



West Hampshire
Clinical Commissioning Group

PROVISION OF MOBILE DEVICES POLICY

Version 4.1

Subject and version number of document:	Provision of Mobile Devices Policy Version 4.1
Serial Number:	COR/020/V4.01
Operative date:	1 September 2019
Author:	Associate Director of Finance Business Manager
CCG Owner:	Chief Finance Officer
Links to Other Policies:	<ul style="list-style-type: none"> • Conduct, Performance, Grievance & Absence Management Policy • Local Anti-Fraud, Bribery & Corruption Policy • Remote Working & Portable Devices Security Policy
Review date:	July 2022
For action by:	All staff
Policy statement:	This policy sets out the criteria against which staff are measured for eligibility for a mobile IT device.
Responsibility for dissemination to new staff:	Finance Manager, Headquarters
Mechanisms for dissemination:	<p>All policies are published on the CCG website. All new and revised policies are promoted through the staff newsletter and via the intranet. The updated policy / link will also be circulated to all employees that hold CCG owned equipment.</p> <p>As new equipment is issued, employees will need to sign the declaration (appendix C) and the policy will also be sent to their NHS net account.</p>
Training implications:	All new budget holders at first monthly budget review meeting
Resource implications:	Mobile devices will only be available to staff who meet the criteria in this policy and have the approval of their line manager and authorisation of their director. An employee will be eligible to have a mobile device if it is deemed necessary to their position or function.

Provision of Mobile Devices Policy COR/020/V4.01

September 2019

Version 4.1

Further details and additional copies available from:	https://westhampshireccg.nhs.uk/document-tag/finance-policies/
Equality Analysis Completed?	Yes, see appendix A
Consultation Process	Eligibility Criteria were approved at the Corporate Governance Committee of 17 September 2013. Policy Sub Group
Approved by:	Policy Sub Group
Date approved:	17 July 2019

Website Upload:

Website	Location in FOI Publication Scheme	https://westhampshireccg.nhs.uk/document-tag/finance-policies/
Keywords:	<i>Insert helpful keywords (metadata) that will be used to search for this document on the intranet and website</i>	

Amendments Summary:

Amend No	Issued	Page(s)	Subject	Action Date
1			Complete review and changes throughout document	June 2014
2		10	Review, amendment to paragraph 4.7	Aug 2016
3	Sept 17	8 and 9 + appendices	Minor amendments to bring in line with current requisition processes, including updated forms	Sept 17
4	Jan 18	Throughout	Complete review	Jan 18
5	Jun 19	5, 10 – 15 and appendices	To update approval processes To bring in line with amendments to the draft Remote Working & Portable Devices Security Policy To amend in light of review of EIA To strengthen to reflect the monitoring arrangements that are in place. Updated EIA template and forms.	Jun 19
6	Sept 19	5 and 12	To amend statements re the CCG funding the cost of one repair or replacement given equipment is only rarely issued with a protective cover.	Sept 2019

Review Log:

Include details of when the document was last reviewed:

Version Number	Review Date	Name of Reviewer	Ratification Process	Notes
2 (see Amend No.1 above)	July 14	Business Manager	Policy Sub Group – July 2014 Corporate Governance Committee – July 2014	
2.3	Aug 17	Business Manager	Policy Sub Group / Board September 2017	See amendment 3 above
3	Jan 18	Business Manager / Accounts Manager	Policy Sub Group January 2018	See amendment 4 above
4	Jun 19	Business Manager	Policy Sub Group July 2019	See amendment 5 above.

PROVISION OF MOBILE DEVICES POLICY

SUMMARY OF KEY POINTS TO NOTE

This policy sets out the criteria against which staff are measured for eligibility for a mobile IT device. Specifically:

