

**DRAFT MOBILE AND FLEXIBLE WORKING
POLICY**

OCTOBER 2009

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1. PURPOSE

- 1.1 This document sets out the procedure and standards for mobile and flexible working in Wyre Forest District Council. It builds on existing flexible working provisions but shifts the emphasis from separate 'working arrangement' policies to an integrated approach, which will better benefit the Council, its employees and customers.
- 1.2 Introducing new ways of working is seen as a business necessity to increase process efficiency and productivity as well as improved availability of the services delivered. This mobile and flexible working policy will therefore allow Directors to consider the appropriateness of these new work styles and implement them where there are demonstrable and significant benefits. Research has shown such benefits include:
- a) Improved service delivery through smarter working practices thus benefiting both business and customer needs
 - b) Increased productivity between 10 to 48% depending on service area
 - c) Improved efficiency resulting in a reduction of costs
 - d) Increased job satisfaction and a more motivated and productive workforce
 - e) Helping to aid the retention of skilled and experienced employees whose personal circumstances change and who would otherwise have to give up work
 - f) Achievement of work life balance for employees
 - g) Generate savings in accommodation in terms of both space and cost, especially when planning office moves
 - h) Offer a solution to a temporary problem e.g. employees may be unable to travel to the office but could provide continuity by working from home for a period
 - i) Reduce unnecessary travel and hence environmental damage

2. STATUTORY REQUIREMENTS

- 2.1 The statutory requirement for flexible working was introduced on 6th April 2003. The Employment Act 2002 introduced a right for employees who have 26 weeks or more continuous service with their employer, and whose children are less than 8 years old (or 18 if the child has a disability) to make a written request for changes to their working patterns. This includes the hours they are required to work, times and place of work. This Act was further reinforced by the Flexible Working Regulations 2009, which came into effect on 1st April 2009 and supports parents with responsibility for children up to the age of 16 years.
- 2.2 The current legislation does not provide an automatic right to work flexibly as there will always be circumstances when it is not possible to accommodate an employee's desired work pattern, but is a forum to open up discussion between managers and employees.
- 2.3 The Council recognises the value of flexible working options and has already adopted an approach which expands the statutory rights to all employees. Flexible working initiatives already in place include:
- Flexi – time
 - Job Sharing
 - Compressed Working Weeks / Fortnights
 - Term Time Only Arrangements

- Part Time Working

2.4 Further information on the above flexible working options and others can be found in the Council Personnel Handbook which is on the Council's Intranet. If you do not have access to the Intranet a copy can be obtained from the Human Resources Team.

2.5 This mobile and flexible working policy will build on these existing arrangements whilst also providing a more integrated approach, which will benefit the Council, its employees and customers.

3. APPLICABILITY

3.1 This Policy will be applied fairly and consistently to all employees regardless of gender, race, colour, marital status, national or ethnic origin, nationality, disability, sexual orientation, age, religion, status or number of hours worked.

4. ROLES AND RESPONSIBILITIES

4.1 The Chief Executive has overall responsibility for ensuring that mobile and flexible working is managed appropriately in accordance with these agreed standards.

4.2 The Human Resources Team is responsible for publishing and promoting the adoption of this procedure and standards to Directorates.

4.3 Line managers, under the overall direction of Directors are responsible for:
a) The day-to-day management of mobile and flexible working.
b) Ensuring compliance with published mobile and flexible working standards, procedures, working practices and technology changes.

4.4 All employees who transfer to mobile and flexible working arrangements are responsible for familiarising themselves with, and ensuring that they comply with this procedure and standards.

5. PRINCIPLES

5.1 Over an agreed timetable, Directors and line managers will identify and assess which posts within their Directorate are suitable for mobile and flexible working. The assessment will determine whether the job is considered 'Fixed', 'At Home', 'From Home' or 'Mobile' (see section 6 for definitions). In assessing the suitability of posts, amongst other considerations, Directors will consider both the operational efficiencies and the practicalities of service delivery.

