

1. **REVIEW OF CHARGING ARRANGEMENTS FOR REPLACEMENT EQUIPMENT ISSUED TO STAFF**

Submitted by: Executive Management Team

Portfolio: Finance and Resources

Purpose of the Report

To obtain approval for a proposed policy to ensure a consistent approach to dealing with instances when equipment issued to staff requires a replacement as a result of their negligence.

Recommendation

That the proposed charging arrangements attached at Appendix B be approved.

1. **Background**

- 1.1 In September last year, an employee was requested to pay for a replacement car park barrier key at the Central Depot. This was queried by the Employees Side JCC Chair on the basis that there was no council policy in place that had been agreed with the trade unions in relation to charging for replacement equipment and that employees were not aware of any arrangements that were in place.
- 1.2 A review was subsequently undertaken to establish the types and cost of equipment issued to staff across all service areas with a view to a fair and practical future approach being established. Details of items issued are attached at Appendix A.

2. **Issues**

- 2.1 The types of equipment issued to staff varies considerably, as does replacement cost. There is an obligation on employees to take reasonable measures to use and maintain equipment appropriately and to take reasonable precautions regarding its security.
- 2.2 This has been taken into account in developing the proposed policy, together with what action is considered to be reasonable and proportionate in circumstances where an employee may have been negligent in this respect and in particular where they may have been persistently negligent.
- 2.3 A copy of the proposed policy is attached at Appendix B.
- 2.4 The Head of HR and the previous Chair of the Employees Consultative Committee (ECC) met with the trade unions on 10 May 2013 to discuss the policy. The trade unions indicated that they supported the proposed approach and did not suggest any revisions/additions to the content.
- 2.5 The proposed policy was subsequently endorsed at the ECC meeting on 17 June 2013.

3. **Legal and Statutory Implications**

- 3.1 None.

4. **Equality Impact Assessment**

4.1 Implementation will ensure a consistent approach is taken in relation to all employees.

5. **Financial and Resource Implications**

5.1 Implementation of the policy will ensure that full/part recovery of the cost of items requiring replacement as a result of repeated employee negligence.

6. **Major Risks**

6.1 None.

7. **List of Appendices**

- Appendix A - Details of items issued
- Appendix B - Proposed Policy on Charging Arrangements for Replacement Equipment Issued to Staff

REVIEW OF CHARGING ARRANGEMENTS FOR REPLACEMENT EQUIPMENT

Category of Equipment	Item Provided	Estimated Replacement Cost (varies dependent on type)	Service Area	Dept	Charging arrangements in place		Number of replacements issued		
					YES/ NO	If YES COST	2011/12	2012/13	
Clothing - Footwear	Boots/Shoes	£9.99 - £49.95	Leisure	OP	NO	N/A	1 pr	1 pr	
			Streetscene		NO	N/A			
			Waste Operations		NO	N/A			
			Waste & Recycling		NO	N/A			
			Civil Enforcement		NO	N/A			
	Safety Boots/Shoes including Steel Toe Capped	£15.95 - £50.72	Admin	OP	NO	N/A	1	1	
			Landscape Development		NO	N/A			
			Parks & Toilets		NO	N/A			
			Waste & Recycling	RD	NO	N/A			
			Housing		NO	N/A			
			Environmental Services		NO	N/A			
	Wellingtons	£8.50 - £19.40	Landscape Development	OP	NO	N/A			
Clothing - Outdoor	Caps	£2.20	Streetscene	OP	NO	N/A	1 pr	1 pr	
	Gloves/Protective Gloves	£1.33 - £9.64	Leisure		NO	N/A	1	1	
			Parks & Toilets		NO	N/A	1	1	
			Streetscene		NO	N/A	As Req'd	As Req'd	
			Waste Operations		NO	N/A	1 pw	1 pw	
			Environmental Services	RD	NO	N/A			
	Jackets/Rain/Waterproof	£38.99 - £85.95	Civil Enforcement	RD	NO	N/A			
			Housing		NO	N/A			
			Environmental Services		NO	N/A			
			Planning	RS	NO	N/A			
			Customer Services		NO	N/A			
			Landscape Development		OP	NO	N/A	1	1
			Parks & Toilets			NO	N/A		
	Waste & Recycling	NO	N/A						
	Clothing - Protective	Hard Hats/Helmets	£6.82	Landscape Development	OP	NO	N/A	1 pp	1 pp
Streetscene				NO		N/A			
Waste Operations				NO		N/A			
Waste & Recycling				RD	NO	N/A			
Housing					NO	N/A			
Environmental Services					NO	N/A			
Ear defenders		£2.50	Planning	RD	NO	N/A			
Ear protection		£4.00 - £10.00	Streetscene	OP	NO	N/A	1 pr	1 pr	
			Waste Operations		NO	N/A			
Eye protection		£6.70	Streetscene	OP	NO	N/A	1 pr	1 pr	
Goggles		£1.85	Leisure	OP	NO	N/A			
Masks		£8.30	Leisure	OP	NO	N/A	1	1	
Masks - Dust		£10.00	Environmental Services	RD	NO	N/A			
Overalls/Boilersuits		£3.60 - £31.95	Environmental Services	RD	NO	N/A			
			Leisure	OP	NO	N/A	1	1	
			Waste & Recycling		NO	N/A			
White Coveralls		£2.95 - £25	Streetscene	OP	NO	N/A	1 pr	1 pr	
Hi Viz Coat		£16.04 - £25.15	Streetscene	OP	NO	N/A	1	1	
	Waste Operations		NO		N/A	1	1		
	Admin		NO		N/A				
	Waste & Recycling		NO		N/A				
	Landscape Development		NO		N/A				

