

Access to and return of council ICT and office equipment

The council will provide support to managers to explore all opportunities for supporting homeworking, including a safe process for requesting and collecting appropriate ICT and office equipment. Existing equipment will be used where possible. If the required equipment is not available, managers should exhaust all other options, including understanding what council resources is available e.g. ICT or office equipment and if there is no other option available, use normal procurement processes. It should also be noted that our intention is not to replicate the office experience at home, but to make homeworking more comfortable for employees.

1. Authorised access to council buildings

During the current period of restrictions, all council buildings and offices are closed until further notice and access is only permitted if authorised and by an agreed appointment. Employees will be denied entry if the appropriate process for access has not been followed, unless in exceptional situations.

The [access to council buildings](#) process at **Appendix 1** should be followed in all circumstances.

2. Access to and return of ICT and office equipment

It may be agreed by a manager that an employee can collect equipment from the workplace or return equipment. However, responsibility remains with the line manager to ensure the correct authorisation is followed and an inventory is recorded.

NOTE: Only practical items can be accessed that can be easily removed e.g. **monitor, keyboard, mouse, footrest, chair** etc. Large items like desks cannot be taken unless it is a specially adapted desk and the manager can arrange transportation. Any documentation accessed and removed must adhere to GDPR, including the security and handling of personal information.

The [access to and return of equipment](#) process should be followed at **Appendix 2**.

3. Checklists and inventory

Manager checklists are provided to support this process, which covers all aspects to be considered including, access authorisation, collection, delivery, inventory etc. [Checklist 1](#) at **Appendix 3a** should be used in most situations where the employee is collecting/returning equipment or the manager is delivering/collecting equipment on their behalf. [Checklist 2 \(exceptional circumstances\)](#) at **Appendix 3b** should be used where council support service is being used to transport and deliver equipment to or collect equipment from the employee.

4. ICT return process

If an employee is leaving and needs to return ICT equipment, such as a laptop or mobile phone, the manager must ensure the [access to council buildings](#) process and the [ICT equipment return](#) process is followed at **Appendix 4**.

Access to council buildings

During the current period of restrictions, access to council buildings will be on an authorised and appointment basis only.

1. Access must be approved by a senior manager or head of service. The following details must be sent to the appropriate senior manager for approval:

Name:
 Job Title:
 Department:
 Location access request:
 Reason for access request:
 Equipment being removed: **Yes or No**

If **Yes**, any equipment you wish to access and remove from the building or return to the building must be detailed in the request.

2. The approving senior officer will then approve/decline access to the building and the removal of items / return of expected items and forward to.

Renfrewshire House:

emergency.access.request@renfrewshire.gov.uk

If approved, access details, including time, date, entry point will be confirmed.

HSCP/Children's Services – Social Work/Care Buildings:

Approval by Service Manager only.

If approved, access details, including time, date, entry point will be confirmed.

Any other Council Building (including schools)

[Soft-FM mailbox](#)

If approved, access details, including time, date, entry point will be confirmed.

Renfrewshire Leisure Buildings:

steve.sutton@renfrewshire.gov.uk

If approved, access details, including time, date, entry point will be confirmed.

IMPORTANT: If the council support service is being used for delivery/ collection, the approval must be forwarded to [Equipment pick up delivery](#)

