

**Tools that may be used for monitoring activity**

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| **Tool** | **Examples of why we might implement monitoring** | **Where is it used** |
| Reporting tools within various internal and external computerised systems | * Better performance of the business * Prevention & detection of fraud * To highlight training needs * To identify misuse | All areas |
| E mail |
| Lync |
| Internet |
| Network log in |
| Printing |
| Mobile phone |
| Desk phone |
| Council access ID cards and key fobs | * Enable staff to gain access to their place of work * identify themselves when representing the Council in their day-to-day duties * Preventing and detecting crime * Safeguarding of staff * Protect the Council's properties and assets from unlawful use. | All areas |
| CCTV | * Prevention or detection of crime and disorder * Apprehension and prosecution of offenders * Interest of public and employee safety * Protection of Council property and assets | All areas |
| QMAX | * Staff shift scheduling * Carry out day to day business | Customer Services |
| NetCall | * Training * Performance * Carry out day to day business | Customer Services |
| Door entry systems  (GDX and Salto) | * Enable staff to gain access to visit service users/tenants in Council property * Preventing and detecting crime * Safeguarding the Council's properties and assets from unlawful use. | Housing |
| Hand scanner equipment  (FOCUS) | * Enable staff to gain access to their place of work * Record times worked by staff | Direct Services |
| Vehicle tracker via GPS  (SUPATrac) | * Check where vehicles are * Fuel consumption education * Employee health and safety * Safeguarding the Council's properties and assets from unlawful use. | Direct Services  Environmental Development  Housing |