

Home Working Policy

Policy

The Council recognises the advantages of home-based working although it doesn't suit everyone, and some job roles may not be appropriate to undertake at home. This policy describes the working arrangements and expectations that will apply if you work from home.

Scope of this policy

It applies to all staff who are home-based whether full time, part time or fixed term. It does not apply to office-based staff who work from home on an ad-hoc basis.

Safe working environment

Health and safety for home-based staff applies in the same way as office-based staff, insofar as is reasonably practicable, that you work in a safe manner and that you follow all health and safety instructions issued by us.

A 'Home Based Workers Risk Assessment' should be completed annually. This is a checklist to identify any possible hazards in your home working area. Following completion of the checklist, measures may need to be taken to control any risks identified.

Some of the most important considerations include: -

- Your home office should have adequate space for you to work safely and comfortably,
- You should have sufficient storage
- You should have sufficient equipment to fulfil the job role
- Equipment and sockets should be situated to avoid potential trip hazards, and,
- You must also ensure that you visually check the cables of any electronic equipment supplied to you regularly and report any defects.

Facilities and equipment

The council can provide employees with the following equipment for you to work from home and will maintain and replace these items when necessary.

- Desk and office chair
- Filing cabinet (which will be lockable for those staff who hold personal data)
- Printer/scanner/photocopier
- Laptop computer

It is your duty to ensure that proper care is taken of all equipment provided to you and to inform the Parish Council when they need to maintain or replace the equipment. Should the risk assessment identify any further equipment that is necessary, this is to be discussed with the council.

All equipment provided by the council is for Council work to be done safely and effectively at home and cannot be used for personal use.

All equipment will belong to the council and members will be required to return it to the council promptly should they leave employment.

Hours of work

As a home-based worker, contracts of employment will specify monthly hours, these can be used at the employee's discretion however prolonged periods of absents must be discussed with the Parish Council.

It is understood that employees work part-time and will not always be contactable but will attempt to respond to emails and requests in good time.

Potential conflicts of interest

During hours of work, the council expects that the work environment enables you to work effectively and that you are not distracted by domestic matters.

If there is an emergency and you need to attend to a non-work matter, then hours can be completed on a different day.

Data protection

As a home-worker you are responsible for keeping all documents and information associated with the council secure at all times. Specifically, homeworkers are under a duty to:

- Keep all documentation belonging to us in the locked filing cabinet at all times except when in use,
- Set up and use a unique password for the laptop computer, and,
- Ensure that documents are saved to the server rather than the laptop computer's hard drive.

If you have a telephone conversation where you are discussing confidential work matters, you should ensure that such calls take place in privacy to avoid inadvertent breach of confidentiality.

Visits to other premises

On occasions employees and councillors may need to attend council offices for training or Hethersgill Hall for Meetings, performance assessment meetings, briefings etc. This will normally not be frequent, and the dates and times of such visits will be agreed in advance and mileage paid in accordance with council and union recommended payment.

Insurance, mortgage or rental agreements

Whilst our Employer's Liability Insurance extends to home based staff, and any council equipment installed in your home will also be covered, you should ensure that any agreement with your landlord or mortgage lender allows you to work from home, and that your house buildings and contents insurance will not be invalidated by you working from home.

Work From Home Allowance

Employees on a work from home contract will be entitled to a monthly Work from Home allowance which is based on the councils and union recommended payment.

— policy ends here —

Accepted by FCM and Adopted: DATE

Date for next review: DATE

Review: Bi - Annually

Amendment Notes -

Date accepted by FCM	Amendment

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