5.2 Employees whose jobs are defined as open to mobile or flexible working will be offered the opportunity to transfer to the appropriate work style. No employee will be compelled to change to mobile or flexible working and will have the opportunity to opt-out. In the future, Job Descriptions may include the requirement to work flexibly or operate mobile working practices but it is anticipated that this will be introduced on a piecemeal basis as appointments are made to vacant posts. Employees may request at a later date to transfer to mobile or flexible working if they initially opted out.

- 5.3 Employees who transfer to flexible working arrangements will be expected to do so on a permanent basis or until operational arrangements are redefined. Due to the resources required to set up flexible working, it will not be possible to allow employees to shuttle between 'At Home', 'From Home' or 'Mobile' working. The Council will retain the right to reconsider the appropriateness of posts which are subject to flexible and mobile working arrangements where services are not being delivered as originally anticipated.
- 5.4 Employees working under the mobile/flexible working policy will be required to sign a mobile/flexible working personal plan/agreement.
- 5.5 All other policies and procedures of the Council that apply to office based employees will apply equally to those mobile or flexible workers.
- 5.6 Employees whose role is not considered suitable for mobile or flexible working may request a copy of the assessment with the reasoning for this. There is no appeals procedure.
- 5.7 The roll out and implementation of the Policy will be on a phased basis to ensure adequate resources and ICT support is available. All employees who are able to work flexibly will be required to familiarise themselves and/or undertake training in back office or document management systems where required to enable effective flexible working.

6. DEFINITIONS

- 6.1 **Fixed work style** – the nature of the work dictates that the service can't be delivered effectively from working at home e.g. needing to respond to clients from a fixed building or requiring the use of specialised equipment to deliver the service e.g. refuse lorries.
- 6.2 Flexible work style – there are three main types of flexible worker:
- a) **At Home** – workers who can work effectively for the majority (at least 4 days per week for a full time employee) or all of the week from home.
 - b) **From Home** – workers who can work effectively for part of the week (at least 2.5 days a week from home for a full time employee) and would split their time between home and the office.
 - c) **Mobile** – workers are those employees who spend the majority of the working week travelling/visiting clients and therefore need access to relevant IT applications irrespective of their location. When not travelling/visiting clients they will either work from home or come into the office.
- 6.3 In this policy the term 'working flexibly' covers 'At Home', 'From Home' and 'Mobile' working styles.
- 6.4 This policy does not cover the 'Occasional Homeworker' who works at home on an informal and adhoc basis, by agreement of their line manager to complete a specific report or project.

7. PROCEDURE FOR APPROVING FLEXIBLE / HOME WORKING ARRANGEMENTS

- 7.1 The line manager, in conjunction with the Director of Service, will determine which job roles may be carried out by working under a 'Fixed', 'At Home', 'From Home' and 'Mobile' work style. A checklist of criteria for assessing suitability for mobile / flexible working is set out in **Appendix A**.
- 7.2 Each employee whose job falls into a 'flexible' or 'mobile' category will be notified of the manager's assessment. Employees who wish to commence the new working style will do so under the terms of the Wyre Forest District Council Mobile and Flexible Working Policy and Procedure unless they choose to opt-out.
- 7.3 The line manager will meet individual employees, as necessary, to discuss the implications of transferring to flexible or mobile working e.g. whether they have a suitable location at home for working, and will ensure that they have access to the Wyre Forest District Council Mobile and Flexible Working Policy and any associated guidance. Human Resources or ICT can provide further information or answer specific queries.
- 7.4 Where mobile / flexible working has been agreed, the following should be noted:
- a) Normal conditions of service applicable to the post will continue to apply including access to training and arrangements for Employment Development Review
 - b) An employee's base i.e. 'normal place of work' will remain unchanged unless otherwise agreed
 - c) The mobile/flexible working arrangement as agreed in the Personal Plan which is set out in **Appendix B** will be reviewed after 3 months to ensure it is working both for the employee and Council. The arrangement will then be reviewed at regular agreed intervals
 - d) Subject to successful completion of the 3 month review, a variation to contract letter will be sent to the employee confirming the agreement.
- 7.5 Once this arrangement is in place the employee will not normally be able to revert to his/her original working arrangements. This is because of the significant up-front investment (time and resources) required to initiate flexible working arrangements.
- 7.6 In exceptional circumstances an employee who has chosen to work flexibly may be authorised to return to fixed working arrangements. The decision will be made by the Director of Service, with the advice of the line manager and will depend on the availability of fixed workspace.
- 7.7 Where the employee wishes to cease mobile or flexible working he/she must put their request in writing to their line manager giving the reasons. Where their former work space is not available the mobile worker may be transferred to another location where work space is available. Once the mobile / flexible worker has had a request to transfer to a fixed office base agreed he/she will not be entitled to apply for flexible working in the future, unless there are exceptional changes to circumstances or requirements.