- Staff should meet one or more of the criteria as set out in the policy to be eligible for a mobile device.
- Staff must not make any hardware alterations or additions without approval from the ICT services manager and should adhere to IT security requirements as detailed in the suite of IT security policies which can be found on the CCG intranet / website.
- Staff using a tablet may add applications (apps) to the device to support their work and their use of the tablet. Any costs for work related applications which need to be recovered, should be discussed with line managers prior to downloading.
- Unauthorised use is when an individual accesses data or makes personal calls where they do not have a legitimate authority to do so. This includes sight of data, whether accidentally or deliberately. Any costs will be recovered from an employee, contractor or temporary staff member. A deduction to salary will be made for employed staff. If they are no longer working within the CCG an invoice will be raised to recover costs.
- The CCG reserves the right to audit usage at any time, and the individual may be held liable for illegally held software or material (e.g. in breach of copyright legislation). The CCG receives itemised bills for mobile devices and monitors unusually high usage which is referred to the appropriate line manager for review.
- Deliberate misuse will be considered in accordance with the current Local Anti-Fraud Bribery and Corruption Policy, along with the Conduct, Performance, Grievance & Absence Management Policy.
- Equipment must be used / transported with any protective cover / bag that they are issued with for example, tablets will be issued with a case and laptops with a bag. Any damage deemed to be due to 'wilful negligence' will be at cost to the employee. If a mobile device is damaged, lost or stolen and requires repair or replacement, the CCG will fund the cost of one repair or replacement. Any further repair or replacement within 2 years will be at a cost to the employee by a deduction to salary. Evaluation to the total charge will be at the discretion of the chief finance officer.

PROVISION OF MOBILE DEVICES POLICY

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PROVISION OF MOBILE DEVICES POLICY

1. INTRODUCTION AND PURPOSE

- 1.1. This policy sets out the criteria against which staff are measured for eligibility for a mobile device.
- 1.2. Mobile devices will only be available to staff who meet the criteria in this policy and have the approval of their line manager and authorisation of the chief finance officer or nominated deputy. An employee will be eligible to have a mobile device if it is deemed necessary to their position or function.

2. SCOPE AND DEFINITIONS

Scope

- 2.1. This policy is applicable to all people employed by the CCG including contractors and temporary staff, who have been issued a mobile device to assist them in their role. It should not automatically be assumed that an employee will be issued with a mobile device dependent on the grade of the role.
- 2.2. People not directly employed by the CCG, on temporary or bank contracts will not be offered a mobile device. They will have the opportunity, with agreement from the chief finance officer or agreed deputy, to access systems remotely via Portwise, or to borrow a laptop for a specific purpose.
- 2.3. Mobile IT devices include, but are not limited to mobile phones / smartphones, laptops, tablets, portable storage such as removable hard drives, USB memory sticks and data cards. Portable audio visual equipment including data projectors, camera's etc and any other mobile IT device, purchased and owned by the CCG and being used in conjunction with an individual's role.

3. PROCESS / REQUIREMENTS

- 3.1. Staff should meet one or more of the criteria below to be eligible for a mobile device.
 - 3.1.1 There is a clear business need for the post holder to require a mobile device to do their job e.g. regular off site working.
 - 3.1.2 The employee is a remote worker and requires a mobile device to enable them to undertake their job effectively.

- 3.1.3 Issuing the employee with a mobile device will enable them to provide a more efficient service.
- 3.1.4 There is a requirement for the individual to be contactable whilst working away from their normal place of work and where other methods of communication (e.g. landline or email) are unsatisfactory.
- 3.1.5 The individual's role involves out of hours support (e.g. on call) which necessitates alternative means of contact.
- 3.1.6 The employee does not have a main base but utilises a "hot desk".
- 3.1.7 The employee has a disability and the provision of a mobile device helps overcome difficulties or barriers stemming from that disability.
- 3.2 Where there is a demonstrable requirement to keep in contact with the CCG which is not covered above, where usage is not likely to be of an ad-hoc nature, a mobile device can be approved at the discretion of the chief finance officer or nominated deputy.
- 3.3 People who require access to a laptop on an ad hoc basis may be able to borrow one of the stock laptops or tablets. Requests of this nature should be made to the corporate services team whccg.admin@nhs.net.
- 3.4 The application forms at Appendix B and C are designed to be completed electronically. They should be completed as appropriate, signed off by the applicant's line manager and director and sent by email to the corporate services team for processing (whccg.admin@nhs.net).
- 3.5 Where it is agreed that a mobile device should be issued to an employee the following should be noted:
- Employees should have either a laptop or a tablet, not both
 - If an employee is issued with a laptop or tablet they may also be issued with a mobile phone
 - Where changes in a role occur and the device is no longer applicable to that role, all devices should be returned to the admin team to ensure contracts can be terminated or suspended as appropriate and the device re-allocated, on a business need basis, via the approval process.
- 3.6 When leaving the organisation the employee should ensure that their mobile devices are returned to their directorate PA as per the leavers process; for Continuing Healthcare (CHC) staff this will be to the CHC business support team. If following a request from the line manager to return the equipment and the

equipment is not returned to the CCG, an invoice will be raised to the employee to recover any losses to the CCG.

