# FLEXIBLE WORK OPTIONS POLICY FRAMEWORK

(Covering all employees)

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4 November 2003
1. INTRODUCTION

1.1 The City of Edinburgh Council recognises the need to move to more modern ways of working, taking advantage of technological developments to introduce more flexibility to how work is organised and therefore, more responsive service delivery. This increased flexibility has the potential to provide greater opportunities to support those employees seeking to integrate their home and work life more successfully.

1.2 This Policy aims to offer a range of alternative working arrangements, for a diverse workforce, that will be decided and managed at a local level, in a systematic way.

1.3 The core aims of the Policy are as follows:

(a) To support flexibility for employees to achieve work-life balance.

(b) To ensure that requests for alternative working arrangements are considered on a consistent basis.

(c) To promote more socially inclusive working arrangements.

(d) To improve recruitment and retention.

(e) To help promote environmental considerations.

(f) To facilitate improved service delivery through more imaginative and innovative approaches to working arrangements.

1.4 A number of Flexible Work Options have been identified for inclusion in the Policy and a summary of each Flexible Work Option and the main contractual implications are set out in the attached Appendix. Additional alternative working arrangements may need to be considered in line with statutory requirements for flexible working, which have been incorporated into the Policy.

1.5 The Policy sets out an initial approach to introducing more flexible working arrangements within the Council. It will therefore be monitored on an ongoing basis and reviewed in light of operational experience.

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2. SCOPE

2.1 The Flexible Work Options Policy Framework applies to all Council employees (including teaching staff) seeking a change to their existing working arrangements. The Council, at its discretion, may also approve Flexible Work Options at the recruitment stage.
2.2 Clear operational service requirements and business reasons will define the scope for employees to be considered for specific alternative working arrangements. However, it will be the nature of particular operational service areas that some Flexible Work Options are already in operation or would be difficult to apply.

2.3 The Policy will operate on a voluntary basis with the employee making a request for alternative working arrangements. Where there is scope, management may invite individuals or particular groups of employees to submit requests for Flexible Work Options outlined in the Policy.

3. GENERAL PRINCIPLES

3.1 The following general principles will define the operation of this Policy:

(a) The Policy will generally apply to all employees (or potential employees) and will give the opportunity to request an alteration to working arrangements in line with the Flexible Work Options identified, which refer to how long, when and where an employee’s work can be carried out.

(b) Such a request will be on a voluntary basis, initiated by the employee, and will require no reason to be given in support of the request. The request can be for a temporary or permanent change.

(c) A contractual entitlement will not exist for employees to have their request approved.

(d) Requests for alternative working arrangements will be submitted in accordance with the request process outlined in the Policy. The onus will be on the employee to make a ‘considered request’ outlining how they see their role and duties being fulfilled under the proposed alternative working arrangement.

(e) The manager will be responsible for deciding whether a request for alternative working arrangements can be supported, taking into account such factors as the employee’s role and the operational needs of the service. The decision will only be based on clear business reasons even if the employee has provided a reason for their request.

(f) The manager will be responsible for determining whether the alternative working arrangement requested can be agreed on a temporary or permanent basis. If a permanent change cannot be supported, the manager will consider if the request can be supported on a temporary basis. Alternatively, a request for a temporary change may only be supported on a permanent basis.
(g) All individual contract variations will be subject to review in light of changing operational service needs and/or when the continuation of the working arrangement is detrimental to service delivery. At such time, the Council will reserve the right, following employee consultation and reasonable notice, to end the existing arrangement and explore other alternative working arrangements.

(h) The manager and the employee will work jointly to reach an acceptable solution that will be based on mutuality, co-operation and practicable compromise.

(i) Some alternative working arrangements will result in the terms and conditions of the contract of employment being adjusted accordingly. This will not change the employee contract in any other way. Such adjustments will be referenced to the norm of an equivalent full-time employee working the standard working week (e.g. pro-rata pay/annual leave).

(j) The approval of alternative working arrangements, at the request of the employee, will not extend the requirement of the Council to make extra payments in the form of pay and allowances. Employees should have regard to this when requesting work patterns outwith the scope of their normal working hours that would attract such allowances.

