

REPLACEMENT EQUIPMENT ISSUED TO STAFF – POLICY ON CHARGING ARRANGEMENTS/SANCTIONS

Submitted by: Executive Management Team

Portfolio: Finance and Resources

Purpose of the Report

To obtain the approval for a revised Policy on the arrangements for charging/disciplining staff regarding replacement equipment.

Recommendation

That the revised Policy attached at Appendix A be approved.

1. **Background**

1.1 Following a recent review to establish the types and cost of equipment issued to staff across all service areas, a proposed policy on the charging of staff for replacement equipment (or if appropriate the issue of disciplinary sanctions) was considered at your meeting on 9 July 2013. A copy is attached at Appendix A.

2. **Issues**

2.1 At the meeting it was resolved that the policy be redrafted and reformatted to ensure that it is clearer and more robust in relation to employee negligence and referred back for further consideration.

2.2 A revised and reformatted policy has therefore been produced and is attached at Appendix B. The revised policy was discussed at a meeting of the Head of Human Resources, the Chair of the Employees Consultative Committee (ECC) and the trade unions on 15 August 2013. The trade unions indicated that they accepted the revised policy but that they intend to monitor its implementation.

2.3 The revised policy was subsequently endorsed at the ECC meeting on 16 September 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 employee negligence.

6. **Major Risks**

6.1 None.

7. **List of Appendices**

Appendix A – Proposed Policy on Charging Arrangements for Replacement Equipment Issued to Staff discussed at the Staffing Committee in July 2013.

Appendix B - Proposed Revised Policy

ORIGINAL DRAFT (JULY 2013)

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.

REVISED DRAFT (OCTOBER 2013)

Newcastle-under-Lyme Borough Council

Replacement Equipment Issued to Staff – Policy on Charging Arrangements/Sanctions

1. Introduction

- 1.1 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.
- 1.2 The policy takes this into account, 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 have been persistently negligent.

2. Charging Arrangements/Sanctions

- 2.1 Employees will not normally be required to pay the cost of any item issued to them that requires replacement unless it is considered they have been negligent.
- 2.2 Where it is considered that an employee has been negligent regarding the loss of an item, they will 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 (or Head of Service in cases where a Business Manager has been negligent).
- 2.3 Any employee who feels that the amount to be repaid as determined by the Business Manager (or Head of Service) to be unreasonable, may make a complaint using the Grievance Procedure.
- 2.4 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.

- 2.5 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.

3. Examples of items of equipment issued/estimated replacement costs

- 3.1 Examples of items/equipment issued and estimated replacement costs are detailed at Appendix A. Please note that the list is not exhaustive.

4. Review

- 4.1 The policy (including Appendix A) is reviewed annually by Human Resources.

Examples of Items/Equipment issued and Replacement Costs – October 2013

Category of Equipment	Item Provided	Estimated Replacement Cost (varies dependent on type)	Service Area	Dept	
Clothing - Footwear	Boots/Shoes	£9.99 - £49.95	Leisure	OP	
			Streetscene		
			Waste Operations		
			Waste & Recycling		
			Civil Enforcement		RD
	Safety Boots/Shoes including Steel Toe Capped	£15.95 - £50.72	Admin	OP	
			Landscape Development		
			Parks & Toilets		
			Waste & Recycling		
	Wellingtons	£8.50 - £19.40	Housing	RD	
Environmental Services					
			Planning		
			Landscape Development	OP	
Clothing - Outdoor	Caps	£2.20	Streetscene	OP	
	Gloves/Protective Gloves	£1.33 - £9.64	Leisure		
			Parks & Toilets		
			Streetscene		
			Waste Operations		RD
	Jackets/Rain/Waterproof	£38.99 - £85.95	Environmental Services		
			Civil Enforcement		RD
			Housing		
			Env Services		
			Planning		RS
Customer Services			OP		
Landscape Development					
Parks & Toilets					
			Waste & Recycling		
Clothing - Protective	Hard Hats/Helmets	£6.82	Landscape Development	OP	
			Streetscene		
			Waste Operations		
			Waste & Recycling		
				Housing	RD
				Env Services	
				Planning	
	Ear defenders	£2.50	Planning	RD	
	Ear protection	£4.00 - £10.00	Streetscene	OP	
			Waste Operations		
	Eye protection	£6.70	Streetscene	OP	
	Goggles	£1.85	Leisure	OP	
	Masks	£8.30	Leisure	OP	
Masks - Dust	£10.00	Environmental Services	RD		
Overalls/Boilersuits	£3.60 - £31.95	Environmental Services	RD		
		Leisure	OP		
		Waste & Recycling			