- 3.7. Users on maternity leave are entitled to keep devices whilst away from the business to make it easier for them to keep in touch, and will be asked for their preference before maternity leave commences.

4. TERMS OF USE

- 4.1 All allocated mobile devices are subject to terms of fair and appropriate use.
- 4.2 Where a mobile device is owned by the CCG it will be pre-loaded with the software approved by the IT department. Staff shall not load other software onto the device, upgrade software or in any way alter software without the express written permission of the IT service desk. Any costs for work related applications which need to be recovered, should be discussed with line managers prior to downloading.
- 4.3 Staff must not make any hardware alterations or additions without approval from the ICT services manager.
- 4.4 Staff must not remove or deface any asset registration number.
- 4.5 Staff must allow IT devices access to the portable computer device to undertake any maintenance work.
- 4.6 Users will not look at, download, distribute or participate in the usage of any unlawful or pornographic material.
- 4.7 Users will not utilise the device to illicit or undertake the downloading or distribution of any illegal file sharing programmes or devices.
- 4.8 Staff should seek advice from the IT service desk before taking any CCG / SCW CSU supplied IT equipment outside the United Kingdom.
- 4.9 Mobile devices owned by the CCG must not be used for personal use, unless there are exceptional circumstances. Users have a responsibility to report and arrange payment for personal calls or data use, as this is not authorised usage by the CCG. Unauthorised use is when an individual accesses data or makes personal calls where they do not have a legitimate authority to do so. This includes sight of data, whether accidentally or deliberately. Any costs will be recovered from an employee, contractor or temporary staff member. A deduction to salary will be made for employed staff. If they are no longer working within the CCG an invoice will be raised to recover costs.

- 4.10 The CCG reserves the right to audit usage at any time, and the individual may be held liable for illegally held software or material (e.g. in breach of copyright legislation). The CCG receives itemised bills for mobile devices and monitors unusually high usage which is referred to the appropriate line manager for review.
- 4.11 Deliberate misuse will be considered in accordance with the current Local Anti-Fraud Bribery and Corruption Policy, along with the Conduct, Performance, Grievance & Absence Management Policy.
- 4.12 If any Personal Identifiable Data is held or accessed on a mobile phone, the device should be PIN protected.
- 4.13 Further information can be found in the Remote Working & Portable Devices Security Policy.
- 4.14 Users will ensure that devices are not left in a position whereby they can be easily damaged, lost or stolen. In the event of this the line manager should be informed as soon as possible. Equipment must be used / transported with any protective cover / bag that they are issued with, for example, tablets may be issued with a case and laptops with a bag. Any damage deemed to be due to 'wilful negligence' will be at cost to the employee. If a mobile device is damaged, lost or stolen and requires repair or replacement, the CCG will fund the cost of one repair or replacement. Any further repair or replacement within two years will be at a cost to the employee by a deduction to salary. Evaluation of the total charge will be at the discretion of the chief finance officer. The employee will be informed of how much and when the deduction will be taken. If the deduction will cause financial hardship, the employee can agree with their line manager, with approval from the chief finance officer that the cost can be spread over a number of months, not normally exceeding six months. The cost of repair or replacement to interim staff and contractors will be recovered by invoice.
- 4.15 Staff using a tablet may add applications (apps) to the device to support their work and their use of the tablet; these need to be secured in accordance with the CCG IT security policies (refer to section 4.2 above). Any costs for work related applications which need to be recovered, should be discussed with line managers prior to downloading.
- 4.16 The CCG is keen to ensure an effective work life balance and expects staff who are working off site to manage their hours and time effectively and appropriately.
- 4.17 CCG staff should not under any circumstances use any mobile device whilst in control of a vehicle and must only use the phone when the vehicle is safely parked with the engine turned off.

- 4.18 All staff should be aware of their surroundings when using a mobile device to ensure there is no breach of confidentiality and that commercially sensitive information is not inadvertently shared.
- 4.19 If a member of staff is given a device in order that they are contactable then their mobile device should be switched on at all times during business or 'on-call' hours, except when driving or when the user deems it inappropriate due to work reasons for example when in a meeting.

