

Ashfield District Council
Employee Tools
Personal Tool Claim Procedure

In order to claim for any personal tools as a consequence of theft whilst undertaking works on behalf of the Authority, the following procedure will apply:

1. Only personal tools listed on the 'Personal Tool Inventory Proforma' will be covered under ADC's compensation process. The Personal Tools Inventory Proforma will be retained by the Employee's line Manager and copies retained by the insurance section.
2. It is the Employees responsibility to keep the Authority informed of any changes required to the 'Personal Tool Inventory'.
3. The Authority will not make any compensation payment if the 'Personal Tool Inventory' has not been countersigned. The document must be countersigned by the employees Team Leader.
4. A £50.00 excess will apply to any claim made in accordance with the 'Personal Tool Claim Procedure'.
5. The Authority will only reimburse up to a maximum of £1000.00 per claim.
6. Only 3 claims will be permitted per employee over the course of their employment.
7. Tools stored in some of the Council's buildings will be covered by the Council's Property Insurance Policy subject to an excess of £5,000. Therefore if the value of the overall amount stolen from insured buildings is above the Council's insurance excess of £5,000 then any reimbursement from the insurers will be paid to applicable employees by way of a dividend.

Example two employees both had their own tools stored in the workshop, the value of employee 1 tools was agreed at £8,000 and the value of employee 2 tools were agreed at £4,000. If both Employees tools were stolen then both employees would be able to claim for £950 each (£1,000 less £50 excess) from the Council and if the Council's insurers agreed to pay the total value of the claim £12,000 less £5,000 excess i.e. £7,000. The £7,000 will be reimbursed to the two employees as follows Employee 1 $\frac{£8,000}{£12,000} * £7,000 = £4,667$ less £950 already paid = £3,717 and Employee 2 $\frac{£4,000}{£12,000} * £7,000 = £2,333$ less £950 already paid = £1,383.

8. Only claims accompanied by a crime reference number will be assessed. If no crime number can be provided the Authority will not make any payment for any loss.

9. All tools should be stored securely on an Authority vehicle or within the 'van vault' located on the Authority vehicle when not in use.
10. All reasonable steps should be taken to ensure the safe storage of tools being utilised in the undertaking of activities on behalf of the Authority and information provided of the actions taken for the safeguarding of tools in the event of any claim being made.
11. Prior to the Authorisation of any payment being made to an individual, the employee must agree to fully co-operate with the Authority during the investigation of any claim submitted. Failure to fully co-operate with any investigation will result in the Authority dismissing any claim request.
12. Claims will only be paid based on the current value of tools not the cost of replacement.
13. The Employee's Line Manager will be required to authorise any claim for consideration by the Insurance section.
14. If an employee deliberately makes a false claim or claims from the Authority when they have already made a successful claim from their personal insurers this may lead to disciplinary action being taken.

NB: In order to ensure that 'Personal Tools' are fully insured, the Authority recommends that an individual private insurance policy is taken out.