



## **AGILE WORKING POLICY**

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## **1. INTRODUCTION**

- 1.1 Causeway Coast and Glens Borough Council recognises the need to develop modern working practices that enable employees to maximise their performance whilst maintaining a good work life balance. The Council is seeking to strike a balance between employees work commitments, and the faster pace of personal and working lives.
- 1.2 There are a number of benefits to support agile working arrangements as outlined in Section 4.4 and 4.5 and the Council recognise these as strong business reasons to support this way of working.
- 1.3 This document sets out the policy and procedure for agile working within Causeway Coast and Glens Borough Council.

## **2. POLICY STATEMENT**

- 2.1 This policy provides a framework for consistent and fair practice on the issues to be taken into account when implementing and managing employees who are on agile working arrangements.
- 2.2 This policy does not negate or supersede the Flexible Working arrangements that already exist for use by all employees. This policy is intended to supplement the Flexible Working Policy specifically in relation to proposed changes in work location and any applications for agile working will be considered in accordance with the procedure and provisions contained with the Flexible Working Policy.

*(The policy statement should be signed and dated as follows by relevant Council representatives and Trade Union representatives)*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor  
Causeway Coast and Glens Borough Council

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive  
Causeway Coast and Glens Borough Council

DRAFT

### 3. SCOPE

- 3.1 This policy applies to all directly employed staff within the Council regardless of whether they are fixed-term, permanent, full or part-time, including agency workers where appropriate who have been approved to work on an agile basis.
- 3.2 At the discretion of the appropriate Head of Service and Director, agile working may be applied from the point of recruitment in line with the criteria outlined in this policy in Section 7.
- 3.3 The decision to agree to an employees request for agile working is dependent on a number of factors including, but not limited to:
- the requirements of the role
  - the<sup>1</sup>facilities in place to support the particular employee
  - the welfare of the employee
  - the impact on the individual's workload and the work of their team
  - the service being delivered by the employee's department and the organisation as a whole.
- 3.4 The decision to adopt agile working will need to be mutually agreed by the employee and the organisation and be supported by clear objectives and performance outcomes/work outputs.
- 3.5 Local arrangements must be put in place to monitor work output and performance including effective workplace communication and support.
- 3.6 Both parties must recognise that the success of any arrangement will depend on this collaborative constructive relationship being in place and requires a different approach to management.
- 3.7 The line manager must establish clear arrangements for managing the agile worker including;
- Setting clear objectives and targets in relation to the work completed;
  - Implementing procedures, in consultation with the employee, for monitoring the employee's job performance and outputs and recording hours worked, including the frequency of telephone contact, meetings, if appropriate;
  - Ensuring effective communication between the agile worker and other team members.

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<sup>1</sup> Please Note: Council will not provide Broadband for employees.

- 3.8 Agile workers are responsible for and required to record hours worked via Timeware, electronic diaries and other formal means as instructed by their line manager.
- 3.9 Agile workers must have the appropriate work set up to ensure effective performance and ensure they are contactable at all times during the normal working day.
- 3.10 In the main, employees are required to work the core business hours of 10am to 12noon and 2pm to 4pm. Flexibility regarding the remaining 3.24 hours of work is encouraged to allow employees to manage their caring responsibilities. Council recognises that every individual's situation is different and flexibility will be encouraged however this must be balanced with the needs of the service. **It should be noted that any such adjustment to working hours which outside the normal working hours will not attract an enhanced payment.**
- 3.11 Whilst an employee may be granted a specific pattern for working from home, on occasion they may be asked to attend the office on their working from home days for face to face meetings / training if required. For example, if the use of virtual meetings were not suitable due to the nature of the meeting (subject to any on-going advice re Covid, etc).

