
Meeting: General Purposes Committee

Date: 3 June 2010

Subject: Home Working Policy

Report of: Acting Assistant Director, People

Summary: The report is for Members to note and seek agreement that the Home Working Policy is adopted for all non schools based employees of Central Bedfordshire with immediate effect.

Advising Officer: Gordon McFarlane, Acting Assistant Director People

Contact Officer: Catherine Jones, Head of HR Strategy

Public/Exempt: Public

Wards Affected: n/a

Function of: Council

Key Decision No

**Reason for urgency/
exemption from call-in
(if appropriate)** n/a

CORPORATE IMPLICATIONS

Council Priorities:

As part of the move to more flexible ways of working particularly promoted with the Interim Accommodation Project the Home Working policy provides the detailed framework to ensure the successful implementation of the options for Home working, Remote and Ad hoc mobile working

Financial:

None specifically although the implementation of either Home Working, Remote Working or Ad hoc working will incur costs as indicated in the report but these will be offset by other savings and improve efficiency and effectiveness of officers

Legal:

The policies comply with employment legislation.

Risk Management:

None resulting from this report

Staffing (including Trades Unions):

Trade unions have been consulted on the Home Working Policy. Any comments will be provided at the Committee meeting.

Equalities/Human Rights:

The policy complies with employment and equality legislation and take account of human rights.

Community Safety:

n/a

Sustainability:

n/a

Summary of Overview and Scrutiny Comments:

- n/a

RECOMMENDATION(S):

- 1. that the Committee**
 - (a) adopts the Home Working Policy for non schools based employees with immediate effect**

Reason for Recommendation(s): That Central Bedfordshire has one consistent policy that can be used for the implementation of home working, remote working and ad hoc working that ensures the Council is compliant with the Government Co Co connect security provisions.

Background

1. The General Purpose Committee recommended the adoption of the Work Life Balance and Flexible Working Policy at its meeting on 17th December 2009. This policy sets out a number of different flexible working arrangements that can be considered to support work life balance and the Council in delivering services.
2. As part of the approach to more flexible ways of working, the attached Home Working Policy (Appendix A) sets out the details to support full time Home working, Remote Working and Ad hoc mobile working.
3. The policy reflects both formal and informal arrangements that existed in the former legacy authorities and provides clear guidance to both Managers and Employees around how these options can be implemented and the responsibilities of Managers and Employees.

4. Implementation of the options of Home Working, Remote working or ad hoc mobile working are also compliant with the new Government Co Co connect security provisions which the Council is required to comply with.
5. In addition to the policy document there are a number of documents referred to in the policy which support its implementation. These documents are not attached to this report.

Home working Application form
Formal Home Working or Remote Working Agreement
Formal Ad hoc Working Agreement
DSE Assessment form.

6. As consultation has already commenced with employees regarding proposed relocation to new offices, the Home working policy which has been approved by CMT on 14th May 2010 has been provided to employees as there is a need to urgently progress any formal applications as soon as possible.
7. The costs of the different working options set out in the policy will be off set by savings on Appendix E/Excess mileage costs, reduced business mileage and improved efficiency and effectiveness

Background Papers: (open to public inspection)

Location of papers: