circulation List (details below) Directors, existing mobile phone and blackberry users via global email, via ebrief and placed on intranet</td>
</tr>
<tr>
<td><strong>Review</strong></td>
<td>Review Date: March 2015 Responsibility of (Name): Kieran Donaghy Title: Director of Human Resources &amp; Organisational Development</td>
</tr>
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## PROCEDURE ON STAFF USE OF MOBILE PHONES

| **Author** | Kieran Donaghy  
| Director of Human Resources & Organisational Development |
| **Directorate responsible** | Human Resources & Organisational Development |
| **Date** | March 2013 |
| **Supersedes** | Procedure on Staff Use of Mobile Phones Version 6  
| 6 April 2011 |
| **Review date** | March 2015 |
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## APPENDICES

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1.0 INTRODUCTION

This procedure applies to Trust employees who are required to have access to a mobile phone in order to carry out the duties of their post.

This procedure also applies to the use of personal data equipment provided by the Trust in order to link to the Trust’s data network (usually ‘Blackberries’), where these devices can be used as mobile phones.

2.0 GENERAL PRINCIPLES

Where a Trust employee is required to have access to a mobile phone, the line manager must determine whether access to the phone is required at all times, or whether access is only required for occasional visits away from the base. In the latter case, it may be preferable for a mobile phone to be held within the unit and lent to employees as required. In these cases, a signing in / signing out book should be kept to ensure logging of mobile phone users. Such phones must be registered to the relevant team leader.

Where a mobile phone is provided by the Trust, no contribution towards other telephone provision at home will be made unless in exceptional circumstances, for example, where mobile phone coverage is limited and it is not possible to put in place other methods of communication.

Where the Trust provides a mobile phone, employees should not use the mobile phone for personal calls unless it is in line with this procedure. In addition, personal calls during working hours should only be undertaken in exceptional circumstances whether as agreed under this procedure or when using a private phone.

The use of Trust mobile phones to make and receive calls/texts/e-mail outside of the UK including the Republic of Ireland is strictly prohibited due to the high cost of such. Where such are unavoidable, a less expensive method should be explored and the permission of the line manager should be sought and agreed. The reason for the communication should be recorded in all cases.

Due to data protection regulations and costs, under no circumstances should the Sim card from your Trust mobile/blackberry be used in any other device.

Due to the sensitive nature of information held on a Trust blackberry, Trust blackberry users must not bring their blackberry on holiday. It is the responsibility of the user to ensure that the blackberry is stored in a secure place during this time.

The Trust will seek the most cost effective service provider for mobile phones, in accordance with Trust Standing Financial Instructions.
3.0 RESPONSIBILITIES

3.1 User responsibilities:

a. The mobile phone remains the property of the Trust, but it is the responsibility of the user to ensure that it is kept safe and secure at all times.

b. The user must not allow any other person to make use of the phone. The user is responsible for any calls – business or private – made using the phone.

c. The user is responsible for reimbursing the Trust for any personal calls made using the mobile phone.

d. The user must report loss, theft or damage of the phone to their manager immediately.

e. Upon leaving the Trust’s employment or where the user goes on extended leave such as maternity leave, career break or long term sick leave (i.e. 3 months) etc., the user must ensure that they hand the mobile phone back to their manager. Staff on secondment may be permitted to retain their Trust mobile phone/blackberry but the charge for the use of such must be met by the seconding organisation.

f. Where an employee has been placed on precautionary suspension under the Trust’s Disciplinary Procedure, the manager must ensure that the mobile phone is obtained from the employee in advance of period of precautionary suspension beginning.

g. Blackberry users must ensure that they have read and understood the Trust’s Internet, E-Mail, IT and Data Protection Policies which includes the use of mobile phones and, by signing the acceptance form, agrees to abide by the terms of those policies and procedures.

h. Blackberry users should ensure that their device has a password which is not shared, to reduce the risk of data loss, if their device is stolen or lost.