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			Housing	RD	NO	N/A			
			Environmental Services		NO	N/A			
			Planning		NO	N/A			
	Hi Viz Vest/Waistcoat	£2.15		Planning	RD	NO	N/A		
				Parks & Toilets	OP	NO	N/A	1	1
				Streetscene		NO	N/A	3	3
				Waste Operations		NO	N/A		
				Admin		NO	N/A		
				Landscape Development		NO	N/A		
Clothing - Uniform	Fleece Jacket	£10.00 - £11.05	Admin	OP	NO	N/A	1	1	
			Parks & Toilets		NO	N/A			
	Jumpers	£16.95	Civil Enforcement	RD	NO	N/A			
	Polo Shirts/ Tops	£5.75 - £8.00	Waste & Recycling	OP	NO	N/A	1	1	
			Parks & Toilets		NO	N/A			
	Shirts/Blouses	£6.95 - £21.21	Admin	OP	NO	N/A			
			Customer Services	RS	NO	N/A			
			Civil Enforcement	RD	NO	N/A			
	Sweat shirt	£7.34 - £12.50	Environmental Services	OP	RD	NO	N/A	2	2
			Streetscene		NO	N/A			
			Waste Operations		NO	N/A			
			Parks & Toilets		NO	N/A			
	Tabbard	£8.50	Parks & Toilets	OP	NO	N/A	1	1	
	Tee Shirt Tops	£11.05	Leisure	OP	NO	N/A			
			Customer Services	RS	NO	N/A			
	Tee Shirts	£3.32	Environmental Services	RD	NO	N/A	2	2	
			Streetscene	OP	NO	N/A			
Waste Operations			NO		N/A				
Tie	£2.95	Civil Enforcement	RD	NO	N/A				
Trousers	£23.95 - £34.95	Civil Enforcement	RD	NO	N/A				
		Customer Services	RS	NO	N/A				
Trousers/Waterproof of Trousers	£8.73 - £18.25	Streetscene	OP	NO	N/A	2	2		
		Waste Operations		NO	N/A	2	2		
		Parks & Toilets		NO	N/A	1	1		
Inspection white coat	£20.18	Environmental Services	RD	NO	N/A				
Inspection white hat	£9.88	Environmental Services	RD	NO	N/A				
Equipment - Other	ID Cards	£2.29	ALL	ALL	NO	N/A			
	Barrier Fob - Civic Offices Car Park	<£3.00	Any staff who park in the Civic Offices Car Park	ALL	YES	£3			
	Barrier Fob - Depot	£2.89	Any staff who park at the Depot	OP/RD	YES	£5			
	Name Badges	£4.75	Customer Services	RS	NO	N/A			
	Depot Gate Key	£5.00	Parks & Toilets	OP	NO	N/A			
	Desk Name plates	£8.95	Customer Services	RS	NO	N/A			
	Brief case / Work bag	£32.00	Housing	RD	NO	N/A			
			Planning		NO	N/A			
Papais Lock Keys	£14.25	Parks & Toilets	OP	NO	N/A				
Parks Master Key	£58.00	Parks & Toilets	OP	NO	N/A				
Equipment - First Aid	Safety Pouch with resuscitation mask	£5.99 - £12.25	Leisure	OP	NO	N/A			
	First Aid Kit	£10.95 - £21.55	Environmental Services	RD	NO	N/A	As req'd	As req'd	
Waste Operations			OP	NO	N/A				
Equipment - IT	Becrypt Sticks	£5.00	ICT	ALL	NO	N/A			
	USB sticks		ICT	ALL	NO	N/A		1	
	Dictation Machine	£29.16	Planning	RD	NO	N/A			
	Cullmann Tripod and extension pole	£120.00	Environmental Services	RD	NO	N/A			
	Telephones – (Homeworkers	£165.00	ICT	ALL	NO	N/A			