Classification: NULBC **PROTECT** Organisational

	White Coveralls	£2.95 - £25	Streetscene	OP
	Hi Viz Coat	£16.04 - £25.15	Streetscene	OP
			Waste Operations	
			Admin	
			Waste & Recycling	
			Landscape Development	RD
	Housing			
	Environmental Services			
	Hi Viz Vest/Waistcoat	£2.15	Planning	RD
			Parks & Toilets	OP
Streetscene				
Waste Operations				
Admin				
Landscape Development				
Clothing - Uniform	Fleece Jacket	£10.00 - £11.05	Admin	OP
			Parks & Toilets	
	Jumpers	£16.95	Civil Enforcement	RD
	Polo Shirts/ Tops	£5.75 - £8.00	Waste & Recycling	OP
			Parks & Toilets	
	Shirts/Blouses	£6.95 - £21.21	Admin	OP
			Customer Services	RS
			Civil Enforcement	RD
	Sweat shirt	£7.34 - £12.50	Environmental Services	RD
			Streetscene	OP
			Waste Operations	
			Parks & Toilets	
	Tabbard	£8.50	Parks & Toilets	OP
	Tee Shirt Tops	£11.05	Leisure	OP
			Customer Services	RS
	Tee Shirts	£3.32	Environmental Services	RD
Streetscene			OP	
Waste Operations				
Tie	£2.95	Civil Enforcement	RD	
Trousers	£23.95 - £34.95	Civil Enforcement	RD	
		Customer Services	RS	
Trousers/Waterpro of Trousers	£8.73 - £18.25	Streetscene	OP	
		Waste Operations		
		Parks & Toilets		
Inspection white coat	£20.18	Environmental Services	RD	
Inspection white hat	£9.88	Environmental Services	RD	
Equipment - Other	ID Cards	£2.29	ALL	ALL
	Barrier Fob - Civic Offices Car Park	<£3.00	Any staff who park in the Civic Offices Car Park	ALL
	Barrier Fob - Depot	£2.89	Any staff who park at the Depot	OP/RD
	Name Badges	£4.75	Customer Services	RS
	Depot Gate Key	£5.00	Parks & Toilets	OP
	Desk Name plates	£8.95	Customer Services	RS
	Brief case / Work bag	£32.00	Housing	RD
Planning				

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	Papais Lock Keys	£14.25	Parks & Toilets	OP
	Parks Master Key	£58.00	Parks & Toilets	OP
Equipment - First Aid	Safety Pouch with resuscitation mask	£5.99 - £12.25	Leisure	OP
	First Aid Kit	£10.95 - £21.55	Env Services	RD
			Waste Operations	OP
Equipment - IT	Becrypt Sticks	£5.00	ICT	ALL
	USB sticks		ICT	ALL
	Dictation Machine	£29.16	Planning	RD
	Cullmann Tripod and extension pole	£120.00	Env Services	RD
	Telephones – (Homeworkers only)	£165.00	ICT	ALL
	Camcorder	£100 - £200	Planning	RD
	Civil Enforcement - handheld computer	£240.00	Civil Enforcement	RD
	Digital Camera	£50.00 - £500	Planning	RD
			Civil Enforcement	
			Landscape Development	OP
			ICT	RS
	Loan equipment- projectors & screens, laptops	£600.00	ICT	ALL
	Mobile Phones	£60.00 - £450	ICT	ALL
Laptops/tablet PCs	£400 - £900	ICT	ALL	
Photocheck PID	£1,200.00	Env Services	ALL	
Equipment - Materials	Cleaning equipment (kept at the Toilets)	Various	Parks & Toilets	OP
Equipment - Technical (Office Equipment used and returned)	Carbon monoxide detector	£30.00 - £115.00	Environmental Services	RD
	Probe thermometer	£56.00	Environmental Services	RD
	Damp metre	£115.00 - £350.00	Housing	RD
	Light meter LUTRON lx-1108 s/nQ122129	£130.00	Environmental Services	RD
	Infra red thermometer	£420.00	Environmental Services	RD
	Dip Meter	£460.00	Environmental Services	RD
	4231 Calibrator x 3	£600.00	Environmental Services	RD
	2236 Sound Level Meter Equipment x 2 (Incl Microphone x 4, & extension BZ , preamplifier)	£2,500.00	Environmental Services	RD
	GA 2000 Gas Analyser	£2,500.00	Environmental Services	RD
	2250 Matron Light x 3 (Incl Case type BZ & Handswitch BZ)	£5,000.00	Environmental Services	RD
	Shaw City Gas Clam	£7,500.00	Environmental Services	RD

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Equipment - Tools	Tape measure	£10.00	Landscape Development	OP
			Housing Planning	RD
	Whistle	£5.95 - £19.83	Leisure	OP
	Torch	£4.95 - £49.30	Housing Planning	RD
			Ladders (Office equipment)	£80.00
	Tools & other equipment (eg spades, spikes, tool box etc) Issued & returned daily	Various Prices	Streetscene	OP
			Parks & Toilets	
			Waste Operations	
	Chainsaw - issued to Tree Operatives	£426.00 - £767.00	Streetscene	OP
Full arboricultural kit - issued to Tree Operatives	£550.00	Streetscene	OP	