

Personnel Committee

Proposed Joint Home-Working Policy

19 January 2012
Report of the Head of Transformation

PURPOSE OF REPORT

The purpose of this report is to request approval from the Committee of the new joint Home Working policy. The policy is intended to cover all staff employed in both South Northamptonshire Council and Cherwell District Council.

This report is public

Recommendations

The Committee is recommended to:

Endorse the attached Joint Home-Working Policy in **APPENDIX A**

Executive Summary

1 Introduction

The joint Home Working policy provides guidance for managers and employees when considering Working from Home or Remote Working.

Home workers or remote workers are defined as employees who have the Council's agreement to work remotely (most likely this will be from home but this will not exclusively be the case) as part of their job.

2 Proposals

- 2.1 The new joint policy promotes home working where it adds value to the efficiency of the organisation.
- 2.2 In developing this new policy, reference has been made to both Councils existing Working from Home policies.
- 2.3 The most significant change is to request that an employee completes a Home-Working application form for each period of Home-Working for ad hoc arrangements. This form will then need to be authorised by the line

manager. The relevant form is shown in **Appendix 3**.

- 2.4 The policy sets out the circumstances under which an employee may gain approval from their manager to work from home. It also advises on the equipment and materials required by the employee to facilitate working from home in addition to the issues of security and confidentiality and Health and Safety. The procedure also includes as **Appendix 1**, a Manager and Employee Checklist which is currently completed to apply for home working and to gain Citrix (remote) access to IT via the Information Services Team. This form needs to be signed by the manager and employee, approved by the Head of Service and then sent to the HR team. **Appendix 2** which is the Working from Home Workstation Assessment for DSE Workers which is completed by the employee and the Corporate Health and Safety Manager and **Appendix 3** which is the Home Working Application Form.
- 2.5 The Corporate Health and Safety Adviser and the CDC Information Services Manager have both been consulted in the development of this policy and are in agreement with the content of this document.
- 2.6 The Joint Home Working Policy together with **Appendices 1- 3** are given in **APPENDIX A**.

3 Conclusion

- 3.1 A homeworking policy is required to ensure a detailed process is available for both managers and employees and that homeworking can be accommodated in line with Health and Safety and ICT requirements.

Key Issues for Consideration/Reasons for Decision and Options

The Council has an obligation to ensure its policies and procedures remain up to date in relation to the law and best practise

The following options have been identified. The approach in the proposal is believed to be the best way forward:

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|-------------------|--|
| Option One | Approve the revised Joint Homeworking Policy |
| Option Two | Retain current individual policies |

Consultations

- | | |
|---------------------------------|---|
| Trade Union | The Trade Union provided feedback which has been incorporated into the revised policy. |
| Staff Consultation Group | The Staff Consultation Group provided feedback which has been incorporated into the revised policy. |

Implications

Financial:	<p>There are no financial implications arising directly from this report.</p> <p>Comments checked by Karen Muir, Corporate System accountant 01295 221559</p>
Legal:	<p>There are no legal implications arising directly from this report.</p> <p>Comments checked by Kevin Lane, Head of Governance</p>
Risk Management:	<p>In adopting the revised policy the Council seeks to further eliminate potential risk to employees who work at home and provide assurance to the organisation that a robust process is in place.</p> <p>Comments checked by Karen Muir, Corporate System Accountant 01295 221559</p>

Wards Affected

ALL

Document Information

Appendix No	Title
Appendix A	Homeworking policy
Background Papers	
N/A	
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