

PERSONAL PROPERTY OF EMPLOYEES

1. Employees are required to exercise reasonable care of personal belongings (coats, hats, handbags etc) during working hours and at all times whilst they are on the premises or in the precincts of Council establishments. The Council does not normally accept responsibility for loss of or damage to personal items belonging to employees.
2. The Chief Finance Officer may however, on receipt of a recommendation from an employee's Chief Officer, make an ex-gratia payment of not more than £100 to an employee who without negligence on their part, damage or lose their personal property in circumstances that the damage or loss is uninsurable by the Council.
3. Any claims for payments in excess of this amount are subject to Committee approval following a Chief Officer recommendation.