#### 4. WHAT IS AGILE WORKING?

- 4.1 Agile working is the term used to describe how employees can work flexibly from any location, whether it is from a Council building, within the community and client sites or by varying degrees of home working
- 4.2 Causeway Coast and Glens Borough Council recognises the need to develop updated working practices to enable employees to maximise their performance and productivity, whilst maintaining a good work life balance. In addition, new technologies are making it possible to access information remotely, work from a variety of locations, whilst promoting a more joined up service.
- 4.3 Although the nature of most roles within Council cannot be classed as totally flexible, there is considerable scope in many cases for some form of agile working. The different ways in which agile working can be undertaken is dependent on the demands and needs of the role, the individual's preferences and circumstances and the service an employee is engaged in. It is possible, with careful planning, for some employees to carry out their duties from a variety of different locations.

#### 4.4 Benefits:

Our vision for transforming the way we work through agile working focuses on achieving the following benefits:

- increasing the effectiveness of our activities which allows Council to provide greater services to our customers;
- meeting the aspirations of employees for an improved work-life balance and therefore greater job satisfaction, morale, motivation and productivity;
- reducing the environmental impact of our working practices to support a greener and more sustainable environment;
- reducing unnecessary travel time, which increases productivity and reduces travel and expense costs;
- reducing absenteeism and associated costs; and
- improving recruitment and retention of skilled and experienced employees by offering a wide range of working styles to match individuals work preferences.

#### 4.5 For employees, agile working can:

- provide an opportunity to manage their working day more efficiently;
- increase engagement as a result of autonomy and trust at work;
- improve work life balance;
- enable them to work more effectively on a particular piece of work, where concentration is important, by avoiding the interruptions that are part of the office environment;
- reduce travelling time and related costs; and
- increase their wellbeing, health and happiness – reduced stress, better sense of control.

#### 4.6 Agile Working versus Flexible Working and Home Working

Staff can often mistake agile working for other types of working. Agile working incorporates flexible working practices, and often an element of home working, but its aims and scope are different. Agile working often benefits both the employee and the employer, the agreement to work in an agile way is driven by business needs and performance. In an agile culture employees complete their contractual hours when it makes business sense for the work to be undertaken. Getting the work done is more important than being present or available for rigid, set hours.

Flexible working is a set work pattern that has been designed for an individual employee, usually to help that person balance work and personal commitments, such as caring commitments. Unlike agile working, requests for



flexible working need to be considered in accordance with employment legislation and in line with Councils Flexible Working Policy.

Home working is not a position that the Council will enforce. We have many officers who now wish to work from home for much of the week and they are sufficient in numbers that there will be enough desk space on site to accommodate those who need to be there, both now and in the future.

Agile working is based on the most effective operation of working tasks, hours, work location, technology and is focused on the needs of the role, department and organisation to deliver on performance. It can bring huge personal and organisational benefits if managed well.

## 5. DEFINITIONS

Agile working can be undertaken in the following work styles:

### **Home Worker**

- Home based for most of the time but can work from their office when required
- Has a laptop for homeworking

### **Fixed Desk Worker**

- Based at a specified Council office for the majority of their working day but can work occasionally from home, with prior approval from the Head of Service and Director.
- Has access to a specific desk in a specific location.
- Will not be provided with ICT equipment for home working

### **Remote Worker**

- Mobile roamer for most of their working day
- -Needs access to hot<sup>2</sup>desk in various locations
- Has remote technology requirements
- Has the ability to or spends most of their working day in a variety of locations

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### **Hot – Desking (Covid permitting)**

A shared bookable desk located in Council facilities.

Each desk will be supplied with:

- Docking station
- Monitor
- Keyboard
- Mouse
- Employees required to bring their own laptop to each location

## Hybrid

- Any combination of the above.

## 6. ACCOUNTABILITY AND RESPONSIBILITIES

### 6.1 Corporate Responsibility:

- The Chief Executive, on behalf of Council, carries overall responsibility for ensuring the appropriate processes are in place which adequately and appropriately supports its employees, regardless of what working pattern or arrangement they have.
- Directors are responsible for establishing their own arrangements to ensure:
  - Effective implementation of the policy
  - Continued service delivery; and
  - Consultation with their employees on these arrangements.
- Directors are also responsible for delegating authority to Heads of Service/Line Managers to take action under this policy, as appropriate.