8. EXCLUSIONS FROM MOBILE / FLEXIBLE WORKING

- 8.1 The following employees will normally be excluded from working from home:
- a) Employees within the probationary period. This is normally a six month period commencing when the employee first begins work with Wyre Forest District Council.
 - b) Employees who are subject to formal support arrangements for underperformance.
 - c) Employees who are subject to a formal warning under the Disciplinary Procedure for a breach of this procedure or other relevant terms of their contract.
 - d) Employees who are subject to temporary close supervision in order to obtain quantitative or qualitative data on work outputs.
- 8.2 In exceptional circumstances the line manager may, in conjunction with the Director determine that flexible working may commence or continue. This decision should take account of the operational needs of the service, the nature of the problem, and be subject to suitable management arrangements being in place.
- 8.3 Flexible working arrangements may be suspended for short periods for operational reasons, after consultation with affected employees e.g. to support emergency planning matters.
- 8.4 Agency workers or students not employed by the Council will not normally be assigned as a mobile or flexible worker.

9. HOURS OF WORK

- 9.1 Managers will need to agree and record in the Personal Plan the hours an employee is allowed to work on a mobile or flexible basis. The current flexi-time scheme and standard working week is 37 hours, 7-30am to 7-00pm, Monday to Friday. However for some employees it may be more suitable for them to work some of their hours or perhaps a day that is currently outside the scheme. Therefore a manager will need to decide whether:
- Core hours must be maintained
 - If there is a need to be contactable by telephone during core hours
 - That core hours can be relaxed to incorporate flexible working hours – e.g. 3 hours in the morning and 4.24 hours in the evening
 - The service can be successfully delivered on a Saturday or Sunday if the employee wished to work on one or both of these days
- 9.2 For example, some mobile and flexible workers will be required to work between normal office hours, due to the nature of the work, office support, availability of systems and system support. Whereas some home working employees may be able to work more flexibly to fit in around domestic / caring responsibilities.
- 9.3 It will be up to the line manager to agree a set working pattern for all mobile and flexible workers which will depend on the service, nature of the work and hours that can be appropriately managed and supported, in relation to professional practice and health and safety issues.

- 9.4 Once a pattern of work is agreed, the employee will be expected to be available at those times for contact both by email and telephone. They should also be available to attend the office for meetings (with adequate notice).
- 9.5 Hours worked should be recorded on the electronic time sheet system and submitted weekly.
- 9.6 ICT support is currently available from 8-30am -5-30pm Monday to Thursday and 8-30am to 5-00pm Friday. For some services, this may impact upon what mobile and flexible working arrangements can be agreed outside of these hours and times. The overall provision of ICT support will be reviewed once mobile and flexible working is fully implemented across service areas.
- 9.7 All employees have a responsibility to adhere to the Working Time Regulations (WTR) with respect to weekly working hours and rest breaks. Advice is provided by Human Resources (see Guidance on the Working Time Regulations). Line managers should monitor the number of hours employees are working flexibly to ensure that WTR are not breached.

10. SICKNESS

- 10.1 Employees who are unable to work due to personal sickness should inform the line manager in accordance with the Reporting Absence Procedure, regardless of the location they are working from.