3.2 Managers responsibilities:

a. Ensuring that new mobile phones are ordered in accordance with the Procedure.

b. Issuing mobile phones only to employees who need them to carry out the duties of their role.

c. Informing the Locality Support Services Manager, as soon as possible, when a user no longer requires the use of a Trust mobile phone for their current job to ensure that mobile phones are disconnected and billing stopped as appropriate. If the user
is leaving the Trust’s employment, leaver’s details including the date the employee will be leaving the Trust, should be provided.

d. Recovering mobile phones including charger and any other accessories when the user leaves the Trust’s employment and returning same to the Locality Support Services Manager, who will have the phone available for issue to another user. Mobile phones must not be re-issued to another employee in the event of the user leaving the Trust. The Locality Support Services Manager is based within the Acute Services Directorate, St Luke’s Hospital, Armagh.

e. Regularly checking that mobile phones bills for his/her area are in line with expectation for individual roles and confirmed through to Directors/Assistant Directors.

3.3 Locality Support Services Manager responsibilities:

a. Ensuring that all Application Forms, Charges in respect of Private Calls/Amendment Forms and Mobile Phone Return Forms have been fully completed and are processed in accordance with the Procedure.

b. Collating a list of new phones issued together with the necessary information on a monthly basis and forwarding this to the Financial Systems Team.

c. Ensuring that upon notification/identification of leavers, mobile phones are disconnected.

d. Reviewing and authorising the monthly bill for payment in accordance with the Procedure.

e. Ensuring that Directors/Assistant Directors receive monthly bill details for mobile phone users in their Division.

f. Resolving any queries/disputes in respect of the monthly bill and ensuring that appropriate records are kept.

3.4 Director / Assistant Director responsibilities:

The Director/Assistant Director will receive e-billing information on the mobile phone/blackberry usage within their Division. They will be responsible for:

a. Ensuring that the procedure is being adhered to.

b. Ensuring that costs in relation to mobile/blackberry usage are brought to the attention of the relevant manager.
c. Ensuring that monthly bill details are reviewed for each employee and determining whether each is in line with expectation for individual roles and ensuring that personal calls are being paid for and that the process is not being abused.

d. Ensuring mobile devices are returned to the Locality Support Service Manager.

4.0 MOBILE PHONE USAGE

4.1 Hospital sites

Before using a mobile phone on a hospital site, employees should check that such usage will not interfere with sensitive equipment. In general, it is preferable to use land lines in such circumstances.

4.2 Public places

Trust employees are reminded to ensure confidentiality and security is upheld when using mobile phones in public places.

4.3 Cars

On no account must a mobile phone be used when driving. In such circumstances, it is the driver’s responsibility to ensure it is safe to make or receive calls, given the driving conditions at the time. In general, drivers should stop in a safe place to make or receive calls.

4.4 Recording of sounds and images

Many modern mobile phone handsets include camera, video and sound recording facilities. For reasons of confidentiality and respect for individual human rights it is not generally appropriate to record and/or store such recordings in the workplace. Exceptionally this may however be necessary as part of a person’s work, for example, to record the specific position of something for health and safety purposes, e.g. as part of incident follow up of investigation.

4.5 Use of data

Modern mobile phones and personal data equipment have the capability to access the internet and send and/or receive emails. The Trust’s Internet, E-Mail, IT and Data Protection Policies describe baseline standards for the use of Trust systems to ensure the availability of high-quality, accurate and up to date information in support of the Trust’s business objectives. Within these Policies particular reference is made to the use of email and the internet and to activities that are explicitly prohibited. It is important that all staff that have use of a mobile phone, or other
personal data equipment, supplied by the Trust have read and understood these Policies in particular your attention is drawn to the use of social networking sites such as Facebook and that employees are reminded of their responsibilities not to breach the Data Protection Act in terms of disclosing information in relation to a patient/client. Any such disclosure will be regarded as a serious breach of the Data Protection Act and be dealt with under the Trust’s Disciplinary Procedures.

4.6 Loss or theft of a mobile phone/blackberry

Where a mobile phone is lost or stolen or is no longer required, it is the responsibility of the employee to immediately inform their manager, the Locality Support Services Manager and in relation to a blackberry the Head of IT in order that the e-mail service can be terminated.

