

Contracted Homeworking Policy and Guidance



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CONTRACTED HOMEWORKING POLICY

MISSION STATEMENT

The success of Warwickshire County Council depends on the quality of its workforce. To provide the best possible, modern services to the people of Warwickshire, the Council needs highly skilled, flexible, and motivated employees who are committed to the high standards of service delivery.

Warwickshire County Council is committed to the use of flexible work patterns including the appropriate use of contracted homeworking.

The Council is working towards creating new ways of working to the benefit of the Council, service users and its employees. This contracted homeworking policy and guidance will allow managers to consider the appropriateness of contracted homeworking and implement it where there are demonstrable and significant benefits to the service, Council and its employees.

1.1 DEFINITION

Contracted homeworkers are defined as: *A contracted home worker is someone who has a formal arrangement in place to work all of their working hours at home, as stated in their contract of employment.*

Homeworking consists of working at home, which is a homeworkers base and they do not have a permanent office base. Contracted homeworkers use electronic systems to accomplish tasks and remain in contact with managers and colleagues.

Contracted homeworking is a flexible way of working which covers a wide range of work activities. Contracted homeworking may be on either a full-time or part-time basis, with all your contracted hours worked at home, but 1 to 1 supervision, Team meetings, etc, may take place elsewhere.

For the purpose of this policy and procedure, we are referring to a permanent and more frequent situation with a regular pattern of work carried out at home, as opposed to a voluntary, infrequent arrangement.

1.2 AIMS & OBJECTIVES

The aims & objectives of the homeworking policy are as follows:

- To make available more flexible ways of working and provide employees with alternative ways of performing their job

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- To reduce costs associated with office accommodation
- To improve service delivery
- To create a better quality of life for the Council's employees by enabling them to balance their work and family commitments more effectively
- To increase job satisfaction amongst Council employees and provide greater personal responsibility
- To provide greater job opportunities for people with disabilities and to enable employees with disabilities to remain in employment where this may otherwise be difficult to do so
- To support the Council's strategy on climate change and reduce its carbon footprint through less travelling for employees and the associated stress caused through journeys to and from work
- To aid the retention of skilled and experienced staff who may otherwise have to give up work due to a change in their personal circumstances
- To minimise the health & safety and security risks associated with working from home

1.3 KEY STAKEHOLDERS

The policy applies to all employees of the Council except school based employees. All employees, including part timers will be provided with the opportunity for working at home if the post that they occupy is deemed suitable for contracted homeworking.

1.4 WHEN SHOULD THIS POLICY BE USED?

This policy provides a framework that is to be followed by all managers in determining whether jobs within their service can be undertaken by the employee in his/her own home, and if so highlights the key issues for consideration.

The policy is supplemented by guidance notes, which contain additional advice regarding best practice.

Further advice and guidance relating to the application of the policy can be obtained from the HR Advisory Team.

1.5 PRINCIPLES

- Employees who are contracted homeworkers are subject to the Council's terms and conditions of employment and the Council's HR policies

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- Where contracted homeworking arrangements are agreed, a revised contract of employment and Written Statement of Particulars will be issued
- Every request for homeworking will be considered on the basis of equity and fairness, taking into account the needs and working patterns of other employees, the particular needs of the individual and the business requirements of the Council. All applications for contracted homeworking will be based on their own merit, regardless of:-

Race	Disability
Gender	sexual orientation
gender reassignment	religion, belief or lack of religion/belief
maternity or having a child	nationality, ethnic or national origin
Age	being married or in a civil partnership
- All other Council policies and procedures that apply to office based employees will apply equally to contracted homeworkers
- Service delivery is paramount when considering the feasibility of any home working arrangement
- Appropriate management action will be taken if homeworking arrangements are abused
- Contracted homeworking is NOT an alternative to paid dependant care provision or any other domestic arrangements and the homeworker will need to ensure that their dependant care provision is adequate for periods of time that they are homeworking. It is not reasonable, for example, for the employee to expect to be able to care for a baby or young child at the same time as they are working from home
- In agreeing arrangements for contracted homeworking, both employee and manager have to recognise their individual responsibilities, see section 1.9 for responsibilities
- Employees who are homeworkers will be entitled to be accompanied by a trade union or other representative in any situation where an office-based worker is given this right. Managers will have a right to visit the employee in his/her home working environment to ensure that health & safety considerations are taken seriously and that the home working environment remains suitable.