(k) Normally, an employee will only be able to submit one request (either successful or unsuccessful) for alternative working arrangement within any twelve month period beginning with the date on which the previous application was made.

4. THE REQUEST PROCESS

4.1 The key features concerning requests for alternative working arrangements under this Policy are as follows:-

(a) The approach will focus on how services can be maintained or improved through the specific Flexible Work Option requested and not the reason for the request.

(b) Employees will be responsible for:-

(i) initiating a written request for a particular Flexible Work Options;

(ii) outlining, in the request, how they see their role and duties being fulfilled under the proposed alternative working arrangement;
(iii) recognising and considering the likely impact on existing terms and conditions;

(iv) ensuring the timing of the request allows sufficient opportunity for the line manager to fully consider the request.

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(c) The request process will be collaborative between the employee and the manager (or other officer nominated by the Head of Department). However, the manager (or other officer nominated by the Head of Department) will ultimately be responsible for assessing and deciding whether or not a request can be supported. Factors that will be taken into account include:

(i) financial, technical or personnel advice;

(ii) current and foreseeable operational needs of the service;

(iii) potential impact on other employees, internal and external customers and clients;

(iv) developments that may facilitate foreseeable flexibility;

(v) measurable performance monitoring.

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5. THE REQUEST PROCEDURE

5.1 The procedure outlined below will apply when requesting alternative working arrangements (or any alternative requested under the statutory provisions). The specified timescales may be varied in agreement with both parties.

(a) The employee will initiate the request, in writing, using any prescribed documentation and submit this to their manager (or other officer nominated by the Head of Department).

(b) The manager (or other officer nominated by the Head of Department) will arrange for the request to be initially discussed (and concluded, where practicable) with the employee within 28 calendar days of receipt of an accepted request.

(c) The discussions may result in modifications to the request in an effort to seek a solution acceptable to both the employee and manager (or other officer nominated by the Head of Department).

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(d) The manager (or other officer nominated by the Head of Department) will arrange for the employee to be provided with a written response to their request within 14 calendar days of a final meeting. This notification will advise:-

(i) approval of the request or (modifications discussed with the employee) along with details of the conditions attached to the offer of alternative working arrangements; or

(ii) rejection of the request when the manager (or other officer nominated by the Head of Department) will arrange to provide a written response giving an explanation of the business reasons for the request not being supported. In addition, this will include details of the appeal process.

(e) The employee will be required to provide written acceptance of the conditions attached to an offer of alternative working arrangements, prior to commencement.

(f) If a request is rejected, the employee can lodge an appeal, in writing, to the Head of Department (or other nominated senior officer) within 14 calendar days of receipt of the written decision. The notice of appeal should be dated and set out the grounds for the appeal. If necessary, a meeting to discuss the appeal should be held within 14 calendar days and the decision should be communicated to the employee, in writing, within a further 14 calendar days from the date of that meeting.

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6. MONITORING AND REVIEW

6.1 Heads of Department will be responsible for monitoring the operation of the Policy within their Department. The Director of Corporate Services will co-ordinate Council-wide monitoring information to evaluate the effectiveness of the Policy and generate any necessary review.

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7. REVIEW OF POLICY

7.1 The Policy is not a local collective agreement and the Council reserves the right to, from time to time, review and alter/end the Policy in light of experience and any changing circumstances.

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FLEXIBLE WORK OPTIONS

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FLEXIBLE WORK OPTIONS POLICY FRAMEWORK
(Covering all employees)

1. INTRODUCTION

1.1 The Flexible Work Options Policy Framework aims to provide a co-ordinated approach for individuals or groups of employees seeking more flexibility to support their work and life responsibilities.

1.2 The scope to provide more flexible working arrangements will depend on the type of service delivery provided and the operational constraints of particular arrangements. Whilst it is recognised that this may be the case, employees are encouraged to submit requests for consideration that demonstrate that service delivery will be maintained or improved through alternative working arrangements.

1.3 The employee will be responsible for initiating a written request for a particular Flexible Work Option, to the nominated manager, which sets out the business case for their participation. The conditions of service will be revised in line with the arrangements for the specific Flexible Work Option and the outcome of the request will be confirmed, in writing, to the employee.