11. CONTACT AND COVER

- 11.1 All employees working flexibly should be contactable during the hours specified in their Personal Plan by their line managers. Where appropriate, they should also be contactable by customers/clients.
- 11.2 Contact should normally be via work mobile phone and officers should ensure that their number is available on the intranet.
- 11.3 All employees should keep their Groupwise calendars up to date with their location and times of meetings and make them available to the whole team or service.
- 11.4 Flexible / mobile workers may be required by their line manager to participate in a rota system to cover office hours. This requirement will be determined on a case by case basis in each workplace/team.
- 11.5 Flexible and home workers will be required to attend meetings, training, seminars etc. as appropriate to the job, and to provide reasonable cover for absent colleagues at the request of their line manager.

12. MANAGEMENT OF PERFORMANCE

- 12.1 Managers must put in place arrangements to ensure that the performance of each employee can be managed effectively without continuous direct supervision.

- 12.2 It is recognised that under flexible working arrangements that performance management and regular contact is more important and therefore needs to be more planned and formalised. To do so managers should consider their arrangements, this could include:
- a) Regular update meetings with the employee to discuss work issues, including progress towards objectives. These should occur at least once every 4 weeks, and give the manager and the employee the opportunity to raise any matters of concern.
 - b) Regular feedback from customers and other data on work output (where appropriate).
 - c) Effective communication mechanisms, such as bulletins, team briefs, team meetings etc.
- 12.3 The arrangements for 12.2 a) to c) will be set out in the employees Personal Plan.
- 12.4 Mobile and home working styles require employees to be well organised and motivated. Thus the management of such workers must take account the need for support and training if necessary, to manage their own workload without direct supervision.
- 12.5 A set framework will be provided as part of the Customer Services Strategy for implementing by employees when communicating with clients, partners and colleagues regarding working away from the office. This should help to ensure there is no damage to the Council's corporate image or customer trust.
- 12.6 If the line manager has any concerns about the employee's conduct or performance, these should be raised as soon as possible with the employee. The line manager should consider with the employee whether any additional advice or support is required to help him/her to reach the required standards. Consideration should be given as to whether flexible/mobile working should be suspended after taking advice from HR.
- 12.7 Serious concerns about underperformance should be addressed in conjunction with the relevant Director. Allegations of misconduct should be addressed through the Disciplinary Procedure.
- 12.8 Managers and employees are able to access training, support and advice on the effective management of flexible working through the Council's training programme.

13. HOME WORKING AND CARE FOR DEPENDANTS

- 13.1 Employees working from home must confirm their childcare/dependant care arrangements with their line manager, where these apply. Home-working must not be seen as a substitute for other childcare/dependant care arrangements, and employees working from home should not do so

whilst in sole charge of children/other dependants requiring care and supervision.

14. EQUIPMENT

- 14.1 Management are required to consider equipment needs and costs, to ensure whether flexible or mobile working is viable. ICT equipment requirements will be defined by the type of work style and the nature of the work. Those employees working at home would need to discuss with their managers the Council's policy relating to what support will be provided. Managers will need to ensure that e-mail and internet policy are adhered to.
- 14.2 Maintenance of Council equipment will be carried out on a regular basis. If faults arise on Council equipment it will be expected that employees bring the device into the support centre where possible. It is accepted this may not always be appropriate, therefore, employees must allow access to their home for such work to be carried out.
- 14.3 Any IT equipment supplied to enable employees to work from home or on a mobile basis should be used in line with the Council's ICT policy.
- 14.4 ICT will advise on how to deal with the sensitivity of any information that may be transmitted over the internet. The physical movement of information stored in laptop hard drives, or any removable device e.g. USB memory sticks, CDs and the related hazards should be highlighted to those who may need to carry them.
- 14.5 Adequate arrangements will be put in place to ensure that all equipment supplied is recorded and returned to the Council when the employee leaves the job, i.e., by resignation or changing jobs internally or the arrangement is terminated.
- 14.6 There may be occasions when circumstances beyond the home worker's control means that work cannot be carried out, for example, a power cut or a breakdown of equipment. It is expected that in such instances, the home worker should continue to work on something that does not require IT. However, where this is not possible, or the interruption to the power supply is for long periods or there is prolonged noise from local building work or other such distractions, then it would be expected that the employee comes into the office to work.
- 14.7 The current ICT policies apply to all workers wherever they may be working, i.e., office based or home.
- 14.8 If an employee does not have a suitable desk or chair at home, it will be up to the line manager to consider whether they are in a position to loan these items of furniture for the purposes of mobile / flexible working.