1.6 Advantages and Disadvantages of Contracted Homeworking

This Section details the benefits and potential drawbacks of implementing a contracted homeworking arrangement:-

Employee Benefits

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- Reduced travel time and costs – less stress
- Improved work opportunities, particularly for people with disabilities and for those who require greater flexibility around their working arrangements
- Improved work/life balance
- Ability to work in a more concentrated way without the interruptions associated with office based working
- Increased job satisfaction and engagement
- Control over the working environment e.g. noise, heat, ventilation and lighting

Employer Benefits

- Cost savings associated with office accommodation
- Improved motivation as employees respond positively to instilled levels of trust and confidence
- Reduced workplace stress and absence levels
- Organisational flexibility
- Appeal to a new market of employees
- Attract untapped talent
- Greater diverse workforce

Drawbacks

- Staff can feel isolated and work too many hours (close monitoring required)
- Regular 1 to 1s and management by outcomes to alleviate performance management issues
- Continuous staff development to prevent deterioration in employee's skill and work quality
- Regular team meetings/events to ease loss of knowledge of organisational changes and developments
- Staff need to be able to manage separating work from home life which may also impact on other members of the family
- Initial costs of training and provision of suitable equipment
- Information security issues

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- Can be harder to maintain team spirit

1.7 SUITABILITY OF CONTRACTED HOMEWORKING

Whilst not all jobs are suitable for contracted homeworking, each job will be considered on its own merits. Specific jobs are appropriate for homeworking or are designed to be based from home.

Jobs that involve project work or an identifiable outcome, or those jobs which provide services within the community may particularly lend themselves to contracted homeworking.

1.8 SELECTION CRITERIA

Once a post has been identified as being suitable for contracted homeworking the employee should discuss with their manager who will make a decision.

The following will be taken into consideration when selecting an employee for contracted homeworking:

- Workstation suitability e.g.: Health and Safety, suitable positioning of workstation, suitability of equipment and software.
- Adequate family support for homeworking.
- Security of Council equipment/information – checking that appropriate arrangements can be put into place
- Work/life balance suitable
- Commitment from both sides to make it work, both the Council and the employee must be able to benefit from the arrangement
- If an employee is intending to work during normal working hours from home they will be required to demonstrate that they do not have dependant care responsibilities within their stated working hours. (see Managers checklist for details at Appendix 1)

1.9 Roles and Responsibilities of a Contracted Home Worker

RESPONSIBILITIES OF THE MANAGER AND THE EMPLOYEE

In agreeing arrangements for contracted homeworking, both employee and manager have to recognise their individual responsibilities:-

Employee

- To maintain effective communication with his/her manager, colleagues and customers and to maximise the use of technology in

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communication. He/she will give feedback to his/her manager on a regular basis about progress on agreed targets and objectives and will identify at an early stage any problems or issues which are affecting performance and progress

- To fully co-operate with his/her manager and agree to home visits by the manager or his/her nominated representatives, with appropriate prior notice
- To abide by the terms and conditions of the home working scheme
- To attend the office for meetings, training etc, as requested by the manager and/or as required by the service
- To attend appropriate training and meetings at manager's request
- To have regard to his/her responsibilities under Health and Safety legislation and to ensure that at no time are they putting themselves or others in their home at risk
- To identify tax implications arising from working at home and satisfy personal tax obligations that may arise as a result. For further information please read the [TAX FAQs](#) on the Staff, Partners and Practitioners Internet site under HR A to Z, in the MFW A to Z section.

Employer

- To operate the Homeworking policy fairly and to have an awareness and regard to issues of equality and diversity
- To maintain effective and considerate communication with the employee, his/her colleagues and customers
- To agree performance targets and objectives with the employee and regularly review and provide feedback on output
- To have regard at all times to his/her responsibilities for the employee's health and safety
- To review procedures for computer security and confidentiality with the employee
- To ensure that the employee attends any necessary training courses
- To ensure that employees are clear as to their duties and have received the appropriate training
- To ensure that there are suitable procedures in place to monitor the wellbeing of home workers, e.g. regular contact

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- To ensure that all reasonable steps are taken to ensure that adequate rest and meal breaks are taken and that work does not exceed the agreed hours
- To maintain an inventory of all Council owned equipment in the employee's home
- To review homeworking arrangements on a regular basis and to help to resolve difficulties encountered by the employee and colleagues who remain in the office environment.

