

Adur District Council

and

Worthing Borough Council

Joint Policy on Working Practices

1. Agreed by Management Team - 08-01-13 and 05-02-13
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1. Purpose

- 1.1 This document sets out the procedure and standards for working arrangements in the District Council of Adur and the Borough Council of Worthing. 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 Councils, their employees and customers.
- 1.2 Introducing new ways of working is seen as an opportunity to increase process efficiency and productivity as well as improved availability of the services delivered. This policy will therefore allow Executive Heads of Service to consider the appropriateness of new working styles and implement them where there are demonstrable and significant benefits, which can include:
- (a) improved service delivery through smarter working practices thus benefitting both business and customer needs;
 - (b) increased productivity;
 - (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 costs, 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. Definitions

- 2.1 'Executive Head of Service' - for the purposes of this policy shall mean the Executive Head of Service or the successor and any person to whom the Executive Head of Service has delegated their responsibilities under this policy.
- 2.2 Fixed Work-style - The worker will be one who works from a single location. (No additional posts shall be allocated as fixed-home posts and no additional staff shall be permitted to work as fixed-home prior to June 2013.) Staff will work from any desk designated for fixed workers.
- 2.3 Flexible Work-style - A flexible worker will be one who works from a variety of locations in order to meet the obligations of the role in an efficient and effective manner, reducing the amount of travel and its detrimental time and environmental impact. The locations of work may be any of the corporate offices and subject to appropriate risk/data security assessments, other locations agreed in advance, such as the worker's home or a designated Council hub. Staff will be able to work from any desk designated for flexible workers.

- 2.4 Mobile Work-style - A mobile worker may be an employee who has to undertake on-site inspections and other field based work from any location to meet the obligations of the role in an efficient and effective manner using, where appropriate, portable technology to support the works. Work-style. This includes those workers who are based at one of the Council locations, but do not require a desk. These workers may, for example, work in Leisure and Refuse teams.
- 2.5 This policy does not cover the 'occasional home worker', who works at home on an informal and ad-hoc basis, by agreement of their line manager to complete a specific report or project.

3.0 Statutory Requirements

- 3.1 The statutory requirement for flexible working was introduced on 6 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 eight years old (or 18 if the child has a disability), to make a written request for changes to their working pattern. 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 1 April 2009 and supports parents with responsibility for children up to the age of 16 years.
- 3.2 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 Executive Heads of Service and employees.
- 3.3 The Councils recognise 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:
- (a) job-sharing;
 - (b) compressed working weeks/fortnights;
 - (c) term-time only arrangements;
 - (d) part-time working; and
 - (e) flexible retirement.
- 3.4 Further information on the above flexible working options and others can be found in the <http://adc/intranet/adc/hr/index-job-issues.htm> or <http://wbcintranet/personnel/policies/forms/allitems.aspx> which is on the Councils' intranets. If you do not have access to the intranet, a copy can be obtained from the Human Resources Team.
- 3.5 This policy will build on these existing arrangements, whilst also providing a more integrated approach, which will benefit the Councils, their employees and customers.

4. Applicability

- 4.1 It should be interpreted in accordance with the Equalities Act 2010 and shall 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.

5. Roles and Responsibilities

- 5.1 The Chief Executive, as Head of Paid Service, has overall responsibility for ensuring that working arrangements are managed appropriately in accordance with agreed policies.
- 5.2 The Executive Head of Corporate & Cultural Services is responsible for publishing and promoting the adoption of this policy across the Councils.
- 5.3 Managers, under the overall direction of the Executive Heads of Service, are responsible for:
- (a) the day-to-day management of working arrangements; and
 - (b) ensuring compliance with the published working standards, procedures, working practices and technological changes.
- 5.4 All employees are responsible for familiarising themselves with, and ensuring that they comply with the Councils' policies, procedures and standards.

6. Principles

- 6.1 By 1st April, 2013, Executive Heads of Service will identify and assess which posts within their Service Groups are suitable for each type of working. The assessment will determine whether the job is considered 'fixed', 'flexible' or 'mobile' (see Section 2 for definitions). In assessing the suitability of posts, amongst other considerations, Executive Heads of Service will ensure that the needs of the customer and the service are met.
- 6.2 Employees whose jobs are defined as 'mobile' or 'flexible' working will be required to transfer to the appropriate work style, except that no current employee will be compelled to work from home. Job descriptions are to include the work-style for the post.
- 6.3 Employees who transfer to flexible working arrangements will do so on a permanent basis or until operational arrangements are redefined. The Councils will retain the right to reconsider the appropriateness of posts which are subject to flexible or mobile working arrangements where services are not being delivered as originally anticipated.
- 6.4 All Employees will be required to sign an appropriate working personal plan/agreement.

