

WARWICKSHIRE COUNTY COUNCIL

Flexible Working Agreement (FWA)

The purpose of this document is to minimise misunderstandings by recording details of the individual agreement for flexible working arrangements and to ensure that all relevant Risk Assessments have been completed. It's both the employees and managers responsibility to confirm that flexible working occurs within a safe and productive environment. It reflects a commitment between the manager and employee for two-way flexibility, and enables the agreement to be formally recorded and regularly reviewed. Service delivery requirements, the Flexible Working Policy and the Manager/Employee Guides will form the basis for the discussion and agreement.

What you can expect from Warwickshire County Council

- An objective assessment of the suitability of your role for flexible working
- Regular meetings to ensure effective contact with your manager and team
- To continue to be treated and valued as member of a team
- Outcome based SMARTER objectives agreed with your manager at your appraisal meetings
- A regular review of flexible working arrangements
- Appropriate equipment to support your flexible working arrangements
- Appropriate training and information to support your flexible working arrangements
- Suitable facilities to transport your equipment and paperwork
- Access to office space (including 'hot-desks' and touchdown workspaces).
- Guidance and support in respect of health, safety and wellbeing
- Storage facilities for your personal effects and files
- Office space that is suitable for flexible working/ necessary health and safety checks undertaken
- Contact number and/or an email address

What Warwickshire County Council expects from you

- A working practice that doesn't disrupt service provision - the service needs of the Council must always be the priority
- Participation in the office duty rota (where appropriate)
- Being contactable at all times and informing others how to contact you
- Keeping your electronic calendar up to date and open to the widest possible audience
- Presence at all required meetings, including regular team meetings
- To work towards the completion of your outcome based SMARTER objectives
- Be an active team member, supporting others using a variety of communication channels
- Familiarisation with locations being used e.g. fire evacuation procedures, etc.
- A familiarity and compliance with health and safety policy, your local arrangements, safe systems of work, risk assessments, including completion of DSE training for Defined DSE Users
- Adherence to latest WCC information compliance policies
- Safe and secure storage of all WCC assets used
- Completion of a health and safety assessment of your home working environment where relevant
- An agreement with your manager on how caring responsibilities are separated from work commitments in line with the corporate Flexible Working policy

Support is available to assist you with ensuring that your FWA works well for you, your role, your team and your customers. Support is available to help you work through all the four key areas included in the information recording Grid below. Your HR Business Partner/Advisor, Health/ Safety & Wellbeing Team, IA and Learning & Development Service can all provide professional advice and support. Your learning & development needs can be accessed in a number of ways, including e-learning through WILMa. You may need to review your outcome based SMARTER targets and how effective they work with your FWA arrangements.

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The Grid below is for you to record all the information that has been discussed, actions taken from checklists, risk assessments carried out and what has been agreed. This grid provides you with the opportunity to summarise in one document all the issues that you have covered to frame this flexible working agreement.

<p>1. The Role/Hours of Work/Activities Record here general information about how the agreement will work (activities, hours, locations, communication, performance management, etc.):-</p>	<p>2. Health/Safety & Wellbeing Record here all relevant Health/Safety & Wellbeing issues/topics discussed and assessed (DSE workstation set up, relevant risk assessments, personal safety procedures, etc.):-</p>
<p>3. Information Compliance/Technical Support Record here the discussion you have had about Information Compliance/Technical Support arrangements (working in Public places, file security, passwords etc.):-</p>	<p>4. Learning & Development Record here your discussion about Learning & Development needs (time management, planning skills, update IT skills, etc.):-</p>

Risk Assessments must be completed jointly between employee/manager for all agreements and Risk Assessments retained with the FWA on HRER.

When complete, a copy of this agreement should be uploaded by your manager on to HRER and you should keep a copy.