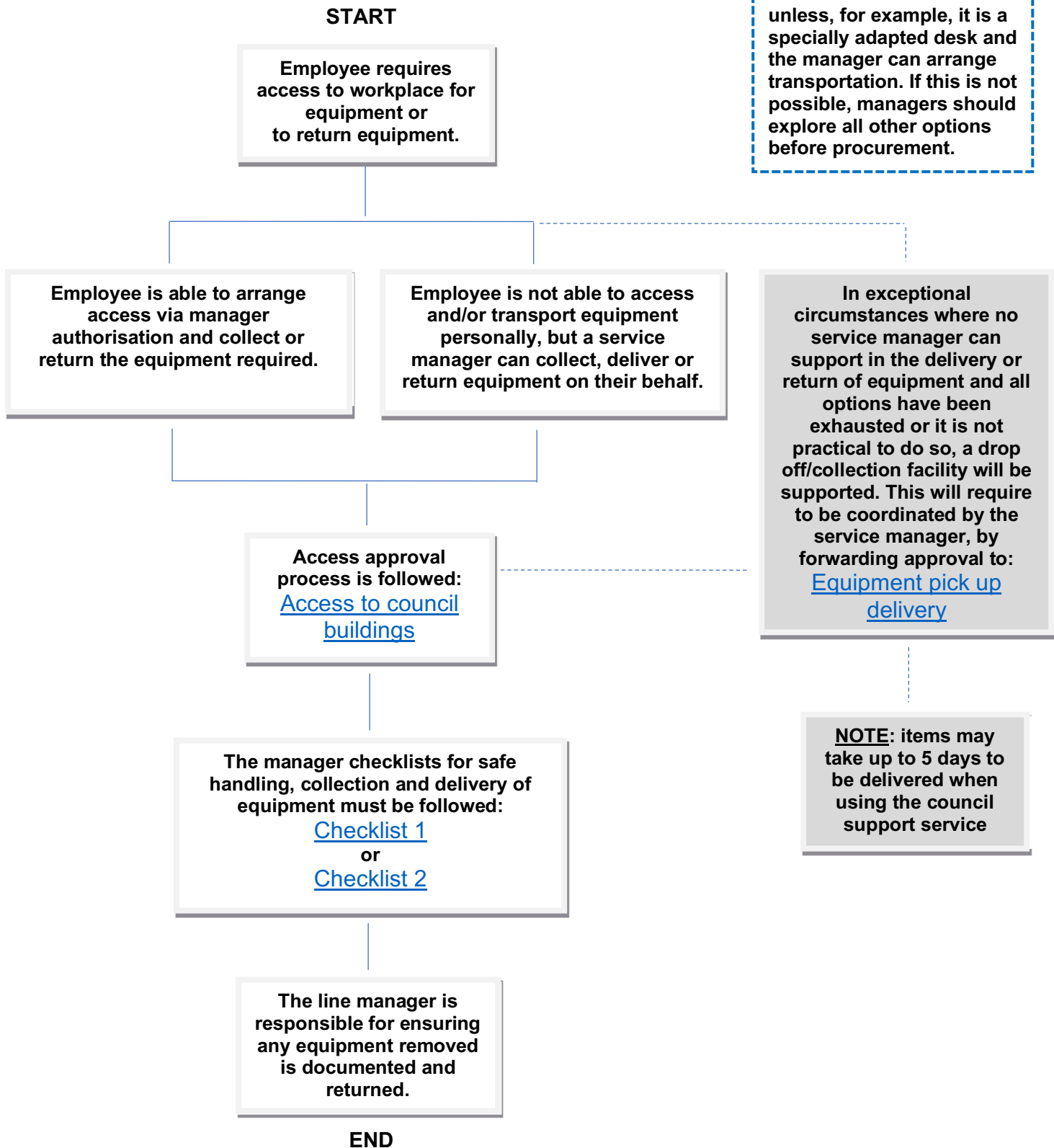
Safety Precautions:

- Wash your hands before arrival, as soon as you enter the building and before leaving.
- Remember to observe social distancing at all times when in the building.
- Clean all equipment with anti-bacterial product - before removal, once you arrive home, prior to return whilst at home and then cleaned again once returned to the building.

Access to and return of equipment

It may be appropriate and agreed by the manager that the employee will collect or return equipment. **Responsibility remains with the line manager at all times.**

NOTE: Only practical items can be accessed that can be easily removed and transported. Large items like desks cannot be taken unless, for example, it is a specially adapted desk and the manager can arrange transportation. If this is not possible, managers should explore all other options before procurement.



Equipment collection/ return / delivery - manager checklists

MANAGER CHECKLIST 1: Accessing equipment or returning equipment

Employee name:	
Collection / delivery of equipment date:	
Return of equipment date:	
Detail equipment to be collected, returned or delivered:	
Line manager name:	

Task	Action	Guidance & useful links <i>To open a link, press and hold your ctrl key and click on the link</i>	Done
1	Equipment to be collected/ delivered/ returned	<ol style="list-style-type: none"> 1. Manager advises what equipment can be accessed by the employee. 2. Manager agrees expected equipment to be returned. 	<input type="checkbox"/> Yes <input type="checkbox"/> Yes
2	Access to Council building process is followed	Access to council buildings authorisation process is followed either for the employee to access the building or manager. This includes detailing items to be removed for authorisation.	<input type="checkbox"/> Yes
3	Clean equipment before removing from the building.	<ol style="list-style-type: none"> 1. If the employee is collecting equipment - manager advises to clean equipment before removal and transportation. 2. If the manager is collecting equipment on the employee's behalf, they clean the equipment before removal and transportation to the employee. 	<input type="checkbox"/> Yes <input type="checkbox"/> Yes
4	Safely transport equipment	If practical, once equipment is cleaned, place it in a bag/container for transportation.	<input type="checkbox"/> Yes <input type="checkbox"/> N/a
5	Equipment arrives at destination	<ol style="list-style-type: none"> 1. If the employee collects equipment, manager advises employee to clean equipment once home before use. 	<input type="checkbox"/> Yes <input type="checkbox"/> Yes