5 ROLES AND RESPONSIBILITIES

- 5.1 Line managers are responsible for ensuring that staff are made aware of this policy, and that mobile IT devices are issued with reference to the above eligibility criteria, set out in section 3.
- 5.2 Line managers of staff with a disability that have been issued with a device and / or additional software are responsible for reviewing the effectiveness of this equipment each year or if a significant health need / change should arise to ensure its continued suitability.
- 5.3 The CCG business manager is responsible for ensuring that eligibility against this policy is regularly reviewed.
- 5.4 Staff are responsible for ensuring they comply with the terms of use outlined in this policy.

6 TRAINING

- 6.1 All budget holders will be expected to have a working knowledge of the Mobile IT procedure and will be familiarised with this policy at their regular monthly budget review meeting with finance.

7 EQUALITY ANALYSIS

- 7.1 The CCG is committed to meeting the Public Sector Equality Duty, and recognises and values the diversity of its employees. We also understand that to advance equality of opportunity, the CCG is aware that it needs to take steps to take account of people's disabilities and specific working requirements (the duty to make *reasonable adjustments*).
- 7.2 In practical terms, when making decisions about what mobile device is supplied to an employee, the CCG will consider the needs of staff with disabilities, and the potential for that technology to help overcome difficulties stemming from this

disability. This will be done on a case by case basis and in partnership with the employee, so that their individual needs can be met. New employees may be able to seek a grant towards the cost of IT equipment via Access to Work (<http://www.gov.uk/access-to-work>). Further advice and information is available free of charge at Ability Net: www.abilitynet.org.uk.

- 7.3 Users on maternity leave are entitled to keep devices whilst away from the business to make it easier for them to keep in touch, and will be asked for their preference before maternity leave commences.

8 SUCCESS CRITERIA / MONITORING THE EFFECTIVENESS OF THE POLICY

- 8.1 The effectiveness of this policy is monitored through regular reviews by the business manager together with the corporate services team to ensure mobile IT equipment held by users is used appropriately.
- 8.2 Staff sign a declaration on receipt of equipment (to include if a bag or case has been issued) on both permanent and loan equipment; these are saved securely as evidence
- 8.3 Mechanism in place to annually audit that staff with equipment have signed to acknowledge they have read and understood the policy
- 8.4 The CCG business manager regularly undertakes spot checks with the CCG master equipment list and signed declarations
- 8.5 The corporate services team annually review directorate asset registers against the master CCG equipment list
- 8.6 Mechanism in place to ensure that PA's keep the corporate services team informed of all leavers, who in return let them know what equipment is held and place on the diary to ensure returned on or prior to the termination date
- 8.7 Mobile phone bills are checked as follows:
- Business admin team check that bills relate to current CCG users
 - Business manager checks and challenges overspends with users and managers
 - Business manager reviews non-usage for the previous 6 months and contacts users as identified to see if there is still a business need to have the device if it is not being used, with the contract suspended or transferred in order to save money
 - The business manager will also conduct spot checks on random users to ensure usage is within policy and no overspends.

8.8 Line managers of staff with a disability that have been issued with a device and / or additional software will review the effectiveness of this equipment each year to ensure its continued suitability.

9 REVIEW

9.1 This document may be reviewed at any time at the request of either the staff forum or management, but will automatically be reviewed on a three yearly basis.

10 REFERENCES AND LINKS TO OTHER DOCUMENTS

- Conduct, Performance, Grievance & Absence Management Policy
- Local Anti-Fraud, Bribery & Corruption Policy
- Remote Working & Portable Devices Policy

Appendix A Equality impact assessment

Equality impact assessment

Title of policy, project or proposal:
Provision of Mobile Devices Policy

Lead manager: CCG Business Manager
Directorate: Strategy & Service Development

What are the intended outcomes of this policy, project or proposal?
To set out the criteria against which staff are measured for eligibility for a mobile IT device and appropriate use of any device, including a loan service from the corporate services team’s pool.

Evidence

Who will be affected by the policy, project or proposal?

CCG Employees are affected by this policy.

This policy covers the issuing of the following and totals of devices held by CCG employees (as of 29 October 2018):

Laptops	95
Phones	106
iPads	15
Data Sticks	48
4g Sim	135

A pool of 15 laptops is also held by the corporate services team for loaning out short term to staff as and when required.

The business manager reviews mobile phone bills to check or the following:

- Overspends
- Misuse
- Non usage for the previous six months.