### 6.2 Management Responsibilities:

Line Managers and Heads of Service are responsible for:

- Ensuring they comply with this procedure and apply it effectively, fairly and consistently within their area of responsibility.
- Ensuring all employees are made aware of this procedure, their rights and their responsibilities, as outlined in the procedure.
- Obtaining, where appropriate, approval, advice or guidance.
- Referring to and complying with other relevant Council policies, procedures and guidelines which impact on agile working, such as the Council's ICT and Data Protection procedures.
- Meeting their duties in relation to health and safety by undertaking appropriate risk assessments and acting on any areas of concern for employees who they are responsible for, as outlined in section 9 of the procedure.
- Ensuring that they agree appropriate arrangements for any employee who undertakes agile working.
- Setting and monitoring defined performance measures or work outcomes.
- Jointly agreeing with the employee their agile working style and how this will be achieved.

- Being flexible, open and constructive in discussing and agreeing agile working arrangements, whilst remaining focused on the needs of the service.

Ensuring their actions do not expose the Council to any unnecessary financial, legal or contractual risk.

Risk control measures identified as a result of risk assessments must be addressed prior to the agile working arrangement commencing.

### 6.3 Employee Responsibilities:

Employees are responsible for:

- Complying with this procedure in a reasonable, constructive and appropriate manner.
- Jointly agreeing an agile working style with their manager. Careful consideration should be given to service delivery, meeting individual's needs and the impact of any agreement on colleagues. Being flexible, open and constructive in discussing and agreeing agile working arrangements, whilst remaining focused on the needs of the service.
- Working within the agreed "housekeeping rules" (e.g. maintenance of Council equipment, appropriate work area for working at home etc.) and abiding by the all Council policies (available on the Portal) whilst working in this way.
- Sensible precautions shall be taken by the employee to safeguard confidential information belonging to the Council whilst complying with ICT Security Policies and GDPR Policies and procedures when working away from the office (available on the Portal).
- Comply with health and safety policy and procedures by participating in and undertaking risk assessments; carrying out any necessary actions to minimise risk; maintain a safe working environment and take reasonable care of their own safety, as outlined in section 9 of this policy.
- Employees must complete the online DSE Training and Assessment prior to commencing the Agile Working arrangement.
- Employees must ensure they have an adequate mobile phone reception and an appropriate broadband connection to allow them to work seamlessly from home. Consulting with any necessary parties, such as landlords, insurance or mortgage companies, regarding home working as required.

### 6.4 ICT Responsibilities:

- Provide the ICT equipment that best matches the employees circumstances as detailed above.

- Provide support – please contact [ictsupport@causewaycoastandglens.gov.uk](mailto:ictsupport@causewaycoastandglens.gov.uk) if required.
- Provide a secure conduit for Council staff to access Council data.
- Provide security updates and maintenance as appropriate.

#### 6.5 ODHR Responsibilities:

- The ODHR team is responsible for providing advice, guidance and training on this procedure.
- The Head of Organisation Development and Human Resources is responsible for reviewing, updating and amending this procedure to reflect changes in legislation or employment practice.

## 7. CRITERIA TO BE USED FOR AGREEING AGILE WORKING ARRANGEMENTS

7.1 Each post will be treated individually according to the agile working arrangements requested by the employee. The role of the employee, the potential impact on the department and the potential impact on the service will be looked at before agreeing to a new working style. The final decision will be based on the impact to service delivery and operational requirements.

7.2 A variety of factors need to be taken into consideration before agreeing to an agile working request. All eligible employees have access to the agile working process but outcomes may differ as the impact on service delivery will not be the same for all departments.

7.3 Employees should ensure there is a clear distinction between family life and working life, recognising that this may not always be possible during the current COVID-19 pandemic. Family interruptions can increase stress levels. Individuals should make specific arrangements, with particular attention being made to the needs of any dependants.

7.4 The manager and employee will determine what agile work style, or combination of work styles, is most suited to the post.

