

EAST HERTS COUNCIL

LOCAL JOINT PANEL - 16 SEPTEMBER 2009

REPORT BY HEAD OF PEOPLE AND ORGANISATIONAL SERVICES

6(C) HOME WORKING POLICY

WARD(S) AFFECTED: *None*

Purpose/Summary of Report

- To approve the Home Working Policy.

<u>RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE :</u>	
(A)	To approve the Home Working Policy

1.0 Background

1.1 Human Resources Committee on 15 April 2009 approved the action plan and recommendations made on Human Resources implications of C3W programme to support the C3W Programme.

1.2 The development of a Home Working Policy was identified as an action to pick up the specific needs of home working including health and safety; place and hours of work; provision, use and maintenance of equipment; materials and insurance; communication; privacy; security; absence reporting; visits and expenses.

2.0 Report

2.1 The Home Working Policy (Essential Reference Paper B, pages 6.51 - 6.77) has been developed to support the Council's commitment to facilitating wherever possible flexible working practices for employees while supporting the C3W programme and maintaining the delivery of high standards of care and service to the local community.

- 2.2 The benefits to both the Council and the employee include:
- Improved efficiency and productivity
 - Improved recruitment and retention of employees
 - More effective use of office space and reduced costs
 - Reduction in sickness absence
 - Greater flexibility in hours of working and managing workloads
 - Supports work life balance and welfare of staff
 - Increased goodwill, morale and motivation
 - Greater job satisfaction and personal responsibility
 - Reduction in travel time/commuting
 - Reduction in stress and sickness levels
 - Support Council's Climate Change Strategy
 - Supports the Council's Equality and Diversity policy
- 2.3 The home working policy provides guidance on assessing the job, employee and home working environment to establish suitability to work from home and the implementation of home working arrangements. This is necessary to ensure consistency across the authority.
- 3.0 Implications/Consultations
- 3.1 Information on any corporate issues and consultation associated with this report can be found within Essential Reference Paper A (Page 6.50).

Background Papers

Human Resources Implications of C3W Programme – HR Committee
15 April 2009

Contact Member:

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ESSENTIAL REFERENCE PAPER A

AGENDA ITEM 6(C)

Contribution to the Council's Corporate Priorities/Objectives (<i>delete as appropriate</i>):	Fit for purpose, services fit for you <i>Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.</i>
Consultation:	Consultation has taken place with Unison, Heads of Service, C3W Programme Group, C3W User Group reps, Health and Safety, IT, Data Protection, Insurance.
Legal:	As detailed in the report.
Financial:	As detailed in the report.
Human Resource:	As detailed in the report.
Risk Management:	H&S of home workers, as detailed in the report.