During the review period there were:

- 10 overspends identified and managed by relevant managers. No occasions of misuse identified.
- 10 users identified who had not used phone / 4g sim for 6 months. The business manager contacted each user to ask if the device was still needed and the result was 7 users no longer

required either the phone or 4g sim. The phone users preferred to keep just one phone and found having two inconvenient and the 4g sim users connected to Wi-Fi.

- None of the above related to staff with protected characteristics.

Age

See below

Disability

An employee with a disability may experience issues with standard IT kit. In these cases they should discuss their individual needs with their line manager. The CCG will consider the needs of staff with disabilities and the potential for providing technology to help overcome difficulties stemming from these disabilities. This will be done on a case by case basis and in partnership with the employee, so that individual needs can be met.

Visually impaired / blind / hearing impaired staff may experience difficulties with standard hardware and a more suitable alternative can be sourced, as per the policy.

During the review period one member of staff has had specialist equipment issued and three staff have had software solutions added to enable them to work effectively.

Dementia

There is no specific impact on this characteristic.

Gender reassignment (including transgender)

There is no specific impact on this characteristic.

Marriage and civil partnership

There is no specific impact on this characteristic.

Pregnancy and maternity

Employees on maternity leave are permitted to keep any devices while away from the office, to enable them to keep in touch and similarly they can hand back in if they wish. Guidance from HR is to ensure that if users want to keep devices, this needs to be allowed and it is an individual's personal choice. Policy has been amended to reflect this (see sections 3.7 and 7.3).

Race

There is no specific impact on this characteristic.

Religion or belief

There is no specific impact on this characteristic.

Sex (gender)

There is no specific impact on this characteristic.

Sexual orientation

There is no specific impact on this characteristic.

Carers

There is no specific impact on this characteristic.

Serving Armed Forces personnel, their families and veterans

There is no specific impact on this characteristic.

Other identified groups

There is no specific impact on any other identified groups.

Involvement and consultation

How have you involved stakeholders with an interest in protected characteristics in gathering evidence or testing the evidence available?

How have you involved/ will you involve stakeholders in testing the policy, project or proposals?

The business manager / corporate services team offer support to anybody wishing to request a device, to ensure a clear rationale and justification linking to business or personal need as described in the policy.

Equality statement

Considering the evidence and engagement activity you listed above, please summarise the findings of the impact of your policy, project or proposal. Consider whether the evidence shows potential for differential impact, if so state whether adverse or positive and for which groups.

Impact summary (statutory considerations)

Age	Positive	Neutral	Negative
Disability	Positive	Neutral	Negative
Sexual orientation	Positive	Neutral	Negative
Race	Positive	Neutral	Negative
Religion or belief	Positive	Neutral	Negative
Gender reassignment	Positive	Neutral	Negative
Sex	Positive	Neutral	Negative
Marriage and civil partnership	Positive	Neutral	Negative
Pregnancy and maternity	Positive	Neutral	Negative

Other policy considerations

Poverty	Positive	Neutral	Negative
Place (Rural versus urban living)	Positive	Neutral	Negative
Serving Armed Forces/ veterans	Positive	Neutral	Negative
Other factors	Positive	Neutral	Negative

Have you identified any positive or negative impacts?	Yes No If 'Yes' please provide details below	
<p>Positive impacts</p> <p>When the policy was written section 7.2 was included to take into account staff's individual needs around disability.</p> <p>In the review period four members of staff identified needed specialist equipment / software / applications adaptations to enable effective working.</p>		
<p>Negative impacts</p> <p>Following business manager review around non usage for 6 months. Six phones returned as users finding it inconvenient to have a business and personal device and that was the reason they had not used the device for 6 months. These devices were returned voluntarily and as staff are now using personal phones there is the potential for financial disadvantage, although banding range is 7-8 rather than the lower bands. However, due to current phone contracts and Wi-Fi being easily accessible, out of pocket costs are likely to be minimal.</p>		
<p>Health inequalities</p> <p>Please outline any health inequalities highlighted by the evidence (for example, differential access to services or worse health outcomes for particular groups or localities).</p>		

Action planning for improvement, and to address health inequalities and discrimination

Please give an outline of the key actions based on any gaps, challenges and opportunities you have identified. Include here any general action to address specific equality issues and data gaps that need to be addressed through consultation or further research.