5.0 PROCEDURES

5.1 Application Process

Employees must submit an application form for a mobile phone or, where appropriate, a blackberry phone, using the application form at Appendix 1. This form is also available under Policies and Procedures on the Finance and Procurement Section on the Trust intranet.

The employee must indicate on the application form whether they wish to opt out of making private calls from a Trust mobile phone or alternatively provide authorisation for Payroll to deduct a set amount from their salary every month to cover the charges in respect of private calls. The employee’s line manager will determine if the expected usage is reasonable in terms of the applicant’s role and must countersign the form.

The application form must be approved by a Head of Service/Assistant Director and countersigned by the relevant Director. Following authorisation by the Director, the application form should be forwarded to the Locality Support Services Manager to process.

All forms must be completed in full. Incomplete forms will be returned to the applicant for amendment and this will delay the application process.

Following approval by the Locality Support Services Manager, an order will be placed for a mobile phone.

A list of all new mobile phones issued together with a form detailing relevant information i.e., phone number allocated, user’s name and cost centre will be
collated monthly by the Locality Support Services Manager and forwarded to the Financial Systems Team.

The Financial Systems Team will ensure that HRMS is updated with details of new mobile phone numbers issued against the relevant cost centre to enable a journal for allocation of charges to the cost centre to be created once a bill is received.

5.2 Mobile Phone Charges in Respect of Private Calls

All employees who have been issued with a Trust mobile phone must inform the Locality Support Services Manager whether they wish to opt out of using the mobile phone for private calls or alternatively authorise Payroll to deduct a set amount from their salary on a monthly basis to cover personal usage.

The following principles apply:

- The employee is responsible for selecting an estimated average cost of private calls per month from the identified options and authorises this to be deducted from their salary each month. No refund will be possible. The average rates (£10, £15, £25, £50) are the only rates of contributions acceptable in respect of private calls or texts made on Trust mobile phones.

- The employee is responsible for ensuring that they remain within the average and for updating the amount (either up or down) if necessary. Itemised bills are available to the manager and can be obtained from the Locality Support Services Manager.

- Random spot checks will be undertaken to ensure total call costs are reasonable compared to similar users, taking into account the contribution for private calls. Where it is established that there is a deliberate attempt to underestimate the contribution for private calls, the Trust reserves the right to take Disciplinary action.

For employees who are applying for a new mobile phone this information will be captured within their Application Form (Appendix 1).

Employees who are currently using a Trust mobile phone and have never indicated whether they wish to opt out of making private calls or provided authorisation for Payroll to deduct a set amount from their salary every month to cover personal usage, must ensure that they complete a Charges in Respect of Private Calls/Amendment Form (Appendix 2). If the employee indicates that they intend to use their Trust mobile for personal usage, their line manager will determine if the expected usage is reasonable in terms of the applicant’s role and must countersign the form.
The completed form should be submitted to the employee’s line manager and to the
Head of Service/Assistant Director for approval.

At any stage, if there is a change to the employee’s decision to opt out of personal
usage or if there is a change to be made in respect of the deduction from Payroll for
personal usage the employee must complete a new Charges in Respect of Private
Calls/Amendment Form (Appendix 2) stating the reasons for any changes. The
Head of Service/Assistant Director will consider if the reasons for amendment are
valid and in line with their knowledge of the employee’s role and the recent bills
issued.

Following authorisation, the Head of Service/Assistant Director will forward this form
to the Locality Support Services Manager to process.

Copies of all forms that require a deduction will be forwarded to Payroll. Upon
receipt of all new forms, the Locality Support Services Manager will ensure that if
there is a previous copy of the form, that this is marked as ‘not applicable’ and a
copy of the new form will be forwarded to Payroll to process deduction, update their
records and file a copy of the form in the employee’s Payroll file.

The Charges in Respect of Private Calls/Amendment Form (Appendix 2) is also
available under Policies and Procedures on the Finance and Procurement Section
on the Trust intranet.