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	only)							
	Camcorder	£100 - £200	Planning	RD	NO	N/A		
	Civil Enforcement - handheld computer	£240.00	Civil Enforcement	RD	NO	N/A		
	Digital Camera	£50.00 - £500	Planning	RD	NO	N/A	2	
			Civil Enforcement		NO	N/A		
			Landscape Development	OP	N/A	N/A		
			ICT	RS	NO	N/A		
	Loan equipment- projectors & screens, laptops	£600.00	ICT	ALL	NO	N/A		
	Mobile Phones	£60.00 - £450	ICT	ALL	NO	N/A	7	10
	Laptops/tablet PCs	£400 - £900	ICT	ALL	NO	N/A		
	Photocheck PID	£1,200.00	Environmental Services	ALL	NO	N/A		
Equipment - Materials	Cleaning equipment (kept at the Toilets)	Various	Parks & Toilets	OP	N/A	N/A		
Equipment - Technical (Office Equipment used and returned)	Carbon monoxide detector	£30.00 - £115.00	Environmental Services	RD	NO	N/A		
	Probe thermometer	£56.00	Environmental Services	RD	NO	N/A	1	
	Damp metre	£115.00 - £350.00	Housing	RD	NO	N/A		
	Light meter LUTRON lx-1108 s/nQ122129	£130.00	Environmental Services	RD	NO	N/A		
	Infra red thermometer	£420.00	Environmental Services	RD	NO	N/A		
	Dip Meter	£460.00	Environmental Services	RD	NO	N/A		
	4231 Calibrator x 3	£600.00	Environmental Services	RD	NO	N/A		
	2236 Sound Level Meter Equipment x 2 (Incl Microphone x 4, & extension BZ , preamplifier)	£2,500.00	Environmental Services	RD	NO	N/A		
	GA 2000 Gas Analyser	£2,500.00	Environmental Services	RD	NO	N/A		
	2250 Matron Light x 3 (Incl Case type BZ & Handswitch BZ)	£5,000.00	Environmental Services	RD	NO	N/A		
Shaw City Gas Clam	£7,500.00	Environmental Services	RD	NO	N/A			
Equipment - Tools	Tape measure	£10.00	Landscape Development	OP	N/A	N/A		
			Housing	RD	NO	N/A		
			Planning		NO	N/A		
	Whistle	£5.95 - £19.83	Leisure	OP	NO	N/A		
	Torch	£4.95 - £49.30	Housing	RD	NO	N/A		
			Planning		NO	N/A		
	Ladders (Office equipment)	£80.00	Housing	RD	NO	N/A		
	Tools & other equipment (eg spades, spikes, tool box etc) Issued & returned daily	Various Prices	Streetscene	OP	NO	N/A		
			Parks & Toilets		N/A	N/A		
Waste Operations			N/A		N/A			
Chainsaw - issued to Tree Operatives	£426.00 - £767.00	Streetscene	OP	NO	N/A			
Full aboricultural kit - issued to Tree Operatives	£550.00	Streetscene	OP	NO	N/A			

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Policy on Charging Arrangements for Replacement Equipment Issued to Staff

1. Employees will not normally be required to pay the cost of any item issued to them that requires replacement as a result of their negligence on the first occasion.
2. Where it is considered that an employee has been negligent regarding the loss of an item, they will be advised in writing that in the event of the further loss of any items as a result of their negligence within a 12 month rolling period, they may be required to pay the replacement cost of the item (or a proportion thereof) as is considered to be reasonable in all the circumstances by the relevant Business Manager.
3. Any employee who feels that the amount to be repaid as determined by the Head of Service to be unreasonable, may make a complaint using the Grievance Procedure.
4. However, where it is considered that as a result of an employee's negligence, there would be one or more of the following:
 - a significant cost of replacing the item/potential for cost to be incurred by the council as a result of the loss
 - a risk of data security or asset security being compromised
 - a risk of reputational damage to the council
 - a breach of health and safety policies or procedures

The matter should be referred to the relevant Head of Service who will determine whether disciplinary action is appropriate.

5. When dealt with under the Disciplinary Procedure, repayment of the cost (or part thereof) of the item to be replaced may be incorporated into any disciplinary penalty issued.