6.7 The rollout and implementation of this policy will be on a phased basis to ensure adequate resources and IT support is available. All employees will be required to familiarise themselves and/or undertake training in back-office or document management systems where required, to enable effective flexible working.

7.0 Procedure for approving work-style arrangements

7.1 The Executive Head of Service will determine which work style is allocated to each post taking account of the criteria set out in Appendix A. It is open to the Executive Head of Service, at any time, to reassess the post.

7.2 Each employee will be notified of the outcome of the above assessment.

7.3 Save in exceptional circumstances, employees will commence the new working style as soon as reasonably practicable after they have been notified of the Executive Head of Service's determination above.

7.4 Save in exceptional circumstances, which can relate to the employee, new employees will accept the post on the basis of the allocated workstyle.

7.5 The Executive Head of Service will meet individual employees, as necessary, to discuss the implications of transferring work-styles, e.g. whether they have a suitable location at home for working and will ensure that they have access to the Adur District Council and Worthing Borough Council Joint Policy on Working Practices and any associated guidance. Human Resources or ICT can provide further information or answer specific queries.

7.6 Once the work style for the post has been determined, 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 personal development review;
- (b) An employee's base, i.e. normal place of work, will remain unchanged unless otherwise agreed;
- (c) The 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 the Councils. The arrangement will then be reviewed at regular, agreed intervals;
- (d) Subject to successful completion of the three month review, a variation to contract letter will be sent to the employee, confirming the agreement.

7.7 In exceptional circumstances an employee whose work style has been determined to be fixed-home or flexible, including working from home, may have the post re-designated as flexible without working from home or fixed-office. Such circumstances may include where the employee, for practical reasons, can no longer work from home. The decision will be made by the Executive Head of Service.

8.0 Exclusions from flexible working

8.1 The following employees will normally be excluded from working from home:

- (a) Employees who are subject to formal support arrangements for under performance;
- (b) 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;
- (c) Employees who are subject to temporary close supervision in order to obtain quantitative or qualitative data on work output; or
- (d) Where advice from Occupational Health the style of work is not appropriate.

8.2 Flexible or mobile working arrangements may be suspended for short periods for operational reasons, after consultation with affected employees, e.g. to support emergency planning matters.

9.0 Hours of work

9.1 The standard working week is 37 hours,

9.2 Executive Heads of Service will, in consultation with employees, determine the appropriate working patterns for employees, ensuring that the needs of customers and the service are met.

9.3 A pattern of work can be as detailed or general as the Executive Head of Service determines, at their absolute discretion, to be necessary to satisfy themselves that the needs of customers and the service are met.

9.4 It is anticipated that unless there are changes to a service then employees will have no less flexible working arrangements than are available on 1st February 2013, with regard to the opportunity to work additional hours and claim one day's flexitime.

9.5 Once a pattern of work is agreed, the employee will be expected to be available at those times (when at work) for contact both by e-mail and telephone. They should also be available to attend the office for meetings.

9.6 Hours worked must be recorded electronically and submitted every 28 days.

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. Executive Heads of Service are to monitor the number of hours employees are working flexibly to ensure that WTR are not breached.

9.8 ICT support will be available from 08:00 to 18:00hrs Monday to Friday.

10.0 Sickness

10.1 The Council's Sickness Absence Policy applies to staff under all work styles.

11.0 Contact and cover

11.1 All employees should be contactable during their working hours by colleagues, clients and customers as appropriate.

11.2 Officers should ensure that their contact details are available on the appropriate Council's system.

11.3 All employees are to keep their Outlook calendars (or other appropriate system) up to date with their location and times of meetings and make them available to all users.

11.4 Employees will be required to attend meetings, training, seminars etc. as appropriate to their employment, and to provide reasonable cover for absent colleagues at the request of their line manager.

12.0 Management of performance

12.1 Executive Heads of Service must put in place arrangements to ensure that the performance of each employee can be managed effectively without continuous, direct supervision, in accordance with the Core values for employees and the Adur and Worthing Managers Standards. (Appendix C).

12.2 When employees are working under a variety of work-styles, effective performance management and regular contact is critical and therefore needs to be well planned and formalised. To do so, managers should consider their arrangements, which should include:

- (a) Regular update meetings with the employee to discuss work issues, including progress towards objectives. These should occur at least once every calendar month 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; and
- (d) Arrangements for monitoring working hours to ensure the employee is not working too few or too many hours.