1.4 The decision to support a request will be based on clear business reasons, for example, impact on service delivery, improved quality of service, cost implications and impact on other employees’ etc.

2. FLEXIBLE WORK OPTIONS

2.1 The following Flexible Work Options are available under the Policy Framework:

- Page 10 Option 1: Part-time Working (including Job-Share)
- Page 10 Option 2: Flexible Working Year
- Page 11 Option 3: Compressed Working
- Page 12 Option 4: Variable Hours
- Page 12 Option 5: Homeworking
- Page 17 Option 6: Mobile Working

2.2 The Flexible Work Options provide two types of flexible working arrangements:

- **Flexible Time**: This refers to working at times that best suit service users and can provide greater opportunities to support employees balance their home and work life more successfully i.e. part-time working, flexible working year, compressed working and variable hours.
Flexible Place: This refers to working at a location that achieves more accessible services and supports employees to balance their home and work life responsibilities. These include homeworking or working from a number of locations rather than at one fixed location i.e. mobile working.

3. **GENERAL CONTRACTUAL TERMS FOR FLEXIBLE WORK OPTIONS**

3.1 An employee’s contractual arrangements will be adjusted, as necessary, to reflect changes in the total number of hours, the pattern of work or the place where work is undertaken. They will also reflect any other contractual arrangements applicable to the specific Flexible Work Option approved.

3.2 The approval of alternative working arrangements will not extend the requirement of the Council to make extra payments in the form of pay and allowances. Employees should be aware of this when requesting work patterns outwith the scope of their normal working hours that might normally attract such allowances.

3.3 Annual leave and public holiday entitlements for employees working other than on a full-time basis will be pro-rated to the full-time employee entitlement by reference to the number of normal hours of work, over a relevant period and it may be appropriate to express and control the equivalent entitlement in hours and minutes.

3.4 Any hours worked in addition to the contractual working week must be authorised and approved before the additional hours can be undertaken. For any authorised additional hours worked, the appropriate hourly rate will apply.

3.5 Where it is deemed practicable, salary payments will be made by averaging the annual salary over 12 equal monthly payments.

3.6 Unless otherwise specified, Heads of Department will determine if the Council's Schemes of Flexible Working Hours will be applied in addition to the Flexible Work Options requested.

3.7 All individual contract variations will be subject to review in light of changing operational service needs and/or when the continuation of the working arrangement is detrimental to service delivery. At such time, the Council will reserve the right, following employee consultation and reasonable notice, to end the existing arrangement and explore other alternative working arrangements.
3.8 The Flexible Work Options Policy Framework will be applied in conjunction with existing Council policies and procedures including the Council’s commitment to equality of opportunity and relevant Health and Safety procedures and standards.

3.9 An approved Flexible Work Option will apply to the post held and will cease if the employee takes up a different post.

4. **OPTION 1: PART-TIME WORKING (INCLUDING JOB-SHARE)**

**Definition**

4.1 Part-time working refers to where an employee works fewer hours per day, per week or per year, than those who work on a full time, whole-year contract. The number of hours may vary enormously and these can be arranged into work patterns that suit service delivery needs.

4.2 The arrangement of part-time working also extends to two employees’ job-sharing one post, where the complement of full-time hours is normally split evenly between both employees.

**Scope of application**

4.3 The scope to work part-time will generally be available to all employees except where there is a requirement for one individual to cover full-time and a part-time working arrangement involving more than one employee could not meet operational needs.

4.4 Alternatively, all posts are eligible to be considered on a job-share basis and will apply in circumstances where two employees share the duties, responsibilities and hours of one full-time post.

**Contractual Implications**

4.5 A part-time employee must not be treated less favourably than a comparable full-time employee and all terms and conditions of employment must be applied pro-rata dependent on the number of hours worked. For example, an
employee working half the full-time equivalent hours would receive 50% of pay, leave, allowances etc.