15. **EXPENSES AND COSTS**

15.1 The Council will reimburse or pay for the following costs:

- a) Calls made from mobile phones. In order to make business calls, employees will be provided with a mobile phone.
- b) It is recognised that domestic Broadband access is increasingly common and where high levels of connectivity or security are not required, employees will normally be requested to provide and pay for their own Broadband access via an internet service provider. However due to some types of Council Services requiring very high levels of security (e.g Benefits and Council Tax) the Council will provide those relevant employees with a managed Broadband line, that the Council will pay for. There may be other circumstances where a Broadband allowance will be payable to the employee. Such allowances will be determined on a service by service or case by case basis, in consultation with the IT Section. If an allowance is agreed, a fixed amount per month will be paid by the Council. It should be noted that the standard costs for Broadband will be determined by an average of the current leading internet providers. This will be reviewed periodically to ensure amounts paid are consistent with current market costs and the amount may decrease/increase periodically.
- c) It is recognised that regular home workers may incur additional household expenses whilst working from home e.g. heating, electricity and water. The costs will vary from person to person depending on the amount of time spent home working, size of house and time of year. Therefore it is not practical to calculate a contribution to household expenses on an individual basis. A fixed monthly contribution towards these expenses will be made and based on that which HM Revenue and Customs set as the maximum that can be paid per annum to an employee in respect of these before the deduction of tax and without the need for evidence of expenditure. This amount is currently set at £156 per annum, paid in equal monthly instalments. The full amount is payable to those who work more than 20 hours at home per week. Those who work less than this will receive half this amount. To be entitled to a monthly contribution an employee must work from home for a minimum of one working day per week. Although this may appear to be a modest amount, it is recognised that for many employees any additional costs they incur will be off-set by savings in travel to work costs and the associated time. Regular home working arrangements must have been agreed between the employee and line manager and must be set out in the Personal Plan before a home working allowance can be paid.
- d) If the home working agreement should be terminated payment of the household allowance will be subsequently stopped. Where a home worker is on long term sickness absence payment of the allowance will cease from the month following the first day of notification of absence. Payment of the allowance will resume from the first day that the employee has returned to work.
- e) Where an employee is contracted to work from home and in receipt of the household allowance, this will continue to be paid during a period of Maternity and Adoption leave.

15.2 If there is the occasion to make an authorised business journey, the current arrangements for claiming travel and subsistence allowances apply when starting from the office base. However there will be occasions when the following changes, as listed below, will need to be applied due to not starting or finishing work from the office base.

a) **Travelling to a location directly from home or returning home from a location other than the office**

Some business journeys will involve travelling to a location directly from home without visiting the office and some journeys will involve returning home at the end of the working day without visiting your office. In both of these cases, the Council has decided to apply the “lesser than rule” to ensure that some mileage is payable for these journeys. This is to recognise that you are travelling in the most efficient way, rather than making an unnecessary journey to your office just to claim the mileage. Unnecessary journeys waste everyone’s time, and cause unnecessary congestion and environmental damage.

b) Therefore, if you make a journey from home directly to a location other than your office base, for that part of the journey, you can claim whichever is the lesser of either:

- i) The actual mileage that you travelled from your home to the location
- OR
- ii) The mileage that you would have claimed if you had travelled from your office base to the location.