Action	Person responsible	By date
Policy to be amended to reflect that users on maternity leave are entitled to keep devices whilst away from the business and will be asked for their preference, before maternity leave commences (see sections 3.7 and 7.3).	Business Manager	Policy Review (actioned)

For your records

Person who carried out this assessment: CCG Business Manager

Date assessment completed: 5 July 2019

Date to review actions: Not applicable. Actions completed.

Responsible Director: Chief Finance Officer / Director of Strategy & Partnerships

Date assessment was approved:

Appendix B Mobile device request form



NHS SOUTH CENTRAL & WEST CSU

Mobile Device Application Form (Phone / Tablet / Data sim)

For all **NEW** connections please complete this form and return to your local Service Desk.
If you already have a device please include your work mobile number in the User box.

For **FAULTY** devices please contact your local Service Desk.

User	
Department	
Justification for purchase	
Employing Organisation	West Hants CCG
Delivery Address	<input type="checkbox"/> Omega House <input type="checkbox"/> Fareham Civic Offices

Type of device required:	suitable for	approx. cost	contract cost per month	quantity
iPhone SE 32GB Space Grey	Voice, text, email, mobile data (2GB)	N.B. Actual template will include current costs		
Vodafone Smart 9 series – android	Voice, text, email, mobile data (2GB)			
Data sim only for Laptop / Tablet	Mobile data (2GB)			
Dongle	Mobile data (2GB)			
iPad - 32GB WiFi only	WiFi only access			
iPad - 32GB 4G ready + WiFi	WiFi and mobile data (2GB)			
Tablet & case - Active 2 4G ready + WiFi	WiFi and mobile data (2GB)			

NB: If a previous model is still available, it will be ordered if it is cheaper

Authorisation:

Budget code to be charged:

Name and Job Title:

Signature of budget holder:

This form is for NEW airtime contracts that are a minimum of 2 years.
If you already have a number and the device is faulty please contact servicedesk.scwcsu@nhs.net.

Appendix C Equipment request form



South
Commissioning Support Unit

Equipment Application Form West Hampshire CCG

Name:		Job Title:	
Directorate:		Base:	
Phone Number:			
Equipment required:			
Equipment you already have:			
Equipment being returned:			
Date required:			
Justification based on business need:			
<input type="checkbox"/> A remote worker/ needs to be contacted whilst working away from the office <input type="checkbox"/> Has a disability <input type="checkbox"/> Other reason: please specify			
Line Manager (print name):			
Signature:		Date:	
Cost Centre:			

Safe Sticks

Number	Size
	2GB
	4GB
	8GB
	16GB

Software

Number	Software	Equipment ID of PC or Laptop that software will be used on	Price N.B. the template form held on file will include current prices
	Adobe Acrobat Standard		

Number	Software	Equipment ID of PC or Laptop that software will be used on	Price N.B. the template form held on file will include current prices
	Adobe Acrobat Professional		
	Microsoft Visio Standard		
	Microsoft Visio Professional		
	Microsoft Project Standard		
	Microsoft Project Professional		
	Any software not listed above e.g. reasonable adjustments for staff members with a disability		

PC/Laptop

Number	Item	Equipment ID/Model Numbers	Size	Price N.B. the template form held on file will include current prices
	If replacing current PC provide current ID Number			
	PC new			
	Monitor to replace current ones		22"	
			23"	
	Monitor required for Dual screen (stating model number of PC monitor to be used with)		22"	
			23"	
	If replacing current Laptop provide current ID Number			
	Laptop new		12.5"screen	
			14" screen	
			15.6" screen	
	Laptop docking station required (If more than 1 screen please state)			
	4G Required : Yes or No		5GB	

Number	Item	Equipment ID/Model Numbers	Size	Price N.B. the template form held on file will include current prices
	Mouse			
	Keyboard			
	Any equipment not listed above e.g. reasonable adjustments for staff members with a disability			

CCG Approval

Line Manager:	
Signature:	Date:
Director:	
Signature:	Date:

Confirmation of equipment received

Equipment ID (if available):	
Equipment:	
Bag / Case Supplied:	
By signing this document you are confirming that you have read and understood, and will adhere to the Mobile Devices Policy, and the Remote Working and Portable Devices Policy. These policies can be found on the West Hampshire CCG website.	
Name:	Date:
Signature:	

Signed form to be retained by Admin Support for recording and filing

Form must be sent via WHCCG Admin (whccg.admin@nhs.net)