12.3 The arrangements for 12.2 will be set out in the employee's personal plan.

13.0 ICT systems failure and communications

- 13.1 If a fixed-home, flexible or mobile worker is unable to access appropriate ICT systems from their place of work, if not in the office, then they must communicate this position immediately to their line manager.

14.0 Working from home and care for dependants

- 14.1 Employees working from home must confirm their dependant care arrangements with their Executive Head of Service where these apply. Home working must not be seen as a substitute for other childcare/dependant care arrangements, and employees working from home shall not do so whilst in charge of, or providing care or supervision to, children/other dependants requiring care and supervision.

15.0 Equipment

- 15.1 The Council will ensure that staff are given the appropriate equipment for their work style. ICT equipment requirements will be defined by the work-style and the nature of the work.
- 15.2 Maintenance of Council equipment will be carried out, by the Council, on a regular basis. If faults arise on Council equipment, it will be expected that the employee will bring the device into the Support Centre, where possible. It is accepted that this may not always be appropriate; therefore, employees must allow access to their home for such work to be carried out.
- 15.3 All staff are to ensure that they use any equipment supplied to them in accordance with Council policy.
- 15.4 The Councils' policies on data security must be complied with at all times.
- 15.5 The Executive Head of Service shall put in place appropriate arrangements to ensure that all equipment supplied is recorded and returned to the Councils when the employee leaves their employment, or at such other time as may be required by the Councils.
- 15.6 There may be occasions when circumstances beyond the homeworker's control means that work cannot be carried out, for example, a powercut or a breakdown of equipment. It is expected that in such instances, the homeworker should continue to work on something that does not require IT. However, where this is not possible, or the interruption of 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.
- 15.7 The current ICT policies apply to all workers wherever they may be working.
- 15.8 If any 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 flexible or mobile working.

16.0 Expenses and costs

16.1 The Councils will reimburse or pay for the following costs:

- (a) The Councils shall provide appropriate telephony equipment and will pay for such calls, made in the course of the Councils' business, from such equipment.
- (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 Councils will provide those relevant employees with a managed broadband line/hub, that the Councils 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 and with the approval of the EHoS. If an allowance is agreed, a fixed amount per month will be paid by the Councils. It should be noted that the standard costs of broadband will be determined by an average of the current leading internet provider. This will be reviewed periodically to ensure amounts paid are consistent with the current market costs and the amount may decrease/increase periodically;

16.2 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 Councils have 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 rate. This would include the journey from the final business location to the post-holder's 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:
 - (i) Journey 1 is home to Site A - lesser rule applies;
 - (ii) Journey 2 is Site A to Site B - actual mileage claimed;
 - (iii) Journey 3 is Site B to Site C - actual mileage claimed;
 - (iv) Journey 4 is Site C to Site D - actual mileage claimed;
 - (v) 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.

16.3 If an employee is a fixed-home worker, then the office base is their home.

16.4 The Councils will not reimburse for the payment of Council Tax.

17.0 Health and safety and risk assessment

17.1 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 on Council premises.

17.2 Executive Heads of Service have a responsibility to ensure that a health and safety and risk assessment is undertaken for each employee in relation to the work-style, practices and location of their work.

- 17.3 Appendix D provides a health and safety checklist which must be completed in respect of all employees prior to them commencing working from home under the fixed-home, flexible or mobile work style.
- 17.4 The checklist for health and safety should be completed by or on behalf of the Executive Heads of Service. Employees have a responsibility for implementing any actions identified in order to reduce/mitigate risks to make their work environment safe. Executive Heads of Service will take all reasonable actions to ensure that the employee has implemented any actions identified.
- 17.5 Executive Heads of Service should be reviewing health and safety on a regular basis and it should be discussed frequently during supervision meetings. Where there are concerns, appropriate advice should be sought.
- 17.6 Executive Heads of Service will be trained to undertake health and safety assessments.
- 17.7 Any accidents where they occur in the workplace (which includes the home or any temporary workplace if the accident is work related), are to be reported to the Executive Head of Service as normal and recorded in accordance with the Council's accident reporting procedures.
- 17.8 Employees with particular needs will be assessed by a trained workstation assessor/Occupational Health. Recommendations will be made about specific equipment needed (e.g. special computer mouse, or a specific type of chair).
- 17.9 Additionally, electrical equipment supplied by the Councils should be regularly tested, in line with the annual frequency at the employees designated office location. It shall be the employee's responsibility to ensure that equipment is brought into the designated office for testing.
- 17.10 Where employees are visiting clients/sites etc., the Executive Head of Service must ensure that an appropriate lone working risk assessment is undertaken and appropriate measures implemented. This should include provisions to ensure the employee makes frequent contact with their office, usually after each visit and in line with the Councils' Lone Working Policy.
- 17.11 Employees must never use handheld mobile phones or e-mail devices whilst driving or walking. (See also the policy on Mobile phone usage).

