

EAST HERTS COUNCIL

LOCAL JOINT PANEL – 7 JUNE 2017

REPORT BY SECRETARY TO THE EMPLOYER’S SIDE

HOME WORKING POLICY

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

- Members are invited to approve the revised Home Working Policy and to make a recommendation or not to Human resources Committee

RECOMMENDATIONS FOR LOCAL JOINT PANEL:

That: Human Resources Committee be advised that:

(A)	The revised Home Working Policy be approved
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1.0 Background

1.1 The Home Working Policy was last reviewed in 2014. The council’s programme of policy review is after three years or sooner in line with legislation and best practice.

2.0 Report

2.1 The key changes to the policy are:

2.2 General

- Whole policy rewritten to remove duplication and streamline the process
- Strengthened approval process based on service needs
- Clearer process for amending, changing or ending home working agreements
- Clearer requirements for home workers to be contactable and available in exactly the same way as office based employees.

2.3 IT provision

- Broadband will no longer be provided by the council
- The list of available equipment has been updated to be consistent with the current IT offer
- IT will no longer go to employee's homes to install equipment, it will be sent by post or collected by the employee from the office and following an instruction manual the employee will install the equipment themselves (with over the phone help from the helpdesk if required). IT have advised that it is not sustainable for IT staff to continue to go to employee's homes so if this service was to continue they would need to engage a third part provider to do this.

2.4 Equipment

- Employees will be required to bring their equipment to the offices once a year to be PAT tested. Currently they are tested when they are first issued but are not re-tested.

2.5 Process

- The process has been simplified and forms have been consolidated
- New home working request form rather than using the flexible working application, removing the requirement to refer to another policy
- Employees can now appeal against a decision to refuse a homeworking request rather than raising a grievance

2.6 The revised Home Working Policy can be found at **Essential Reference Paper 'B'**.

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'**.

Background Papers - None

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