7.5.1 The following will be taken into account:

- The effect on the ability to meet customer demand (internal and external to the Council)
- The impact on work quality or performance.
- Rotas of individual departments.
- Whether the job can only be carried out in an office environment.
- Relevant performance related issues as already discussed between the manager and the employee.
- Financial considerations e.g. cost of providing equipment/technology.

- The ability to work effectively at home, including employee assurance that adequate quality of broadband provision is in place.
- Access to relevant information/people (e.g. legal files/highly confidential information)

## 8. MAKING A REQUEST

Eligible employees must submit an Agile Working Application Form which is also available on the Council's Staff Portal.

The employee will forward the completed application form to his/her Line Manager. All sections of the Agile Working Application form must be completed.

The line manager will make arrangements to meet the employee to discuss the application and the impact of the requested arrangement on the team, department and Council. Following agreement with the employee, the line manager will complete Part 2 of the Agile Working Application Form including necessary approvals. The Application Form should be submitted to the relevant OD HR Representative.

### 8.1 Acceptance of a Request

If the request is accepted, in consultation with ODHR the Line Manager will write to the employee outlining the following:

- The agreed change to the working arrangements
- The effective date of the agreed change
- Details of the trial period

***Operational changes may happen from time to time that have an impact on the agreed agile working arrangements. Management reserve the right to review and amend in consultation with the employee in advance of proposed change.***

### 8.2 Trial Period

A trial period (of at least 4 weeks) should be in place to check the viability of the working arrangements requested by the employee. The details of the trial period must be defined and agreed by the employee and the line manager, and a meeting arranged at the end of this period to review if the revised working pattern

has worked out and whether or not to continue the arrangement. If the arrangement has changed as a result of the trial period, a further letter to confirm this will be issued.

### 8.3 Refusing a Request

In cases where a request has been refused, the Line Manager will outline why the request has been refused. In consultation with ODHR, the Line Manager will write to the employee who can appeal against this decision.

The written notification will include:

- The operational reason(s) for refusing
- An explanation why the operational reason(s) apply to the Agile Working Application
- Details of the right of appeal

### 8.4 Appeal

An employee who wishes to appeal must do so in writing to the Director within 14 days of the date of notification of the Line Manager's decision. The appeal will be heard by the Director. The appeal meeting must be held within 14 days, and the decision communicated to the employee within 14 days of the date of the meeting.

Employees can appeal against the decision on the following grounds including:

- To bring something to the Line Manager's attention that they may not have been aware of when he/she rejected the application;
- If the employee feels their request has not been seriously considered.

An employee may not appeal if he/she simply disagrees with the operational reason for refusing the request.

In circumstances where the employee is unable to attend the appeal meeting, he/she must inform the ODHR Department as soon as possible. If the employee misses 2 appeal meetings, without good reason, the appeal will be considered withdrawn.

The outcome of the Appeal will conclude the process.

## **9. HEALTH AND SAFETY**

- 9.1 The Health and Safety at Work (Northern Ireland) Order 1978 outlines the requirements for health and safety in the workplace and puts an onus on both the employer and the employee to ensure a safe working environment is established.
- 9.2 Employers have a duty to protect the health and safety of all employees, including home workers. As any period of temporary home working extends, employers should have regular discussions with workers to assess whether additional steps are needed, for example where they report:
- aches, pains or discomfort related to their temporary DSE arrangements
  - adverse effects of working in isolation, on remote IT systems
  - working longer hours without adequate rest and recovery breaks.
- 9.3 Employees have a responsibility for their own and others health and safety while they are carrying out work activities regardless of the work location in accordance with the Council's Health and Safety Policy.
- 9.4 When working from home, the employee has a responsibility to ensure they have an appropriate workspace with adequate security, storage and screening from activities and noise in the rest of the home. There must also be adequate ventilation and lighting.
- 9.5 Agile working tends to attract a number of questions about health and safety considerations and precautions that may be required. The key principle is the same for all health and safety issues, that is, the employer's duty of care is the same wherever employees are working, whether in the employer's workplace, at home, on the move or in some other working environment.
- 9.6 In general, when it comes to health and safety, the aim has to be to enable rather than prohibit – that is to enable employees to work safely wherever is the most effective and efficient location to get the work done.
- 9.7 Further information on assessing and managing risks for agile workers is included in Appendix 1.

