

Home working Policy Statement

Introduction

The Council constantly looks to develop new ways of working to the benefit of the organisation, its employees, and its customers. We encourage working at or from home where it is appropriate and where it supports the needs of the service.

This policy statement applies to Home working only and should be read in conjunction with the Council's Code of Practice for Lone Workers and the Home working Policy – Management and Staff Guidance.

Informal home working arrangements such as working occasional hours, day(s) or week(s) at home to meet particular deadlines or to assist in easing an employee back to work after a period of sickness absence (under the advice of Occupational Health) may be approved by a Head of Service. These ad hoc arrangements will not be subject to the same policies/procedures contained in this policy. A Council laptop provided from Divisional resource or ICT must be used to undertake such work.

Eligibility

The Head of Service/Section Head will determine whether a particular post can be home based. Consideration of home working may follow a request from a member of staff, or be proposed by management. There must be a clear, business case to support requests for home working and the 'Assessment Criteria for Home working Applications', is contained within the Management and staff guidance.

The manager will consider each application based on work criteria and costs. Once suitable posts and employees have been identified and approved for home working, arrangements will be put in place to ensure a smooth transition from office based working to home working.

The approval process should be seen to be fair and reasonable and in line with the Council's Equal Opportunities Policy. The reason for the refusal of an application should be conveyed to an employee who will be advised of their right of appeal.

Operation

The nature of this form of working makes it necessary for the operational aspects to be flexible and capable of reflecting individual circumstances and lessons learned. The HR Manager will maintain an operation manual for Home working which will be available to staff and Managers. Any changes to the operation of the Policy will be discussed with the Trade Unions and communicated within 10 working days of the change.