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Checklist

This checklist covers areas that you and your manager need to consider or complete risk assessments that fit the circumstances of the flexible working arrangements you are planning to put in place. All actions you take as a result of this checklist should be recorded in the 4 box grid section above. When considering service delivery requirements, the Flexible Working Policy, the Manager/Employee Guides will help you with the discussion and forming the Flexible Working Agreement (FWA). *Please click on the checkbox to leave a X.*

1. The Role/Hours of Work/Activities (Please check the box for each question you have discussed)

- What activities are included in the proposed flexible working arrangement?
- Will the proposed flexible working arrangements change the way you work?
- What activities need to be undertaken in the office?
- Are there any tasks that you feel unable to do when working flexibly?
- You may be required to vary your flexible working arrangements attend the office to support service delivery requirements, how will your personal arrangements need to change to enable this to happen?
- Have you agreed how the separation of your caring and work responsibilities will be managed?
- What systems will need to be put in place to ensure that you are supported and feel connected to the team?
- How will you manage your workload and take decisions?
- Have you considered outcome based working?
- How will you use your Google Drive, Calendar, instant message and hangouts?
- What other methods of communication will you use with your customers, colleagues and manager?
- Have you set up regular 1 to1 meetings for support, performance management and to monitor the FWA?
- Have you considered the existing service delivery hours of your operation and any expectations for office and/or duty cover?
- Can work be undertaken outside of service delivery hours?
- Will you agree times or will they be on request?
- Consider any regular pattern for flexible working such as specific named days or will these vary each week?
- If hours of work are ad-hoc, what period of notice is required to request flexibility?
- Any circumstances when flexibility will automatically apply?
- Have you considered how you will manage your working outcomes, will you need help with essential skills for home working or are you self-motivated, self-disciplined and well organised?
- Have you read and understood the Insurance FAQs?
- Have you considered where work will be conducted and for what part of the week?
- If you are a contracted homeworker you will need to notify your home insurance provider and mortgage lender/landlord?

2. Health/Safety & Wellbeing (Please check the box for each question you have discussed)

- You must complete a Flexible Working Risk Assessment Form, as this covers issues of lone working, stress, personal safety and manual handling?
- Have you set up the workstation in accordance with the DSE e-learning module on WILMa or hard copy training?
- Have you completed DSE Self-Assessment for each work location you regularly use including home?
- Have you considered any Occupational Health needs for all locations in the proposed flexible working arrangements?

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- Have you considered what arrangements are needed for reporting sickness and accidents in the different locations in the proposed FWA?
- Have you considered what staff need to understand in case of an emergency if working in non-WCC premises?
- Have you considered personal safety when working in and travelling to other locations, including outside of WCC locations such as meeting with the general public in customer's homes?
- Have you questioned safety and suitability of equipment provided & working venues, rooms, areas, desk size, suitable chair, adequate lighting, heating, ventilation, position of electric sockets and phone?
- If a contracted home worker, you must complete a Home Working Risk Assessment Form, as this covers issues of lone working, stress, personal safety, manual handling & to confirm that you have the correct physical arrangements in place
- Have you discussed how home working will impact on others in your household, such as storage WCC equipment, working space and the division between 'working' and 'not working'?

3. Information Compliance/Technical Support (Please check the box for each question you have discussed)

- Have you completed the Information Compliance E-learning Module and discussed any policy/standards/procedure issues?
- Have you discussed and agreed how information will be kept secure when working beyond office boundaries?
- Have you considered how will you support development needs for remote access, general IT and communication skills?
- What existing IT equipment is to be used to support the FWA and has it been PAT tested?
- If working from home is part of the agreement will there be suitable broadband/wifi connection to run WCC remote access?
- Has consideration been given to what happens should a technical issue arise outside of the operating times of the IA help desk?

4. Learning & Development (Please check the box for each question you have discussed)

- Has the change in working flexibly identified any additional development needs?
- Are you proficient in using Google Drive, Calendar, instant message and hangouts?

Manager	
(a) Has this proposal been agreed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please detail why:	
(b) Please detail what happens at the cessation of this flexible working agreement:	
(c) Date this agreement is to start:	
(d) Date this agreement is to be reviewed (12 weeks for initial review, thereafter tie into 1 to 1 supervision sessions):	

Declaration	
I agree to be bound by the obligations placed above and in the checklist & risk assessments completed, understanding that these can only be entered through agreement with my manager and that this agreement may be removed if the flexible working arrangements do not yield the required benefits. This document should only be signed when issues on the checklist have been discussed and resolved.	
Print Name	Date
Name of Manager	Date

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