c) Whilst if you travel from a location directly to home rather than to your office base, for that part of the journey, you can claim whichever is the lesser of either:

- i) The actual mileage that you travelled from the location to your home
- OR
- ii) The mileage that you would have claimed if you had travelled from the location to your office base.

d) **Multiple journeys from home and returning to home**

Some employees, particularly mobile workers may not regularly go to their designated office base but still make multiple journeys from home and returning home. In terms of mileage claims, the 'lesser rule' is applied to the journey from home to the first business location only. All other journeys are then claimed at actual mileage rates. This would include the journey from the final business location to the post holders home. However, if the post holder travelled from the final business location to their designated office (before going home), the journey from the office to home is not classified as claimable mileage.

e) Example:

- Journey 1 is home to site A - lesser rule applies
- Journey 2 is site A to site B - actual mileage claimed
- Journey 3 is site B to site C - actual mileage claimed
- Journey 4 is site C to site D - actual mileage claimed
- Journey 5 is site D to home - actual mileage claimed

- f) Note: If Journey 5 is travel from site D to designated office base - actual mileage would be claimed for this part of the journey but then the onward journey from the office base to home is not claimable.

- 15.3 The Council will not reimburse for the payment of Council Tax.
- 15.4 There should be no change to Council Tax or domestic rates; domestic rates are only affected if a business is being carried out from home.
- 15.5 No major structural changes should be undertaken to the employee's home to accommodate home working.
- 15.6 If an employee moves home then they should re-apply to continue home working and a reassessment will be undertaken.

16. HEALTH AND SAFETY AND RISK ASSESSMENT

- 16.1 Most of the regulations made under the Health and Safety at Work Act 1974 apply to employees working at home as well as to employees working at Council accommodation (see Personal Plan for Health and Safety Checklist).
- 16.2 Managers have a responsibility to ensure that a health and safety and risk assessment is undertaken of the work area in the home to ensure that the work can be undertaken safely without endangering the health of the worker or their family.
- 16.3 The checklist for Health and Safety should be completed by the line manager. Employees have responsibility for implementing any actions identified in order to reduce/mitigate risks in their home and to make their work environment safe. Managers will be trained to undertake such assessments. Self Evaluation Assessments by the employee will not be permitted.
- 16.4 Managers should be reviewing health and safety on a regular basis and should be discussed frequently during supervision meetings. Where there are concerns appropriate advice should be sought.
- 16.5 Any accidents whether they occur in the workplace, whilst working from home or on a visit should be reported to the line manager as normal and recorded in accordance with the Council's accident reporting procedures.
- 16.6 Employees with particular needs will be assessed by a trained work station assessor/occupational health. Recommendations will be made about specific equipment needed (e.g. special computer mouse, or a specific type of chair).
- 16.7 Additionally, electrical equipment supplied by the Council should be regularly tested, in line with the annual frequency at the employee's designated office location.

- 16.8 Where employees are visiting clients/sites etc. they must ensure they make frequent contact with their office, usually after each visit and in line with the Council's lone working policy.
- 16.9 Employees must never use handheld mobile phones or email devices whilst driving. Employees should be stationary when dealing with urgent work issues and should not make or take telephone calls whilst driving.

17. OFFICE ENVIRONMENT

- 17.1 Each flexible/mobile worker will be allocated a 'designated office' which is deemed to be their place of work when not working from home or at other locations.
- 17.2 The Council will provide workstations (also known as 'flexi-desks') with desktop PCs or the ability to plug in laptops as necessary, within designated offices, for flexible workers to use when they are in the office.
- 17.3 When working in the designated office, the flexible worker will be required to use whichever convenient workstation is available. No flexible worker has the right of exclusive use of a particular workstation.
- 17.4 All flexi-desks should be cleared at the end of the working session and left clean and tidy for the next occupant.
- 17.5 Where an occupational health assessment has determined that a flexible worker requires specific workstation equipment to carry out their work, they may be given priority use of a specific workstation if this is the only practical way to provide it.

18. SECURITY AND CONFIDENTIALITY

- 18.1 Employees must maintain the same standards of security of information, system security and security of equipment that would apply in the office.
- 18.2 Employees should be aware of their responsibilities for confidentiality under the Data Protection Act and the Freedom of Information Act. These apply whether working in the office or at home. Sensitive records should be kept secure and not left unattended when there are other people in the home.
- 18.3 Mobile and home workers who transport equipment e.g. laptops, mobile phones, handheld email devices and / or confidential information should not, as far as practicable leave this unattended in vehicles. For further information see the Council's ICT Policy.

19. LIABILITY

- 19.1 Flexible/mobile workers are covered by the Council's insurance policy for employer's liability and personal accident in the same way as office-based employees.

- 19.2 Equipment supplied to the flexible/mobile worker is covered by the Council's insurance arrangements providing it is used for work purposes only, and in line with manufacturer's instructions.
- 19.3 Flexible/mobile workers should contact their own insurance company to advise that they will be working from home. This does not usually result in an increase in premium. The Council will not reimburse any increase in premium in the unlikely event that this should occur.
- 19.4 If an employee is home working he or she should advise mortgagees or landlords, if rented, that they intend to work at home. However, using a room or part of a room to work in would not require planning permission. Working from home should not affect Council Tax liability.

20. **CHANGING CIRCUMSTANCES**

- 20.1 When one of the circumstances below arises, the Council reserves the right to reconsider the flexible/mobile working arrangements under which the employee works. No changes will be made without consulting the individual concerned.
- a) The employee moves to a different job role, either permanently or on a secondment or acting up basis. The suitability of the new role for flexible/mobile working will need to be assessed.
 - b) The employee moves home. Arrangements for home-working will need to be reassessed.
 - c) The Council undertakes a reorganisation of the work area. All job roles will need to be reassessed in the light of changes to job descriptions and person specifications.
- 20.2 Managers are responsible for reclaiming equipment where an employee leaves or moves posts in order for it to be reallocated to the next post holder.

APPENDIX A

MANAGERS CHECKLIST FOR ASSESSING THE SUITABILITY FOR MOBILE/FLEXIBLE WORKING

TITLE OF POST

NAME OF POSTHOLDER

THE JOB

1. Would there be adverse effects on costs or the level and quality of service if provided through mobile or home working arrangements?
2. Does the job contain a high degree of written rather than manual work?
3. Is the work performed on an individual basis or with clearly defined areas of individual work e.g. project work, research and report writing, policy work, analytical work, casework, administrative tasks?
4. Does the work have clearly defined objectives that are not subject to sudden change of priorities?
5. Does the work have performance management indicators?
6. Does the work require frequent input from other employees?
7. Does the work require frequent use of centrally provided facilities?
8. Does the work have clear laid down procedures and methodology which does not require close supervision and guidance?
9. Would a mobile or home working arrangement result in an increase in workload for other employees within the team?
10. Are there any other factors regarding the job which need to be taken into account? Please specify

Any Other Comments

THE POSTHOLDER

1. Does the employee have the degree of self motivation necessary to Homework?
2. Does the employee have sufficient self discipline to work without close supervision?
3. Is the employee a self starter?
4. Does the employee have the ability to complete work to scheduled deadlines ?
5. Does the employee have well developed time management skills?
6. Does the employee have the ability to cope with reduced social contact and isolation from work colleagues?
7. If the answer to any of the above is no would training help resolve your reservations regarding the employee's ability to work on a mobile or home basis?

Any Other Comments



Wyre Forest
District Council

**PERSONAL MOBILE AND
FLEXIBLE PLAN /
AGREEMENT**

Name:.....

Post:

MOBILE/FLEXIBLE WORKING POLICY

PERSONAL PLAN/AGREEMENT

1. Introduction

Following the recent agreement for you to work flexibly, this Personal Plan confirms those arrangements, including how you will operate and your acceptance of the terms and conditions as outlined in the Mobile/Flexible Working Policy.