18.0 Office environment

- 18.1 Each flexible/mobile worker will be allocated a designated building, which is deemed to be their place of work when not working from home or at other locations.
- 18.2 The Councils will provide employees with appropriate work stations and equipment when in their designated buildings.

- 18.3 When working in the designated building, the flexible/mobile worker will be required to use whichever convenient workstation is available. No worker has the right of exclusive use of a particular workstation.
- 18.4 Work stations should be cleared before a worker leaves the office for any period in excess of two hours and materials should not be stored on the nearby floor, windowsills or tops of cupboards as this could give the impression that a work station is in use. Items left on workstations will be removed and/or disposed of. Workstation dividing screens should not be used to display materials; any materials attached to them will be removed and disposed of. [See also the Joint Policy on Office Environment Practicalities for more detail]
- 18.5 All staff should ensure that they have read, understood and comply with the Joint Policy on Office Environment Practicalities as agreed by Management Team on 5th February 2013 and any amendments to it.

19.0 Security and confidentiality

- 19.1 Employees who are working away from the office must maintain the same standards of security of information, system security and security of equipment that would apply in the office.
- 19.2 Employees should be aware of their responsibilities for confidentiality under the Data Protection Act and the Freedom of Information Act. These apply to all employees. Sensitive records should be kept secure and not left unattended.
- 19.3 Flexible and mobile workers who transport equipment, e.g. laptops, mobile phones, handheld e-mail devices and/or confidential information should not, as far as practicable, leave this unattended in vehicles. For further information, see the Information Security Policy.

20.0 Liability

- 20.1 Employees are covered by the Councils' insurance policy for employer's liability and personal accident in the same way whether they are office based employees or not.
- 20.2 Equipment supplied to flexible/mobile workers is covered by the Councils' insurance arrangements, providing it is used for work purposes only, and in line with the manufacturer's instructions.
- 20.3 Workers who work from home 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, particularly if such changes are made at the time of renewal. The Councils will not reimburse any increase in premium in the unlikely event that this should occur.
- 20.4 If an employee is working from home, 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.

21.0 Change in circumstances

- 21.1 The Councils reserve the right, at any time, to reconsider the work-style under which an employee works.
- 21.2 Executive Heads of Service are responsible for reclaiming equipment where an employee leaves or moves posts in order for it to be reallocated to the next post-holder.

Executive Head's checklist for assessing the work-style for a post and post-holder

Title of post

The Job

1. Would there be adverse effects on costs or the level and quality of service if provided through flexible or mobile 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, case work, 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 flexible or mobile working arrangement result in an increase in workload for other employees within the team?
10. Are there are other factors including technical, regarding the job which need to be taken into account? Please specify

Any other comments:

Adur District Council and Worthing Borough Council

Work-style Agreement

Name

Post

Fixed / Flexible / Mobile Working Personal Agreement (Delete as appropriate)

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 outlined in the working policy.

Personal Details

Name:

Post:

Work-style:

Home working address / location:

Home telephone number:

Mobile telephone number:

Line manager:

Line manager's post:

Work-style 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 Councils' policy, you will receive the following financial allowances:

Item for Allowance	Total Amount Payable	Method & Frequency of Payment

3. Health & Safety

All

3.1 Communication

Effective health and safety management relies on good communications between both parties.

Are you happy with the arrangements in place for communications?

Yes No

3.2 Risk Assessment

A risk assessment specific to your work-style must be completed. A range of hazards should be assessed, such as electrical equipment, manual handling, general work related equipment, working with VDU, general environment etc. Other general issues such as new and expectant mothers, first aid, RIDDOR, Lone Workers Policy should be addressed.

(a) Has a risk assessment been completed and signed off? Yes No

(b) Date of reviews for next 12 months (every 6 months).