5.3 Employee’s Leaving / Return of Mobile Phone

When an employee leaves the Trust’s employment and they have a mobile phone /
blackberry it is the responsibility of the employee to return it to their line manager
along with the charger and any other accessories. The line manager must contact
the Locality Support Services Manager to inform them of the date that the employee
will be leaving, as soon as possible.

The Head of Service/Assistant Director must ensure that when a member of staff
who is issued with a mobile phone leaves the Trust’s employment, mobile devices
are recovered and returned together with a Mobile Phone Return Form (Appendix
3) to the Locality Support Services Manager based in St Luke’s Hospital, Armagh.
Mobile phones must not be re-issued to another employee in the event of the user
leaving the Trust.

Upon notification/identification of all leavers, the Locality Support Services Manager
will arrange for all mobile phones to be disconnected and will review against the
following month’s bill to ensure that the mobile phone is no longer listed/ active.
The Locality Support Services Manager will obtain a list of leavers from Human Resources on a monthly basis and cross match leaver’s names / staff numbers with the current list of mobile phone users to identify those who have a Trust mobile.

The Mobile Phone Return Form (*Appendix 3*) is also available under Policies and Procedures on the Finance and Procurement Section on the Trust intranet.

### 5.4 Billing Process

Upon receipt from the Payments Department, the Locality Support Services Manager will review the monthly summary bill for reasonableness of total costs compared to previous months. Once reviewed and agreed, the Locality Support Services Manager will authorise the bill and return to the Payments Department to process the payment. The Financial Systems Team will post a journal to allocate costs to the relevant Cost Centre.

Upon receipt of the monthly itemised Vodafone CD-Rom from the Payments Department, the Financial Systems Team will download the bill by phone number and allocate to Cost Centres already listed. A journal will be raised to be posted by the Payments Department.

The Financial Systems Team will then forward the itemised CD-Rom to the Locality Support Services Manager who will email monthly bill details to Directors/Assistant Directors for mobile phone users in their Division.

Directors/Assistant Directors will ensure that monthly bill details are reviewed for each employee and determine whether each is in line with expectation for individual roles. If personal usage is noted, the Director/Assistant Director will ensure that this is compliant with the Application Form/Charges in Respect of Private Calls/Amendment Form and that the deduction is sufficient.

Any queries or disputes in respect of the monthly bill will be communicated, via email, to the Locality Support Services Manager to follow up and for record keeping. Once all queries are resolved the Locality Support Services Manager will ensure that the CD-Rom is securely stored for future reference.

### 6.0 REVIEW

This procedure should be reviewed periodically in consultation and negotiation with recognised staff side representatives.
APPLICATION FOR THE PROVISION OF A TRUST MOBILE/BLACKBERRY PHONE

<table>
<thead>
<tr>
<th>Applicant’s Name:</th>
<th>Full Staff No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Directorate:</td>
</tr>
<tr>
<td>Work base:</td>
<td>Contact No:</td>
</tr>
<tr>
<td>Email:</td>
<td>Cost Centre:</td>
</tr>
<tr>
<td>(In the absence of applicant email address supply Line Managers)</td>
<td>(If not known, please ask Line Manager)</td>
</tr>
</tbody>
</table>

I wish to apply for a Trust mobile phone ☐ I wish to apply for a Trust blackberry phone ☐

ELIGIBILITY ASSESSMENT

Are you receiving reimbursement for land line telephone rentals? ☐ ☐
Do you have access to a Directorate mobile phone when you are on-call? ☐ ☐
Are you office based for less than 50% time per week? ☐ ☐
Do you make clinical visits/appointments in the community? ☐ ☐
Do you need to be readily contactable? ☐ ☐
Are you a lone worker? ☐ ☐

BACKGROUND INFORMATION FOR REQUEST

Please use the space below to indicate why a mobile / blackberry phone would have a demonstrable benefit in the execution of your duties.