1.10 Business or Team reasons for Contracted Homeworking (see Appendix 1 for Contracted Homeworking Manager's Checklist)

A contracted homeworking application will not automatically be agreed but managers should consider a valid request seriously.

The manager should:

- Consider the request and its feasibility, then respond to the employee within 28 days of receiving a request
- Provide a written response to the employee with details of the decision that has been made which will be one of :
 - The manager accepts the employee's request in principle, subject to there being no technical constraints which prevent ICT links being established and provides a description of the new working pattern
 - Confirms any other alternative working arrangements made with the employee at the meeting
 - Rejects the employee's request, providing a business reason and an explanation as to why the request has been declined

If a homeworking request is declined, valid reasons for refusal may include:

- The burden of additional costs
- A detrimental effect on the business or service delivery
- A detrimental effect on the ability to meet customer demand
- A detrimental impact on quality
- A detrimental impact on performance on the team or individual

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- The inability to organise work amongst existing staff (i.e.: workload will increase on remaining colleagues as a consequence of implementing home working
- Insufficiency of work during the periods that the employee wishes to work
- Planned structural changes
- The proposed workstation does not conform to Health and Safety requirements
- The individual's home circumstances preclude homeworking
- It is not possible to provide cost effective ICT links to facilitate homeworking

1.11 HEALTH AND SAFETY

The Council must ensure, as far as is reasonably practicable, the health, safety and welfare of all homeworkers and anyone else affected by the work of the Council. Equally, all employees are required to take reasonable care at work for their own health and safety and that of others who may be affected by their actions at work. Managers must make arrangements for any health and safety issues to be both communicated and discussed.

As a minimum, contracted homeworkers that are new starters must have completed the following training:-

- Corporate Health, Safety and Wellbeing Induction e-learning on WILMa
- Corporate Health & Safety Induction Checklist with their manager within the agreed timescales.

Before agreeing to homeworking, managers must consider what if any further health and safety training may be necessary.

Before final agreement is given to contracted homeworking, managers and employees will be required to complete a Home Working Risk Assessment.

As a contracted homemaker the Council will provide you with a workstation (if required) and ICT equipment in the home. You will need to complete the Defined DSE Users e-learning, test and self-assessment form on [WILMa](#) or hard copy if you have no access. Your manager is responsible for actioning any issues that are identified from the self-assessment.

Suitable measures will be put in place to monitor the wellbeing and personal safety of employees working alone, e.g. regular telephone contact, email.

If you have an accident/incident or near miss at home during your normal hours of work, you should report this as soon as is practical using the online accident reporting system.

Wherever the workstation is set up in the home:-

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- There should be sufficient electrical sockets to prevent overloading
- It should be located so that tripping hazards are not created from trailing cables.
- Portable electrical equipment must be tested at the same frequency as similar equipment in an office environment and the employee must bring in portable equipment when requested.

The workstation in the home should be positioned so that you can easily escape to a place of safety. At least one smoke detector should be fitted in the premises.

1.12 CONTRACTED HOMEWORKING AGREEMENT – STATEMENT OF PARTICULARS OF EMPLOYMENT

Terms and conditions of employment for contracted homeworkers are the same as for office based employees. However, a Homeworking Agreement must be completed and signed by the employee and his/her line manager prior to the employee commencing working from home. Copies of a Homeworking Agreement will be sent to the employee with a revised Written Statement of Particulars of Employment. A copy will be given to the employee and a copy retained on their personal file on HRER. A formal review of the contracted homeworking arrangements will be carried out by the manager in consultation with the employee after a period of 6 months, or earlier by agreement. See Appendix 2 for an example of a Contracted Homeworking Agreement.