## **10. MENTAL WELLBEING FOR HOME WORKERS**

- 10.1 Whilst offering many potential benefits, to both employer and employee, it

must be remembered that home working will not suit everybody, not least since home working can be socially isolating.

10.2 Both employers and employees must take into account the potential psychosocial aspects of home working.

10.3 Balancing work & home life and keeping in touch

Achieving the right balance between home and work life can be challenging particularly when working at home as boundaries can become blurred. Being based at home every day or for significant periods, will require adjustment. It is important that employees try to keep a degree of separation between their work and home life where possible.

To assist both employees and managers to do so consideration should be given to the following:

- Employees should schedule their work time and non-work time as much as possible and discuss this with their line manager as required. Employees are encouraged to share their electronic calendar with colleagues and keep it updated so that availability for remote meetings and calls is clear.
- Employees will be required to maintain regular contact with their line manager to ensure that work priorities and outputs are clear and this will also allow for any problems or concerns to be discussed.
- In the main, employees are required to work the core business hours of 10am to 12noon and 2pm to 4pm Agile workers must have the appropriate work set up to ensure effective performance and ensure they are contactable at all times during the normal working day. Flexibility regarding the remaining hours of work is encouraged to allow employees to manage their caring responsibilities. Council recognises that every individual's situation is different and flexibility will be encouraged however this must be balanced with the needs of the service. **It should be noted that any such adjustment to working hours which outside the normal working hours will not attract an enhanced payment.**
- Where possible, employees should try to separate work from home – a separate room is ideal, but if that's not possible, try to create a workspace in a quieter area of your house.
- It is important that employees working at home schedule regular breaks from work and in particular computer screens. This also includes meal



breaks. Taking breaks away from the screen – including getting up and walking about the room, is very important for both physical and mental wellbeing.

- Regularly keeping in touch with other team members and offering support is key to successful home working and is important for mental health and wellbeing therefore employees are encouraged to make the most of technology. Microsoft Teams and Zoom are effective for face to face meetings and decision making and for more informal interaction a combination of online chat, email and video can be used to good effect.
- Consideration should also be given to holding periodic online virtual coffee or lunch breaks which will help to keep well-functioning teams connected.

10.4 Employees: Consideration should also be given to:

- Regular breaks with consideration being given to activities such as taking a walk to get away from the workplace and get some fresh air.
- ideally a separate, reasonably sized, quiet room should be available in which to work.
- ensuring adequate communications are maintained with line managers.
- raising any concerns and/or problems with line managers at the earliest practical opportunity.

## **11. PROPERTY AND LIABILITY INSURANCE**

11.1 For insurance purposes, homeworking is considered an extension of the work place and employees are covered by the Councils insurance policy for employer's liability and personal accident, following a self-assessment at the home.

11.2 Computers and other items of equipment provided by the Council as part of the agile working arrangement will be covered by the Council's insurance policy. Employees will be required to comply with arrangements put in place for PAT testing to include attending the office for this to be carried out.

11.3 Home workers are required to contact their own insurance company to inform them that they will be working at home. This does not usually result in an increase in premium and it is unlikely that working from home will affect cover

- 11.4. Staff will still be covered under the Employers Liability Policy as long as they work for Council.
- 11.5 Liability insurance arranged by the Council will operate once the risk assessments are completed satisfactorily. Risk control measures identified as a result of risk assessment must be addressed by the Line Manager prior to the agile working arrangement commencing.
- 11.6 If an employee has any personally adapted equipment as a result of a reasonable adjustment in order to safely undertake their duties then this will be specifically allocated to them and will be for their use wherever they are working under this arrangement. Occupational Health advice may be sought in relation to this.
- 11.7 Employees working at or from home are covered by the Council's Employer's Liability Policy. Any accidents must be reported immediately in accordance with the Council's Health and Safety Policies.
- 11.8 Before commencing home working, employees should advise mortgage companies or landlords that they intend to work at home. The Council will not be responsible for any additional costs as a result.