4.6 Employees working on a job-share basis will require to co-operate with management in terms of the effective working of the arrangement e.g. participating in handover arrangements etc. If one job-share partner leaves, this will trigger a review of the job-share vacancy. The remaining job-share employee will be consulted concerning the arrangements, which if appropriate, would include being automatically offered the post on a full-time basis.

5. **OPTION 2: FLEXIBLE WORKING YEAR**

**Definition**

5.1 The Flexible Working Year refers to working time in terms of the contracted hours worked each week averaged over a whole year. Employees work more or less hours each week, as agreed, which usually fit in with seasonal/operational variations in service delivery over the year. A period of unpaid leave, up to a maximum of 8 weeks may form part of the working arrangement, which will be determined in advance and taken in blocks of at least one week duration.

**Scope of Application**

5.2 The scope to apply a Flexible Working Year will be determined by the operational needs of the service and the fluctuations in particular service demands at specific times in the year. Generally, this means that areas with variations in workload resulting in busy and quiet periods were work activity can be predicted, the arrangement of hours can be identified and balanced over a reference period (e.g. for six-months or annually).

**Contractual Implications**

5.3 The employee’s hours of work, the opportunity to work these and any periods of unpaid leave will be determined primarily by the work activity and operational needs of the service and can be on a full-time or part-time basis. All hours require to be allocated in advance during the appropriate reference period with no residual hours remaining at the end of the defined period.
5.4 The allocation and timing of any unpaid leave will be determined and agreed at the beginning of the Flexible Working Year and will be subject to review in light of changing operational service needs.

5.5 Salary will be paid and other benefits and allowances allocated in accordance with the actual contracted hours worked, over the reference period, and require to be reconciled during and at the end of the defined period.

5.6 Salary payments will normally be made by averaging the annual salary over 12 equal monthly payments. The Head of Department will reserve the right to recover, by deduction from pay, any payments or associated allowances made in excess of hours worked over the reference period.

5.7 Annual and other forms of leave will be regulated with reference to hours/minutes to accommodate variations in the length of the working day, week or other reference period.

5.8 Should the employee leave the post held during the reference period, their working hours, leave provision and other relevant conditions of service will be reconciled based on the actual hours worked during the period and any monies will be adjusted accordingly.

6. **OPTION 3: COMPRESSED WORKING**

**Definition**

6.1 Compressed working is defined as a working pattern that reallocates the normal weekly hours of work and 100% of their work activity into fewer and longer blocks of time. A full-time employee on this arrangement will normally have their standard hours per week compressed into fewer than five full working days a week. Examples include nine-day fortnights, four or four-and-a half-day weeks.

**Scope of Application**

6.2 The scope to apply compressed working will primarily be determined by the nature of the employee’s work activity, the operational needs of the service, the impact on other employees and the impact on employee health and safety as a consequence of working longer periods of time.
6.3 The pattern of work will be agreed by the Head of Department to meet the needs of the service and will not result in increased cost to the Council in terms of allowances for unsocial hours, overtime etc.

6.4 Annual and other forms of leave will be regulated and controlled with reference to hours/minutes to accommodate variations in the length of the working day.

6.5 In line with relevant health and safety provisions, employees will be required to take a minimum break of 30 minutes after 6 hours each day during periods of compressed working.

7. OPTION 4: VARIABLE HOURS

Definition

7.1 This arrangement refers to the opportunity to:

- Adjust the normal hours of work and/or vary an existing work pattern on a temporary basis (e.g. adjust the start/finish time for a specific period).

Scope of Application

7.2 The scope to adjust the existing working arrangements through the variable hours arrangements will be determined by the Head of Department depending on the operational needs of the service.

Contractual Implications

7.3 Pro-rata terms and conditions will be applied, as necessary.

7.4 It is expected that the employee will revert to the original contractual arrangements at the end of the temporary period.
8. OPTION 5: HOMEWORKING

Definition

8.1 Homeworking refers to an arrangement that involves the employee working at home for some or all of the time where this would be appropriate for service delivery and beneficial to both the employee and the service provided.

8.2 All homeworking arrangements will be tailored to individual circumstances and key factors in setting up an arrangement will be the needs of the service and cost-effective expenditure. Not all jobs will be suitable for this type of working arrangement.