Managing Contracted Homeworkers

This section contains information relating to some of the managerial issues that need to be considered when implementing home working. This includes:

- Data Protection/Information Compliance & Security
- Communication
- Learning and Development
- Performance management

1.13 DATA PROTECTION/INFORMATION COMPLIANCE AND SECURITY

The employee must carry out his/her work in an area of the home solely designated for that purpose and must not allow his/her family or third parties not employed by Warwickshire County Council to access or use the Council's equipment. He/she will be responsible for the security of all equipment, information and files (both electronic and hard copy) used at the home address. At all times he/she will comply with the requirements of the Data Protection Act and any local policies and procedures that apply to Council employees.

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Managers must be satisfied that all reasonable precautions are taken to maintain confidentiality of material in accordance with the requirements of the Council.

Failure to keep information secure will be considered as a serious matter and be dealt with under the Council's Disciplinary Procedure.

1.14 COMMUNICATION

It is essential that good communication is maintained at all times between the employee and his/her line manager. The line manager and employee must agree how often the contracted home worker will attend the workplace and also contact the office by phone, email or instant messaging.

The line manager will inform the contracted home worker of meetings, training sessions and other events that they are expected to attend to ensure that he/she is kept up to date with relevant information, unless this can be delivery virtually.

It is advisable that managers should contact their home worker at least once a week to monitor and provide feedback on work undertaken. The employee must keep his/her line manager informed of his/her whereabouts if not working from home. e.g.: details of time and location of any appointments/meetings, time spent away from the home workstation unexpectedly.

1.15 LEARNING AND DEVELOPMENT

All employees who are contracted home workers will have the same access to learning and development opportunities as their office based colleagues.

The manager and employee will discuss at the outset whether there are any learning and development requirements that would help to facilitate and support homeworking and will work together to address these.

1.16 PERFORMANCE MANAGEMENT

Employees who are working at home will be subject to the same performance measures, processes and objectives that apply to office-based employees. They will also participate in regular 1 to 1s and appraisal meetings with their line manager in a suitable location or virtually.

Managers will monitor the performance of home workers by setting clear objectives and using measureable outcomes/outputs relating to the work carried out at home. These will be discussed and agreed with the employee prior to commencing homeworking and will be monitored through discussions between the employee and line manager, as and when required.

Contracted homeworkers will be given the same opportunity for progression or promotions as their office based colleagues.

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1.17 RIGHT OF APPEAL

In the event that the employee does not agree with the manager's decision then this will be referred to the next level of manager who will then consider all of the information and reach a decision. There will be no further right of appeal.

1.18 COST IMPLICATIONS – Guidance for Managers and Homeworkers

The costs of implementing contracted homeworking will vary. The baseline costs consist of the equipment that may be required at home; if staff recruited or transferred from office base, do not have suitable furniture of their own. The costs of setting up a "workstation" should be considered before agreeing to contracted homeworking.

The Council will **not** contribute to the ongoing costs of running the home (e.g. heating, lighting, home insurance).

EQUIPMENT AND FURNITURE

If the employee doesn't have suitable furniture that they are willing to use, then the equipment required to enable an employee to work effectively at home will be provided by Warwickshire County Council. Regardless of whether the Council or the employee provides them, the items of furniture used by the homeworker must meet health and safety requirements.

The type of equipment provided will vary and will be determined as appropriate for each home working arrangement.

The equipment will remain the property of Warwickshire County Council. Warwickshire County Council will be responsible for the maintenance, replacement and repair of any such equipment.

Where equipment is provided the homeworking employee must:

- Take reasonable care of it.
- Use it only for its official purposes.
- Use it only in accordance with any operating instructions.
- Return it to the Council when requested – the Council will pay reasonable costs for the removal of equipment; however this will be determined on an individual case basis.
- Use it in accordance with any existing Council policies.

INSURANCE

Employees working at home with the knowledge and consent of their manager are covered by Warwickshire County Council's insurance arrangements as if they were at work.

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MORTGAGES AND TENANCY AGREEMENTS

Employees considering working from home should inform anyone with an interest in their property of their intentions. They should ensure that there are no terms and conditions, leases or covenants that prevent them from working at home.

The employee is responsible for obtaining authorisation from the mortgage or landlords, if required.

COUNCIL TAX AND BUSINESS RATES

It is highly unlikely that there will be any change to an employee's council tax or any liability for business rates. If the employee has any doubts, then they should check with their local Council.

