



**STAINLAND & DISTRICT PARISH COUNCIL WORKING FROM  
HOME POLICY**

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# **Stainland & District Parish Council Working from Home Policy**

## **Introduction**

Stainland & District Parish Council is committed to promoting flexible working, to facilitate effective and efficient working. This policy outlines the circumstances under which the Council will encourage employees to work from home. It also details the actions required to facilitate a home working arrangement.

## **Benefits of Home Working**

There are many benefits to home working. For the Council these include:

- Contributing towards the reduction of the Council's CO2 emissions by reducing unnecessary employee commuting;
- Being a good employer;
- The retention of valued and skilled employees for whom the ability to work at home is the preferred;
- Well-motivated staff who work for an organisation that is prepared to be flexible;
- Accommodation of the requirements of disabled employees or employees with temporary health concerns.

For the employee these include:

- Increased discretion in the management of their work and personal time;
- Increased motivation;
- A saving of travel time and costs;
- The ability to work without distraction;
- Improvements in work-life balance issues.

While there are advantages of home working, a detailed assessment needs to be made, by both the employee and the Council, as to whether the role is suitable for home working and whether it is regular or occasional.

## **Application Process**

Employees wishing to be considered for regular home working should contact the Clerk or the Chair of the Staffing Committee. The Committee will consider the

request taking account of Equalities, Diversity & Inclusion Policy. Consideration of service provision to the residents of Stainland & District.

It is the Council's policy to view any requests for home working in a positive light and the Council will, wherever possible and practicable, agree to the employee's request. If the request is accepted in principle, a health and safety assessment of the home working environment must be carried out.

### **Assessing the Home Environment**

An employee who works from home is afforded the same protection under health and safety legislation as an employee who is office based. It is vital to ensure the home working environment is suitable before any home working agreement is reached.

The employee needs to take personal responsibility for the health and safety aspect of home working. An employee needs an environment at home which offers the following:

- Ability to meet Health and Safety requirements;
- Work space, suitable for concentration;
- Security and confidentiality;
- The combining of home-based working with caring responsibilities.

If home working has been agreed, the employee concerned should complete a Health and Safety Home Worker Self-Assessment Checklist. If this assessment identifies any particular risks it will be the responsibility of the Staffing Committee and employee to discuss ways in which the risks may be minimised or eliminated. Employees will also complete a display screen equipment (DSE) assessment.

### **Provision of Equipment**

Where appropriate, the Council will provide, install and maintain equipment to assist with home working. The following items of equipment may be appropriate, a PC/laptop and mobile communications, a desk and chair, a printer,

Any Council equipment installed at the home workers home remains the property of the Council and can be recalled at any time. The Council will take responsibility for the repair/replacement of lost, damaged or stolen equipment, provided the employee has taken appropriate precautions to safeguard the equipment. Upon the termination of the home working agreement, employees must return all Council equipment.

The Council will provide third party insurance for employees working from home. It will also provide insurance cover for any Council equipment located at the home of the employee.

### **Health and Safety**

Home workers are afforded the same health and safety protection in law as office-based staff. As such all Council health and safety policies and procedures will apply to home workers. This includes the requirement for employees to report any work-related accidents and to undertake regular DSE assessments.

### **Data Security**

Employees who work from home are required to comply with all IT security and confidentiality requirements of the Council. The home worker will have a direct responsibility for all Council information material held at their home and must ensure that it is not accessible to non-authorised people e.g. other members of the household.

### **Working Hours**

Flexible working hours and the working time directive applies to home-based staff in the same way that it does to office-based staff. Any changes to the working hours must be agreed.

In accordance with the Working Time Regulations 1998, the Council expects and will monitor that the employee takes:

- rest breaks during the working day of at least 20 minutes, if the worker is expected to work more than 6 hours during the day;
- daily rest of 11 hours between working days;
- weekly rest of 24 hours any 7-day period, or 48 hours in a 14-day period;
- holiday entitlement.

### **Expenses**

Car mileage expenses will be payable for work-related journeys beginning and ending at the home base. All other expenses will be paid on provision of a receipt. The home working allowance will only be paid if the staff member continues to work from home as their substantive place of work.

### **Moving House**

Employees who move house will complete a new Health and Safety Home Worker Self-Assessment.

### **Reviews**

Any home working arrangement will be reviewed at least once a year. This will allow both parties to assess whether the arrangement is still appropriate. Reference to performance management will be made and if performance is not satisfactory, the home working agreement may be terminated.

### **Termination of a Home Working Agreement**

If an employee fails to comply with this policy, then the council reserves the right to terminate the agreement with immediate effect.