## **12. ICT SUPPORT**

- 12.1 An employee who is an agile worker will be provided with the necessary ICT equipment and technology to work in this way. The employee should use the Council's equipment whilst agile working and will not be eligible to claim expenses for use of personal equipment such as home phone lines from the Council. However, further information is contained in Appendix 4 to allow employees to claim tax relief from HMRC if eligible.
- 12.2 It is the responsibility of the employee to ensure that they have an adequate quality of broadband provision in their home which is in line with the infrastructure that is available at their location to allow them to work seamlessly. Employees are advised to contact their internet provider to ensure that the terms and conditions of their internet/broadband package cover provision of internet connection for business use at home. Employee will be responsible for all incurred costs associated with this prior to homeworking.. Proof of broadband speed may be required.
- 12.3 Employees must ensure they have an adequate mobile phone reception to allow them to work at home. 12.4 It is expected that employees will bring their equipment into the Council Offices for maintenance and support. ICT support can be provided remotely, however not all ICT issues can be fixed remotely and may require attending the office.

## 13. ICT Equipment

### 13.1 Home Worker ICT Equipment

Each agile worker will be supplied with a laptop for use at home. The following can also be availed of via line manager approval:

- Docking Station
- Monitor
- Keyboard
- Mouse
- Headphones
- Mobile phone or Smart Phone (mobile device request form to be filled out by line manager)

### 13.2 Fixed Desk Worker (Council Office Based) ICT Equipment

Each fixed desk worker will be supplied with:

- PC
- Monitor
- Keyboard
- Mouse
- Desk phone

## 14. ICT Security

### 14.1 Employees should:

- Make sure when you leave the desk – the screen is locked.
- Use headphones for any MS Teams meetings – for both audio quality and confidentiality.
- Remain vigilant at all times for phishing attacks/ spam / virus – any suspicious activity should be **reported to ICT Support immediately**
- Partake in all mandatory training by ICT.

14.2 All laptops will be supplied with full VPN for full Security updates and AntiVirus / firewall updates.

## 15. SECURITY AND COFIDENTIALITY

15.1 The Data Protection Act 2018 and the UK GDPR outlines both employer and employee obligations and applies to all employees working at home.

15.2 Maintaining the security of information worked with is vital (particularly personal information) and those working away from a Council office are responsible for the security of the data they keep and should comply with all relevant legislation, just as if they were working in a fixed Council office.

- 15.3 The location of processing does not alter the responsibility on the individual to keep the data secure. Although paper documents can be used whilst working at home, they should be kept securely. No documents should be left unattended in a car or other location outside the workplace.
- 15.4 Managers must agree early on with their employees as to how confidential or sensitive information will be handled when working in agile ways.
- 15.5 Principally:
- Confidential or sensitive conversations/work should not be carried out whilst in any public areas;
  - Other individuals (including family members) should not have any access to personal data either on paper or as electronic records;
  - All printed or other paper records must be safely locked away when not in use; Employees must take responsibility for the safe disposal of any paperwork containing confidential information. Where necessary, papers shall be brought to the office and disposed of in the confidential shredding facilities provided. Please refer to Council's Information Governance Policy, Procedures and Guidance accessible via the staff portal for further details on security of information to ensure compliance.
- 15.6 Before any agile working arrangement is put in place, managers should discuss how confidential and sensitive conversations/work will be handled in an agile environment.
- 15.7 Each service will be different and consideration needs to be given to:
- Any relevant legislation or government guidance;
  - The potential impact of the information being disclosed in the environment;
  - The obligations of all employees to ensure that information is handled correctly and not used for personal benefit or gain.
- 15.8 If a particularly sensitive issue cannot be discussed in an open plan office, employees must take a sensible approach and use the confidential facilities available in the building. This can include meetings rooms or quiet breakout areas if appropriate.
- 15.9 Whatever approach is taken it is vital that employees are made aware of and trained in good information management and security practice.
- 15.10 Employees are responsible for ensuring the security of Council property. i.e. laptop, mobile phone, USB memory devices etc.