MILEAGE CLAIMS

Travel costs will be reimbursed for visits from the employee's home to the normal office location (e.g. for regular contact meetings).

Under HMRC guidelines, the home can be designated the employee's base as contracted homeworker roles are home based and the Council is stipulating that the employee must work from home. Any mileage undertaken to an office location will therefore be eligible for tax relief.

Please note that if **any changes** to homeworking, such as starting to perform some tasks from an office location will make these expenses **ineligible** for tax relief.

1.19 REVIEW OF THIS POLICY

This policy will be reviewed every 3 years, or where necessary amendments need to be made.

1.20 TERMINATION OF THE CONTRACTED HOMEWORKING AGREEMENT

Employees must advise their manager if they are to move home to enable the manager to decide whether contracted homeworking can continue in the new location, based on the selection criteria.

The Council reserves the right to withdraw contracted homeworking from an employee, subject to reasonable notification, and normally a period of 90 days written notice would be given. However, where this withdrawal is as a result of formal capability or disciplinary procedures this period of notice may be reduced in accordance with action taken through those formal procedures.

In cases of capability issues, following consultation with the employee (and his/her representative if appropriate), should it be necessary to bring him/her back into the office base to address the knowledge/development need, then

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this will not prevent them from returning to contracted homeworking once their performance has reached an acceptable level.

The employee understands that in becoming a contracted homeworker he/she will have no right of return to his/her previous office base and could be required to work at an alternative location within the boundaries of the Warwickshire County Council area.

Where the employee wishes to cease contracted homeworking he/she must make a written request to this effect, stating their reasons to their manager. There is no automatic right of return to their former office base. If recruited directly to a contracted home worker based role, where this is their base, then there is no automatic right to work from an office site.

1.21 RECOVERY OF SETUP COSTS

Should the employee:

- Voluntarily discontinue contracted homeworking
- Fail their probationary period
- Relocate their home to an area where ICT links can be maintained, but distance to managers office base is deemed impractical for infrequent trips for training, supervision and team meetings, (unless all these events can be completed virtually)
- Voluntarily leave the employment of the Council
- Be subject to disciplinary or capability procedures which require the employee to cease contracted homeworking

Within a period of 1 year from the date of commencing homeworking, the Council will consider taking appropriate action to seek to recover a proportion of the original setup costs.

The amount to be repaid will be in accordance with the following:-

Leaving within	% Repayable
4 months	50%
5 - 8 months	25%
9 – 12 months	10%

The circumstances in which the authority would seek to recover this money would be judged on an individual case by case basis. For clarity a record of itemised costs will be made at the outset of the home working arrangements and the recovery of costs on this sliding scale will be covered within the initial Agreement.

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APPENDIX 1

CONTRACTED HOMEWORKING - MANAGEMENT CHECKLIST

This checklist is to enable managers to assess the feasibility of a homeworking arrangement and maintain consistency of decision making across all services of the Council.

Contracted homeworking is a flexible way of working which covers a wide range of work activities. Contracted homeworking may be on either a full-time or part-time basis, but you work all your contracted hours at home.

Employee's Name:

Date of Request:

Individual Qualities	Y/N	Comments
Able to complete work using initiative and within established guidelines		
Able to cope with the social isolation of homeworking and are self-reliant		
Possess self-motivation and self-direction to meet deadlines		
Able to manage their time effectively		
Able to work without direct supervision and make own decisions		
Able to communicate well by telephone and in writing		
Adequate family support for homeworking. (Contracted homeworking is NOT an alternative to paid dependant care provision or any other domestic arrangements).		

Job & Function Issues	Y/N	Comments
Can the function of the job be provided from home without detriment to the overall service?		
If the approval of homeworking will have an impact on other team members, have they been consulted?		

Equipment Required	Y/N	Comments
Computer/laptop		
Desk/chair		
Telephone/mobile phone/broadband		

Health Safety & Wellbeing	Y/N	Comments
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Is there a separate room that could potentially be set aside specifically for homeworking; if not can you provide a suitable, quiet and secure working area at home where you will not be distracted/disturbed?		
The environment must be safe and conducive for the work to be carried out at home and comply with Health and Safety Regulations?		
Does your intended work station location ensure that the information you will be using or viewing remains confidential?		
Is there heating/lighting/ventilation and sufficient electrical supply/sockets in good condition for equipment?		
Are there any potential Health and Safety risks to other members of your household?		

Process	Y/N	Comments
Received a written request for home working		
Positive decision made – homeworking agreement issued to employee		
Negative decision – have the reasons for declining the request been explained to the employee?		
Are staff aware of individual responsibilities; Insurance, PAT testing, IT compliance/security, Health and Safety, Security?		
Has a homeworking risk assessment form been completed?		
Are conditions appropriate to work from home?		
Has a new contract been issued?		

General Comments:

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Manager's Name:

Manager's signature:

Date:

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APPENDIX 2 Sample Contracted Homeworking Agreement

Contracted Homeworking Agreement

This model contracted homeworking agreement is to be used when it has been agreed that an employee is to work from home, to set out the standard terms and conditions of home working.

This document records the agreement between Warwickshire Council and (*name of employee*) on the specific terms and conditions that apply to the employee as a homeworker. Other terms and conditions remain as set out in the existing Written Statement of Particulars of Employment.

Reporting Relationship

Whilst working at home, the employee will report to (*name and position*)

ATTENDANCE

Hours of Work

The employee's hours of work are pre-determined and agreed in advance; including what hours and times he/she will be accessible for meetings with the manager and be contactable by colleagues

Or

The employee's contracted hours are worked under an agreement where the working hours are worked flexibly and the work is managed by outcomes and results.

In the event of equipment failure, malfunction or theft, the employee is required to notify the ICT Helpdesk immediately in order to affect repair or replacement of such equipment. In the event of delay in the repair or replacement the employee must report this to their manager. In some cases (i.e.: if the fault persists over 24 hours) it may result in the homeworker having to report to an office base or be assigned alternative work.

Flexible Working

Employee's working fixed hours or fixed shift hours will be excluded from the Councils Flexi- time policy, as they will work their fixed hours.

Other employee's **not** working fixed hours or fixed shift hours who are working from home will be part of the Council's modern and flexible working agreement in the same way as if they were office based.

Rest Breaks

The employee is responsible for ensuring that he/she takes adequate rest breaks as required by the Working Time Regulations (1998). He/she must:

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- Where work continues for a period of more than six hours, take a break during the working day of at least 20 minutes and stop working during that break
- Ensure that he/she has a daily rest break of at least 11 continuous hours, i.e.: the time period between stopping work one day and beginning work the next day must not be less than 11 hours
- Have at least one complete day (24 hours) each week when no work is done

Annual Leave

Requests for annual leave must be sent to and agreed by the line manager in the normal manner.

Sickness Reporting

Individuals working from home will be subject to the normal sickness absence procedures; therefore if they are unable to work they should contact their line manager on their first day of the sickness.

MEETINGS AND TRAINING

Employees working from home should make themselves available for meetings with their line manager, team meetings, appraisal meetings and any appropriate training sessions or courses.

No additional payment will be made to the employee for time spent at the workplace on such visits. Employees will receive reimbursement of travel costs for such journeys from their home to the office base.

Visit's to the Employee's Home

The employee's manager may visit the employee at home by prior arrangement for work-related purposes, including health and safety matters. It is a condition of this contracted homeworking agreement that the employee agrees to accept visits from his/her manager in his/her home. Such visits will be for the purpose of:

- Performance monitoring and feedback
- General discussions about work related matters
- Ensuring health, safety, well-being and security
- Any other work-related purposes that the Council considers appropriate

Under no circumstances are arrangements to be made for clients or representatives to meet with the individual at his/her home. All such meetings will be carried out at the Council's offices in order to maintain the necessary level of professionalism and also support the employee from a health and safety perspective.

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Induction and Training

All employees will receive appropriate training prior to commencing working from home this will include health and safety as a minimum.

The manager and employee will discuss at the outset whether there are any learning and development requirements that would help to facilitate and support home working and will work together to address these.

Performance Management

Employees who are working at home will be subject to the same performance measures, processes and objectives that apply to office-based employees.

Homeworkers are also entitled to internal and external training opportunities, where it is deemed necessary. They will be given the same consideration for these opportunities as employees who are office-based.