The type of home-working arrangements that may be supported are as follows:

(a) Homeworking involving work at home on a full-time basis from a suitably equipped workspace.

(b) Homeworking as part of the normal working week with work split between home and a designated Council location where workspace is allocated e.g. a permanent workspace or facilities from shared workspaces, normally referred to as hot-desking.

(c) Homeworking on an occasional ad hoc basis (during normal working hours) to undertake a specific task or where the timing or location of appointments means that travelling to the normal work location would be an inefficient use of employee time.

Scope of Application

8.3 The scope to work at home will be determined by the appropriate Head of Department, having regard to the criteria below to determine suitability for a homeworking arrangement.
Criteria for assessing suitability for Homeworking

8.4 In assessing the suitability for a homeworking arrangements, the Head of Department (or other nominated senior officer) should have regard to the following criteria:-

(a) The type of work activity and associated duties and responsibilities to ensure that there are no adverse effects on the level and quality of service. Examples include consideration of the nature of work, level of expertise, requirement to/for supervision, access to necessary information, accessibility for others and the impact on other employees etc.

(b) Through relevant performance monitoring, individuals must have demonstrated the necessary skills, abilities and willingness to undertake this type of working arrangement e.g. self-discipline, motivation, resilience and autonomy to work unsupervised etc.

(c) Appropriate arrangements are in place to monitor performance i.e. measurable performance targets/outputs.

(d) Suitable equipment and facilities are available for safe and effective performance of work activity e.g. enabling technology, the employee’s home environment etc.

(e) Communication and administrative arrangements are in place to support the arrangement.

Occasional homeworking

8.5 The suitability of an employee to undertake occasional homeworking will be determined using the above criteria.

8.6 Occasional homeworking will be for undertaking specifically designated tasks, on an ad hoc basis, which will require prior approval.

Contractual Implications

8.7 The following conditions of service will apply to homeworking arrangements, on a voluntary basis as outlined in paragraph 8.2 (a) and (b). They do not apply to occasional homeworking arrangements.
Employment Status

8.8 The employee will retain their existing employment status subject to any revised terms and conditions that have been agreed. Homeworkers will also continue to be employees of the Council and therefore the requirements of existing policies and procedures will continue to apply e.g. sickness absence reporting etc.

8.9 Homeworkers will be treated in the same way as other employees in terms of equality of opportunity and employee communications (e.g. career opportunities, training, receipt of the employee newsletters etc).

Workplace location

8.10 Subject to the condition that the employee’s home has a suitable space for use as a workplace, the determination of the formal workplace location will depend on the extent that work is undertaken in a designated office location or the employee’s home.

8.11 An employee who works between home and a designated office location will require to operate on a shared workspace basis during their periods of work in the office location e.g. flexible work spaces/hot-desking.

Hours of Work

8.12 The determination of when the contractual hours of work will be carried out during periods of working at home will be agreed between the manager and the employee and will depend on the nature of the work undertaken e.g. being available for contact etc. Any additional hours worked require to be authorised, in advance, by the manager.

8.13 An employee will not participate in the approved Schemes of Flexible Working Hours whilst working at home.
Health & Safety

8.14 The Council and the employee both have a responsibility to ensure adequate health and safety measures for all homeworking arrangements. The manager will arrange for an initial health and safety risk assessment as part of consideration of the request.

8.15 Employees will agree to health and safety checks at least annually or in the event of the working environment significantly changing. This will be to ensure the continued suitability of the workstation when working at home. In addition, the Council will ensure that any equipment provided meets appropriate health and safety standards.

8.16 Whilst working at home, employees have a responsibility to ensure that appropriate health and safety measures are observed (e.g. alternating work activities when using display screen equipment, appropriate arrangements for the correct use of computer equipment, mobile phones and working no more than 6 hours without at least a 30 minute unpaid break etc). There will also be a responsibility to report any health and safety matters promptly to the manager (e.g. reporting injuries to themselves or others in the course of their official duties).