MOBILE PHONE CHARGES IN RESPECT OF PRIVATE CALLS: please tick one option

I DO NOT intend to use the Trust phone to make private calls or texts. ☐ Complete Part A overleaf
I intend to use the Trust phone to make private calls or texts. ☐ ☐ Complete Part B overleaf
### OPT OUT OF PRIVATE CALLS FROM A TRUST MOBILE PHONE

**PART A**

I confirm that I **do not** intend to use my Trust mobile phone to make private calls or texts.

I understand that it is my responsibility to submit a revised form to payroll if the situation changes.

By signing this form I confirm that I will read and agree to abide by the terms and conditions set out in the Southern Health & Social Care Trust’s Procedure for Staff Use of Mobile Phones.

**APPLICANT’S SIGNATURE:** ………………………………………………….. **DATE:** ………………………………………..

**LINE MANAGER’S SIGNATURE:** ……………………………………………… **DATE:** ………………………………………..

**JOB TITLE:** …………………………………………………………………………….. **CONTACT NO:** ………………………………………..

### AUTHORISATION TO PAYROLL TO DEDUCT MOBILE PHONE CHARGES IN RESPECT OF PRIVATE CALLS MADE FROM A TRUST PHONE ON A MONTHLY BASIS

**PART B**

I confirm that I intend to use my Trust mobile phone to make private calls or send text messages to an average monthly value of no more than (**tick box for appropriate value**):

- £10 [ ]
- £15 [ ]
- £25 [ ]
- £50 [ ]

I authorise payroll to deduct from my salary every month the amount indicated in the box above, in respect of private calls or texts made on my Trust mobile phone.

I understand that it is my responsibility to monitor the actual cost of private calls and texts and to submit a revised form to payroll if the average monthly cost changes.

I understand that spot checks may be made on random mobile phone bills to identify anywhere costs are in excess of those for similar users (**excluding any contribution made by way of this authorised salary deduction**).

By signing this form I confirm that I will read and agree to abide by the terms and conditions set out in the Southern Health & Social Care Trust’s Procedure for Staff Use of Mobile Phones.

**APPLICANT’S SIGNATURE:** ………………………………………………….. **DATE:** ………………………………………..

**I agree that the expected usage is reasonable in terms of the applicant’s role.**

**LINE MANAGER’S SIGNATURE:** ……………………………………………… **DATE:** ………………………………………..

**JOB TITLE:** …………………………………………………………………………….. **CONTACT NO:** ………………………………………..

**ASSISTANT DIRECTOR / HEAD OF SERVICE APPROVAL:**

**RECOMMENDED:** YES / NO

**SIGNATURE:** ………………………………………………….. **DATE:** ………………………………………..

**DIRECTOR APPROVAL:**

**APPROVAL:** YES / NO

**SIGNATURE:** ………………………………………………….. **DATE:** ………………………………………..

Please forward approved form to the Locality Support Services Manager, St Luke’s Hospital, Armagh, BT61 7NQ.

FOR SUPPORT SERVICES USE ONLY

**MOBILE PHONE** [ ] **BLACKBERRY PHONE** [ ]

**DATE OF ISSUE OF:** ………………………………………………….. **NUMBER ALLOCATED:** ………………………………………..
<table>
<thead>
<tr>
<th><strong>APPENDIX 2</strong></th>
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<tr>
<td><strong>CHARGES IN RESPECT OF PRIVATE CALLS/AMENDMENT FORM</strong></td>
</tr>
<tr>
<td>Name of User:</td>
</tr>
<tr>
<td>Job Title:</td>
</tr>
<tr>
<td>Work base:</td>
</tr>
<tr>
<td>Email: <em>(In the absence of user email address supply Line Managers)</em></td>
</tr>
<tr>
<td>Mobile Phone No:</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th><strong>NOTIFICATION OF CHANGE IN CIRCUMSTANCES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please provide details:</td>
</tr>
</tbody>
</table>

---

**PART A**

I **DO NOT** intend to use the Trust phone to make private calls or texts.  
I **intend to use the Trust phone to make private calls or texts.**

---

**OPT OUT OF PRIVATE CALLS FROM A TRUST MOBILE PHONE**

I confirm that I **do not** intend to use my Trust mobile phone to make private calls or texts.  
I understand that it is my responsibility to submit a revised form to payroll if the situation changes.