3.3 Equipment provision and maintenance

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

(a) Is all equipment safe and suitably tested, where appropriate? Yes No

3.4 Information

Has the following information been issued:

- (a) Lone Working Policy Yes No
- (b) Corporate Health & Safety Policy Yes No
- (c) Working Policy Yes No
- (d) Information Security policies

3.5 Incident Reporting

Any incidents affecting the worker's safety need to be communicated to the line manager and recorded as normal. These include accidents, near misses or aggressive situations.

3.6 Working Time

The Working Time Regulations apply.

Are you fully aware of the Working Time Regulations and do you understand the restrictions? Yes No

3.7 Working with VDUs

The use of VDUs is covered by the Health & Safety (Display Screen Equipment) Regulations 1997.

Has a VDU assessment been completed? Yes No

3.8 Working Area

Flexible / Home / Mobile workers only

Please confirm the specific area that has been agreed as the work area at home.

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

3.9 General comments

All

4.0 Hours of work and contact cover

All

It has been agreed that my hours of work under the terms of the policy will be as follows:

Number of Hours per week	Type of Work-style	Location of Work	Nominated Days
e.g. 30 hours	Fixed (Home)	Home - see address	Monday, Tuesday, Thursday and Friday
e.g. 7 hours	Fixed (Office)	Office	Wednesday
Total number of hours to work per week			

Worklife balance arrangements including dependant care arrangements

Flexible / Mobile / Home workers only

Details of worklife balance/dependant care arrangements agreed as part of my work-style are as follows:

Contact meetings with line manager:

I will meet with my line manager as detailed below:

5.0 Equipment provided for work-style

Flexible / Mobile / Home workers only

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

Item of Equipment	Purpose of Use	IT Asset Number

The equipment will be used in accordance with the Councils' policy.

It should be noted that IT support is available from 08:00 to 18:00 hrs Monday to Friday.

6.0 Personal Plan/Agreement to Work-style

This Personal Plan/Agreement reflects the changes to the terms and conditions of my employment on commencement of the agreed work-style arrangements. All other terms and conditions remain the same.

Signed (Employee):

Signed (Executive Head of Service)

Date:

An electronic copy of this Personal Plan/Agreement, once signed, must be sent to the HR Team, by the Executive Head of Service, so that a variation to contract can be issued after successful completion of 3 month review.

<p>Comments:</p>

Here are the set of values and behaviours

<p>Agile - Embracing & supporting change</p> <ul style="list-style-type: none"> • Responds positively to change and has a 'can do' outlook. • Constantly looking to improve what we do. • Keeps up to date with job knowledge and undertakes learning and development. • Learns from others and help other people learn. 	<p>Caring - Well being</p> <ul style="list-style-type: none"> • Looking after each other's well being • Bringing a friendly, positive approach to work • Delivering the best possible outcome focussed service to our customers • Responds to customers positively, promptly and with courtesy.
<p>High Performing - Performance focus</p> <ul style="list-style-type: none"> • Committed to the work of our teams and of the Councils • Carries out work with quality and accuracy in mind. • Focused on the clear goals we need to achieve • Making efficient and effective use of resources • Constantly striving to deliver best possible 'value for money' 	<p>Together – Team working & effective communication</p> <ul style="list-style-type: none"> • Actively building good working relationships within and across teams where appropriate. • Offers help and co-operates with others to get the job done. • Ensuring everyone knows what they need to know and hear it from the right source • Being open and transparent about what we are doing • Committed to two-way communication

The Adur and Worthing Manager Standards

<p>Mandatory training standards</p> <ul style="list-style-type: none"> • Performance Management (including PDRs) • Recruitment and Selection • Risk Management • Stress Management • Finance for budget holders • Sickness Absence monitoring • Grievance, Disciplinary & Capability Proceedings • Health and Safety 	<p>Other minimum core competencies and skills (where appropriate)</p> <ul style="list-style-type: none"> • Coaching staff • Managing change • Managing staff who work remotely • Report writing • Presentation skills • Having that difficult conversation • Commercial awareness and acumen
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Behaviour Standards

<p>Caring Evidence of</p> <ul style="list-style-type: none"> • Understands customer needs • Regular 1-1s with staff (at least quarterly) • Gives recognition, praise and feedback to staff 	<p>High Performing Evidence of</p> <ul style="list-style-type: none"> • 100% completion of PDRs • Performance against PDR Action Plan monitored • Effective budget management and control
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<ul style="list-style-type: none"> • Promotes and delivers a safe and healthy environment • Effective sickness absence management • Completion of job evaluation work • Supports new staff through induction and probation actions 	<ul style="list-style-type: none"> • Manager and staff attend mandatory training • Report writing is completed in timely fashion
<p>Agile Evidence of</p> <ul style="list-style-type: none"> • Actions from service reviews implemented • Staff in their team have the right skills & knowledge to do their job and deal with change • Reviewing ways to improve how we work and/ or do things differently 	<p>Together Evidence of</p> <ul style="list-style-type: none"> • Regular team meetings and attendance (at least quarterly) • Communicating the Councils Vision, Priorities and Service Objectives • Attendance at manager/ staff conferences and staff briefings. • Commitment to working in partnership