Personal details

Name

Post

Type of mobile/flexible working

Home Working Address/location

Home Tel No.

Mobile Tel no.

Line Manager

Line Manager's Post

Flexible/mobile working commencement date

Date of first review (after 3 months)

Frequency of subsequent reviews

Comments:

2. Expenses and Costs

In line with the conditions set out in the Council's Mobile and Flexible Working Policy you will receive the following financial allowances:

Item for Allowance	Total Amount Payable	Method and Frequency of Payment

3. Health and Safety

3.1 Communication

Effective Health and Safety Management relies on good communication between both parties

- Are you happy with the arrangements in place Yes No

3.2 Risk Assessment

A Risk Assessment specific to the homeowners work environment must be completed. A range of hazards should be assessed, such as electrical equipment, manual handling, general work related equipment, working with VDU, environment lived etc. Other general issues like new and expectant mothers, first aid, RIDDOR, Lone Workers Policy should be addressed.

- Has a Risk Assessment been completed and signed off Yes No
- This should be reviewed every three months:
- Date of next review/...../.....

3.3 Equipment Provision and Maintenance

All equipment identified within the inventory list, should be safe and suitably maintained, i.e. (PAT) tested

- Is all equipment safe and suitably tested where appropriate Yes No

3.4 Information

Has the following information been issued:-

- Lone Working Policy Yes No
- Corporate Health and Safety Policy Yes No
- Mobile / Flexible Working Policy Yes No

3.5 Incident Reporting

Any incidents affecting the home workers safety needs to be communicated to the Line Manager and recorded as normal. This includes accidents, near misses or aggressive situations

3.6 Working Time

The European Working Time directive also applies to homeworkers

- Are you fully aware of this and understand the restrictions Yes No

3.7 Working with VDU's

- The use of VDU's is covered by the Health and Safety (Display Screen Equipment) Regulations 1997
- Has a VDU assessment been completed Yes No

3.8 Home Working Area

- Please confirm the specific area that has been agreed as the demarcation work area

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- Are there any further associated areas within the home in connection with the above that may be an issue?

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3.9 General Comments

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4. Hours of Work and Contact Cover

It has been agreed that my hours of work under the terms of the Mobile/Flexible Working Policy will be as follows:

No of Hours Per Week	Type of Work Style	Location of work	Nominated Days
E.g. 30 hours	At Home	Home – see Address	Monday, Tuesday, Thursday and Friday
7 hours	Fixed	Office	Wednesday
Total Number of Hours to Work per week 37			

Contact arrangements

I can be contacted by my line manager/colleagues as indicated below:

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
7-30 am							
8 – 9am							
9 – 10am							
10 – 11 am							
11 – 12 am							
12 – 1 pm							
1 – 2 pm							
2 – 3 pm							
3 – 4 pm							
4 – 5 pm							
5 – 6 pm							
6 – 7 pm							
Outside core hours – please specify							

Worklife Balance Arrangements including Dependant Care Arrangements

Details of Worklife Balance / Dependant Care arrangements agreed as part of my mobile/flexible working are as follows:

Contact Meetings with Line Manager

I will meet with my Line Manager as detailed below:

5. Equipment provided for Mobile/Flexible Working

The following equipment has been recorded as being provided to me / installed/deposited at my home working address as specified above:

Item of Equipment	Purpose of Use	IT ASSET NO

The equipment will be used in accordance with the Council's Mobile / Flexible Working Policy.

It should be noted that IT support is available from 8.30am – 5.30pm Monday to Thursday and 8.30am – 5.00pm Friday

6. Personal Plan/Agreement to Mobile/Flexible Working

This Personal Plan/Agreement reflects the changes to the Terms and Conditions of my employment on commencement of the agreed Mobile/Flexible Working arrangement. All other Terms and Conditions remain the same.

Signed (Mobile / Flexible Worker)

Signed (Line Manager)

Date

An electronic copy of this Personal Plan / Agreement must be sent to the HR Team so a variation to contract can be issued after successful completion of three month review.

Comments: