

# Our Approach to Agile Working

Warwickshire County Council, a great place to work where diverse and talented people are enabled to be their best!



Here at Warwickshire we know individual teams work at their best in different ways. Our approach to agile working sets out our commitment to deliver great services whilst enabling you to work at your best.

Our People Strategy describes a culture that embraces adult-to-adult working relationships. We want to empower our people and enable them to work at their best.

The overarching considerations of agile working are:

- **Service delivery** – this is at the heart of all we do, and so business need must take priority.
- **Trust** – we trust you and believe that everyone who works within the council wants to do a great job that embodies our values and behaviours.
- **Choice** – we want our people to feel valued, included, safe and supported in the workplace, and we celebrate diversity in all its forms. We understand that people work best in different ways, and supporting this is essential to helping everyone reach their full potential.

Creating a **Team Principles** document will guide how we work as a team, and this should be reviewed regularly.

**Agile working** is the term we use to define our approach to **how we work**.

Agile working is about fostering a culture where people have **choice**, within a **psychologically safe environment**, to develop ways of working that meets:

- Business need;
- Team needs;
- Individual need.

This will look different for different teams, in accordance with your **Team Principles**.

To permanently change the hours you work, your work pattern or work location, please refer to the **Flexible Working Policy and Procedure**.

Some of our people are, by choice, still on old Flex-Time Contracts, where this approach to agile working does not apply. If you would like to move to an Agile Working Contract, please speak with your manager.



## Our principles

- We acknowledge that some roles may be able to easily adapt to agile working, whereas other teams may need to think more creatively.
- **Work is what you do**, not necessarily where and when you do it. Each team will work differently, and this will be explored within Team Principles.
- We aim to foster a **psychologically safe environment**, where there is an **adult-to-adult** relationship between managers and our people. Managers will make reasonable adjustments, where necessary, to support individuals to be able to achieve their best regardless of where they are working
- We **trust everyone** to do the best job that they can.
- We understand our people perform at their best when they have the freedom to explore different ways of working.



## Our expectations

- **Team Principles** will set out how a team will work together, including where applicable attending a WCC work setting. This will be driven by business need, collaboration, face to face meetings and individual need.
- **Service delivery** is at the heart of all we do.
- It is expected that individuals will **reside at a UK location** and be able to attend the specified work base location or other necessary location as required.
- It is the **responsibility** of the individual to **travel** to and from an individual's WCC work setting.
- **Reasonable adjustments** can mean that individuals within the team may need alternative working arrangements.
- We do not expect our people to work when **unwell** or on **annual leave**.
- Some people may choose to complete work or send emails outside of traditional working hours. There is **no expectation to be available 24/7**.



## Being the best we can be

- We are committed to creating tools and support to enable teams to develop their own approach to agile working. This is concentrated around our **Agile Working Guidance**.
- **Wellbeing** continues to be a top priority and we support our people by providing flexibility.
- We will enable our people to create a **sustainable work life balance** whilst prioritising business need and service delivery.
- We want everybody to be **considerate** about other people's **commitments and wellbeing**.
- We want our people to stay connected with colleagues.
- All our people will be provided with the appropriate **technology** to enable them to be connected to their team and to fulfil their duties.
- Leaders and managers are equipped to **manage by outcomes** and remain in regular contact with their teams.