In addition for Senior Managers

<p>Skills</p> <ul style="list-style-type: none"> • Leading the change process and people through change • Building personal resilience • Fostering innovation & commercial acumen • Developing 'political' awareness 	<p>Other Behaviour Standards e.g.</p> <p>High Performing</p> <ul style="list-style-type: none"> • Delivery of financial efficiency targets <p>Together</p> <ul style="list-style-type: none"> • Engage with Members to enhance two way communications and keep relevant Members briefed
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Home/Teleworking Health and Safety Assessments - Notes

Adur District and Worthing Borough Council have a legal duty to all their employees and others who may be affected by the activities of their employees. In particular, the Health and Safety at Work Act (HASAWA) places a duty on employers, the self-employed and employees, to provide and maintain a safe place and systems of work.

Under the Management of Health and Safety at Work Regulations employers are required to carry out a risk assessment of the work activities of their employees; this includes those who are employed as home/teleworkers. The Council's Home/Teleworking Policy provides a definition of these.

Assessment Form

The attached Assessment Form must be completed and agreed by both the employee and the relevant Executive Head of Service before an employee can start home/teleworking.

The employee must undertake to provide information to the best of their knowledge and advise their manager if any of the information provided changes at any time. It is recommended this assessment be reviewed annually.

Any matters that are considered to be unsatisfactory should be referred to the Senior Corporate Safety Officer for advice before home/teleworking can be authorised.

The employee will hold a copy of the completed form and a copy placed on their personal file held by Human Resources.

Home/Teleworking Risk Self-Assessment Checklist

(To be completed by Employee)

Name	
Home/Teleworking Address	
Type of work to be carried out	
Date of Assessment	

Workplace and Work Equipment

		Yes / No / N/A	Comments / further information
1.	Is a room or space specifically set aside for the work?		
2.	Is heating and lighting adequate for the work to be carried out?		
3.	Is there adequate space and facilities for the safe storage of work and materials?		
4.	Is the workspace free of tripping hazards e.g. trailing cables, worn floor covering, etc?		
5.	Has the council provided work equipment? (Please list / give details)		
6.	Has a DSE Risk Assessment been completed? (If yes, please attach a copy)		
7.	Has DSE Risk Assessment training been carried out?		
8.	Are the arrangements for emergency exit from the workplace satisfactory?		
9.	Are there systems in place that give warning of fire situations?		

Electrical

10.	Is the electrical equipment provided by the Council inspected regularly by a competent person?		
11.	Are the plugs correctly fused and cables in good condition?		
12.	Are extension leads in good condition?		
13.	What is the age of the house wiring? (Please state if known)		

Substances

14.	Does the work involve the use of any chemicals/substances? (If yes, please state which ones)		
15.	If so, has a COSHH Assessment been carried out?		

Manual Handling

16.	Does the work involve manual handling?		
17.	Has a Manual Handling Assessment been carried out? (If yes, please provide a copy)		
18.	Has Manual Handling Risk Assessment training been carried out?		
19.	Are there any children, dependent people or animals in the house that could cause a hazard or are likely to be affected by the work?		
20.	Has sufficient information, instruction and training been given? If yes, which areas have been covered?		
21.	Is the employee a new or expectant mother?		
22.	Does the employee consider himself or herself to be disabled with any particular requirements?		

Lone Working / Personal Security

23.	Will the employee be required to work alone for long periods of time?		
24.	Is there access to a telephone?		
25.	Will the home/teleworker be making site visits or making home visits to the public?		
26.	Is there a system in place for calling help in an emergency, either in the home or when making site visits or visiting the public?		
27.	Have arrangements been put in place for regular contact with managers and colleagues?		

First Aid and Accident / Incident Reporting

28.	Has the employee been given a travelling first aid kit that is suitable for treating minor injuries?		
29.	Has the employee been given information about the accident/incident report system?		

Have any other concerns about Health and Safety been raised? **Yes / No**

If yes, please note your concerns below or attach a separate sheet.