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Equipment

8.17 The Council, in consultation with the employee and based on the work activity, will be responsible for determining the equipment requirements (including consumables) for the employee undertaking a homeworking arrangement. Any equipment supplied will remain the property of the Council or the Council’s providers. Whilst in receipt of equipment, the employee will have a responsibility to only use the equipment provided for the purposes of work, to take reasonable care and report any defects promptly to the manager (or other appropriate person). The Council will require periodic access to the employee’s house for the purpose of inspection, servicing, repair and replacement of its equipment, on reasonable notice.

(a) Personal Computer

(i) The Council will provide and service any personal computer equipment considered necessary to the performance of the employee’s duties. This will be subject to specific requirements, as determined by the manager, to ensure proper and safe use of the equipment supplied.

(ii) It will only be possible to connect computer equipment provided by the Council to the Council’s computer network or such other arrangements, as agreed.
(iii) Employees will require to comply with Council standards of conduct prescribed in terms of security and the use of electronic information and communication systems.

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(b) Telephone

(i) The Council will assess the employee communication and telephone needs and will arrange to provide any necessary equipment or connections (including arrangements to reimburse the cost of business calls). In the event of a subsequent house move (where the arrangement is approved to continue), the employee will be liable for the cost of reinstallation of any communication or telephone connections.

(c) Furniture and General Office Equipment

(i) The employee will agree to the Council carrying out a Health and Safety Risk Assessment to determine the suitability of the workstation proposed as part of the request for home-working arrangements. Thereafter, the employee will be advised if the workstation meets the appropriate standard. The Head of Department will exercise discretion, depending on the business case for the home-working arrangement, to provide such assistance to make some minor adjustments to meet health and safety standards and equip the workstation with suitable office equipment e.g. alter light fittings, provide an appropriate desk, chair and filing cabinet etc.

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Expenses

8.18 The Council will not reimburse any additional employee expenses such as heating and lighting as a consequence of approving a home-working arrangement.

8.19 Travel expenses incurred for journeys from home to the designated office location, as required, cannot be claimed as travelling expenses as this is regarded as personal commuting and therefore will be liable for tax purposes. Relevant business journeys will be reimbursed, subject to agreement in line with relevant Council travel and subsistence arrangements.

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Insurance

8.20 The Council has in place appropriate insurance arrangements to cover home-working arrangements. Employees are advised that they should check their own insurance arrangements to ensure that working at home does not invalidate these. Written confirmation of this arrangement may be required.

Mortgage/Lease/Rental Arrangements and Council Tax

8.21 Employees requesting to work at home should check that this is permissible under the mortgage or lease/rental arrangements. The Head of Department will require confirmation, prior to approving the request, and a letter from the appropriate mortgage provider/landlord may be sought as part of the request consideration.

8.22 Employees are also advised to check the implications for Council Tax liability with their local Council Tax Section to ensure this is not affected.

Attendance at Meetings, Training Courses etc

8.23 The Council will require employees working at home for all or part of the working week to attend Council offices for team meetings, training or other appropriate work related matters.

8.24 Employees undertaking or managing homeworking arrangements will be provided with relevant training to ensure that the arrangements are not impeded by the lack of the necessary knowledge and/or skills. This will be discussed as part of the arrangements to determine the suitability for a homeworking arrangement.

8.25 It will be essential to ensure that regular contact is maintained with the manager and colleagues, as appropriate, and that good communication systems are established.

Childcare Arrangements

8.26 During the agreed working times when the employee is undertaking work activity at home, there will be contractual requirement to ensure that childcare is undertaken by another person.
Termination of the Homeworking arrangement

8.27 The Council will keep any homeworking arrangements under review and with the exception of any trial period (which will cease at the end of a specified period) will reserve the right to end the arrangement with reasonable notice, following consultation with the employee.

8.28 On termination of a homeworking arrangement, the Council will arrange for any equipment provided to be recovered. The employee must agree to provide, with reasonable notice, access to their premises for the removal of Council owned equipment.

8.29 Where there is a change in the employee’s personal circumstances in respect of the homeworking arrangement, the employee has a responsibility to advise the manager and this could trigger a review of the arrangement.

8.30 Any breach of the agreed homeworking arrangement may lead to its termination and other arrangements being applied. Disciplinary action may also be considered.