		<p>2. If the manager is collecting equipment on the employee's behalf, apply social distancing measures when delivering and advise employee to clean the equipment and wash hands before use.</p>	
6	DSE	<p>Manager arranges a DSE support for employee if required.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/a
7	<p>Confirm collection and delivery of equipment</p>	<p>1. Employee confirms the equipment they have picked up via e-mail/phone to authorising manager. Manager documents this for their records.</p> <p>2. Manager confirms by e-mail/phone, equipment delivered to employee and documents for their records.</p> <p>(This checklist and e-mail can be used as an auditable inventory document and should be saved).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes

EXCEPTIONAL CIRCUMSTANCES**MANAGER CHECKLIST 2:****Manager arranging equipment to be delivered by Council support service**

Employee name:	
Collection / delivery of equipment date (confirmed by facilities management):	
Return of equipment date:(confirmed by facilities management):	
Detail equipment to be collected, returned or delivered:	
Line manager name:	

Task	Action	Guidance & useful links <i>To open a link, press and hold your ctrl key and click on the link</i>	Done
1	Equipment to be delivered/ returned	<p>1. Manager advises what equipment can be delivered to employee.</p> <p>2. Manager agrees expected equipment to be returned by employee.</p> <p>Note: items may take up to 5 days to be delivered when using the council support service.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes
2	Manager gets approval and ensures this is forwarded to council support service to arrange delivery/collection	<p>Manager ensures Access to council buildings authorisation process is followed – senior manager / head of service approval for access and items to be removed/collected.</p> <p>The approval must then be sent to: Equipment pick up delivery .</p> <p>The collection and delivery details can then be coordinated through facilities management.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes
3	Manager receives confirmation of collection/delivery through council support service	Manager receives confirmation of approval of collection/delivery through council support service including date and appointment.	<input type="checkbox"/> Yes
4	Manager notifies employee of equipment being delivered/collected	Manager notifies employee of equipment being delivered/collected, expected date and safety protocols, such as, social distancing to be observed.	<input type="checkbox"/> Yes <input type="checkbox"/> N/a

4	Manager prepares equipment for collection or arranges collection from employee.	<p>Manager has followed the access to council buildings process:</p> <ol style="list-style-type: none"> 1. Manager gathers, cleans, packages and labels equipment to be collected by the council courier service. 2. Manager advises employee to clean, package equipment to be collected for return by the council courier service. 	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes
5	Manager coordinates collection and delivery	<p>Manager has followed the access to council buildings process or ensures it is followed by a colleague (if required) and advises the courier service exactly where the equipment is located so they know where to go.</p> <ol style="list-style-type: none"> 1. Manager is available to meet courier team or arranges another manager/team member to meet them and ensure correct equipment is picked up and to check, delivery details, name address etc. 2. Manager checks that employee has safely prepared expected equipment and it is ready for collection on expected date. 	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes
6	Safe delivery and return	<ol style="list-style-type: none"> 1. Manager reminds employee to apply social distancing upon delivery and reminds employee to clean equipment and wash hands before use. 2. Manager is available to receive equipment returned and cleans equipment and washes their hands when it is back in the workplace. 	<input type="checkbox"/> Yes <input type="checkbox"/> Yes
7	DSE	Manager arranges DSE support for employee if required.	<input type="checkbox"/> Yes <input type="checkbox"/> N/a
8	Confirm delivery and return of equipment	<ol style="list-style-type: none"> 1. Employee confirms delivery of equipment via e-mail/phone to authorising manager. Manager documents this for their records. 2. Manager confirms equipment returned by employee and documents this for their records. <p>(This checklist and e-mail can be used as an auditable inventory document and should be saved).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes

Leaver process – ICT equipment return

Depending on the circumstances it may be appropriate and agreed by the manager that the employee will return equipment. **However, responsibility for this remains with the line manager at all times.**