By signing this form I confirm that I will read and agree to abide by the terms and conditions set out in the Southern Health & Social Care Trust’s Procedure for Staff Use of Mobile Phones.

---

<table>
<thead>
<tr>
<th><strong>EMPLOYEE’S SIGNATURE:</strong></th>
<th><strong>DATE:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LINE MANAGER’S SIGNATURE:</strong></td>
<td><strong>DATE:</strong></td>
</tr>
</tbody>
</table>

**JOB TITLE:**  
**CONTACT NO:**
**AUTHORISATION TO PAYROLL TO DEDUCT MOBILE PHONE CHARGES IN RESPECT OF PRIVATE CALLS MADE FROM A TRUST PHONE ON A MONTHLY BASIS**

**PART B**

I confirm that I intend to use my Trust mobile phone to make private calls or send text messages to an average monthly value of no more than (tick box for appropriate value):

- £10
- £15
- £25
- £50

I authorise payroll to deduct from my salary every month the amount indicated in the box above, in respect of private calls or texts made on my Trust mobile phone.

I understand that it is my responsibility to monitor the actual cost of private calls and texts and to submit a revised form to payroll if the average monthly cost changes.

I understand that spot checks may be made on random mobile phone bills to identify anywhere costs are in excess of those for similar users (*excluding any contribution made by way of this authorised salary deduction*).

By signing this form I confirm that I will read and agree to abide by the terms and conditions set out in the Southern Health & Social Care Trust's Procedure for Staff Use of Mobile Phones.

**EMPLOYEE'S SIGNATURE:** ……………………………………………………………… **DATE:** …………………………………

I agree that the expected usage is reasonable in terms of the employee's role.

**LINE MANAGER'S SIGNATURE:** ………………………………………………… **DATE:** …………………………………

**JOB TITLE:** ……………………………………………………………………… **CONTACT NO:** ………………………………

**HEAD OF SERVICE / ASSISTANT DIRECTOR APPROVAL**

**SIGNATURE:** ……………………………………………………………………… **DATE:** …………………………………

Please forward approved form to the Locality Support Services Manager, St Luke's Hospital, Armagh, BT61 7NQ.

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**FOR SUPPORT SERVICES USE ONLY**

**DATE FORM RECEIVED:** ……………………………………………………………

**DATE FORM COPIED TO PAYROLL:** ………………………………………………
## MOBILE PHONE RETURN FORM

<table>
<thead>
<tr>
<th>Mobile Phone No:</th>
<th></th>
</tr>
</thead>
</table>

| User Name:       | Full Staff No: |  |
|------------------|----------------|

| Job Title:       | Directorate:   |  |
|------------------|----------------|

| Work Base:       | Contact No:    |  |
|------------------|----------------|

| Email:           | Cost Centre:   |  |
|------------------|----------------|

*(In the absence of user email address supply Line Managers)*

Please state the reason for return *(include dates as applicable):*

Items returned:

- [ ] mobile phone
- [ ] blackberry
- [ ] charger
- [ ] other accessories (detail)

Date items returned to Line Manager:

**USER SIGNATURE:** ........................................... **DATE:** ............................................

Locality Support Services Manager alerted that mobile phone is to be deactivated. **DATE:** .........................

**LINE MANAGER’S SIGNATURE:** ........................................... **DATE:** ............................................

**LINE MANAGER** *(print name):* ........................................... **DATE:** ............................................

**JOB TITLE:** ........................................... **CONTACT NO:** ............................................

Please forward a copy of this form to Head of Service / Assistant Director.

Please return completed form together with mobile phone/blackberry, charger and accessories to the Locality Support Services Manager, St Luke’s Hospital, Armagh, BT61 7NQ.

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**FOR SUPPORT SERVICES USE ONLY**

**ITEMS RETURNED:** ...........................................

**DATE RETURNED:** ...........................................

**DATE DISCONNECTED:** ...........................................

**DATE BILL REVIEWED TO ENSURE NUMBER NO LONGER LISTED / ACTIVE:** ...........................................