9. OPTION 6: MOBILE WORKING

Definition

9.1 Mobile working refers to an arrangement that involves the employee working from home where the employee is engaged in work which requires mobility and the home is used as a base from which journeys are undertaken. Generally the employee will be location independent and will use designated work bases/shared workspaces to assist in undertaking some of their duties.

9.2 It is also recognised that when mobile working, the employee could also undertake occasional work at home.

Scope of Application

9.3 This type of working arrangement is likely to suit those employees who are not normally office based, require to be mobile due to the nature of the work undertaken and generally work independently of others. An example would
be community based staff who require to visit clients or locations as part of their normal work activity.

**Contractual Implications**

9.4 The following conditions of service will apply to formal mobile working arrangements entered into on a voluntary basis.

**Employment Status**

9.5 The employee will retain their existing employment status subject to any revised terms and conditions that have been agreed. Mobile workers will continue to be employees of the Council and therefore the requirements of existing policies and procedures will continue to apply e.g. sickness absence reporting etc.

9.6 Mobile workers will be treated consistently with other employees in terms of equality of opportunity and employee communications (e.g. career opportunities, training and access to the employee newsletters etc.).

**Equipment**

9.7 The Head of Department, in consultation with the employee and based on the work activity, will determine the arrangements to support mobile working. The type of equipment provided may include a laptop, mobile phone etc. Any equipment supplied will remain the property of the Council or the Council's providers. Whilst in receipt of equipment, the employee will have a responsibility to only use the equipment provided for the purposes of work, to take reasonable care and report any defects promptly to the manager.

**Workplace Location and Travel Expenses**

9.8 The employee will be designated an official workplace base and all travel expenses will be referenced to this particular base, including business
journeys (excluding the journey from and to home from an official workplace location). Travel expenses will be reimbursed, subject to agreement, in line with the relevant Council travel and subsistence arrangements.

**Expenses**

9.9 Expenses associated with occasional homeworking are not payable e.g. heating, lighting etc.

**Hours of Work**

9.10 The determination of when the contractual hours of work will be carried out during periods of mobile working will be agreed between the manager and the employee and will depend on the nature of the work undertaken e.g. being available for contact etc. Any additional hours worked will require to be authorised, in advance, by the manager.

9.11 The employee will be designated an official workplace base for the purposes of any time recording.

**Health & Safety**

9.12 The Council and the employee will both have a responsibility to ensure adequate health and safety measures for all mobile and occasional home based working arrangements.

9.13 Appropriate health and safety checks will be undertaken as part of the assessment of the suitability of the position for mobile and, if appropriate, occasional home based working. The Council will ensure that any equipment provided meets appropriate health and safety standards and the employee will ensure that they comply with relevant health and safety guidelines and standards in the performance of their duties.
Attendance at Meetings, Training Courses etc

9.14 The Council will require employees working from home for all or part of the working week to attend Council offices for team meetings, training or other work related activities.

9.15 Employees engaged in mobile working arrangements will be provided with relevant training, as soon as a decision is made, to ensure that the implementation is not impeded by the lack of the necessary knowledge and/or skills. This will be discussed as part of the arrangements to determine the suitability for mobile working arrangements.

Termination of the Mobile Working arrangement

9.16 The Council will keep any mobile working arrangements under review and with the exception of any trial period (which will cease at the end of a specified period) will reserve the right to end the arrangement with reasonable notice and following consultation with the employee.

9.17 On termination of the mobile working arrangement, the Council will arrange for any equipment specifically provided for the purpose to be recovered.

9.18 Where there is a change in the employee’s personal circumstances in respect of the mobile working arrangement, the employee will be required to advise the manager and this could trigger a review of the arrangement.

9.19 Any breach of the agreed mobile working arrangement may lead to its termination and other arrangements being applied. Disciplinary action may also be considered.

10. ADVICE ON OPERATION OF POLICY FRAMEWORK

10.1 Heads of Departments should consult with Departmental HR Representatives prior to applying the Policy Framework in any particular circumstance. In turn, matters of interpretation and further advice can be referred to the Director of Corporate Services.