Managers will monitor the performance of home workers by setting clear objectives and using measureable outcomes/outputs relating to the work carried out at home. These will be discussed and agreed with the employee prior to commencing homeworking and will be monitored through discussions between the employee and line manager, as and when required. Relevant training and development opportunities will be provided, where necessary to support performance management.

Contracted homeworkers will be given the same opportunity for progression or promotions as their office based colleagues.

CHANGES TO THE CONTRACTED HOME WORKING AGREEMENT

Unplanned Cover

There may be certain unforeseen situations in which homeworkers will be required to attend an office for work (e.g. if there is no office cover) although suitable prior notice will be given of this requirement. In this event individuals can expect to be given a minimum of 24 hours' notice.

Termination of the Contracted Homeworking Agreement

Employees must advise their manager if they are to move home to enable the manager to decide whether home working can continue in the new location, based on the selection criteria.

The Council reserves the right to withdraw homeworking from an employee, subject to reasonable notification, and normally a period of 90 days written notice would be given. However, where this withdrawal is as a result of formal capability or disciplinary procedures this period of notice may be reduced in accordance with action taken through those formal procedures.

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Examples of situations where this may be applicable include:

- A decline in the employee's performance. In cases of capability issues, following consultation with the employee (and his/her representative if appropriate), should it be necessary to bring him/her back into an office base to address the knowledge/development need, then this will not prevent them from returning to homeworking once their performance has reached an acceptable level.
- A change in circumstances which means that the home environment is no longer deemed to lend itself to homeworking
- A change in personal circumstances which means that the individual employee is no longer suited to homeworking

The employee understands that in becoming a home worker he/she will have no right of return to his/her previous office base, including if recruited directly to a homeworking role with no previous office base. Employee could be required to work at an alternative location within the boundaries of the Warwickshire County Council area.

Where the employee wishes to cease homeworking he/she must make a written request to the manager and give a minimum of one month's notice. This notice period may be waived in exceptional circumstances.

Insurance

There is no requirement for the employee to provide insurance cover for equipment supplied by the Council to facilitate homeworking.

The employee is responsible for checking that all home and contents insurance policies provide adequate cover for the fact that he or she works at home.

Mortgage/Landlord

Employees considering working from home should inform anyone with an interest in their property of their intentions. They should ensure that there are no terms and conditions, leases or covenants that prevent them from working at home. Legal restrictions may apply to the use and performance of certain duties in a building designated a place of residence.

The employee is responsible for obtaining authorisation from the mortgagee or landlords, if required.

Travelling Arrangements

Travel costs will be reimbursed for visits from the employee's home to an office location (e.g. for regular contact meetings).

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Under HMRC guidelines, the home can be designated the employee's base as contracted homeworker roles are home based and the Council is stipulating that the employee must work from home. Any mileage undertaken to the normal office location will therefore be eligible for tax relief.

Please note that if **any changes** to homeworking, such as starting to perform some tasks from the normal office location will make these expenses **ineligible** for tax relief.

Data Protection

The employee must carry out his/her work in an area of the home solely designated for that purpose and must not allow members of his/her family or third parties not employed by Warwickshire County Council to access or use the Council's equipment. He/she will be responsible for the security of all equipment, information and files (both electronic and hard copy) used at the home address. At all times he/she will comply with the requirements of the Data Protection Act and any local policies and procedures that apply to Council employees.

The computer and other equipment provided by the Council to be used for home working purposes must be only used for work-related purposes in accordance with Information Compliance requirements and must not be used by any other member of the family or other third party at any time or for any purpose.

Portable Appliance Testing

Council electrical equipment issued will be subject to the appropriate testing required to ensure that it is maintained in a safe condition prior to it being issued to the employee. The employee will be expected to return electrical equipment to an appropriate place for a two yearly check under the Regulations.

Health & Safety

At all times the employee is required to take reasonable care for his/her own health/safety/welfare and must have regard to others who may be affected by his/her actions at work.

Taxation – HMRC rules

Employees are advised to contact HMRC directly when considering homeworking and will be responsible for checking what notification, if any, are appropriate. At the same time they should seek to identify any financial benefits that may be available should they become a contracted homeworker.

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