## **16. SICKNESS ABSENCE**

- 16.1 Employees who are agile working must comply with Causeway Coast and Glens Borough Council's Sickness Absence Policy in the event of sickness.

## **17. WORKING TIME**

- 17.1 One of the benefits of agile working is that it can help create a worklife balance. For example, it can ease the daily commute and/or help employees manage family, caring or domestic responsibilities during lunch breaks or directly before and after they "clock on" and "clock off".
- 17.2 However it is important that the number of hours being undertaken is managed effectively and employees don't work excessively large or low hours on a regular basis. The line manager is responsible for the review of the employee's working hours on a weekly basis.
- 17.3 Having the facility to work at home or in different locations can sometimes tempt employees to work over and above their required number of hours. Managers must ensure that all employees work within the provisions set out within the working time regulations

## **18. RECORDING WORK TIME**

- 18.1 Whilst working agile, commencement, finish and break times should be submitted for approval via the Timeware system in accordance with the procedures set out in the Flexible Working Hours Scheme.
- 18.2 Employees who have been approved for working from home will not accrue flexi or TOIL over and above their standard working hours, unless agreed in advance by their line manager.

## **19. MANAGING PERFORMANCE**

- 19.1 If a manager has concerns about an employee's performance while working agile, they should speak to the employee straight away to discuss the matter. The manager can then provide support if necessary. But, if the employee's performance does not improve within an agreed timeframe, the manager may rescind the arrangement and / or act further in line with the Council Policies.

## **20. DISCIPLINARY PROCEDURES**

- 20.1 The Council Disciplinary Procedure applies equally to all Council employees, including those who have been approved for agile working. Any abuse of the

arrangements amounting to misconduct may be subject to disciplinary action and a rescinding of the arrangement.

## **21. MILEAGE/SUBSISTENCE CLAIMS**

- 21.1 Any mileage claim whilst working agile will be made from either the normal office based location or from the home address of the employee whichever is the shortest practicable route or the actual distance necessarily travelled if this is less. Any claims for travel and subsistence will be made in accordance with the Councils Travel and Subsistence Policy.

## **22. EVALUATION AND REVIEW OF THE POLICY**

The Council will review the effectiveness of this policy periodically and in the first instance, three to six months from implementation to ensure that it remains fit for purpose, meets the needs of the employee and the Council and is in accordance with legislative requirements and best practice.

## **23. SECTION 75 EQUALITY AND GOOD RELATIONS**

Causeway Coast and Glens Borough Council is fully committed to meeting its obligations in relation to Equality and Good Relations under Section 75 of the Northern Ireland Act. In this regard this policy will be screened using Section 75 guidelines and will be subject to an Equality Impact Assessment if found necessary as a result of the screening process.

## **24. CONTACT DETAILS**

Any issues or queries relating to this policy should be addressed to:

ODHR Department  
Causeway Coast and Glens Borough Council  
Cloonavin  
66 Portstewart Road  
COLERAINE  
BT49 1EY

Email: [karen.mailey@causewaycoastandglens.gov.uk](mailto:karen.mailey@causewaycoastandglens.gov.uk)

## **25. RELATED LEGISLATION/APPLICABLE SECTION OF LEGISLATION**

- Equal Pay Act (NI) 1970, as amended

- Employment Act (NI) 2011 Sex Discrimination (NI) Order 1976, as amended
- Disability Discrimination Act 1995, as amended
- Employment Rights (NI) Order 1996 as amended
- Employment Rights (NI) Order 1996
- Race relations (NI) Order 1997, as amended
- Fair Employment and Treatment (NI) Order 1998, as amended
- Data Protection Act 1998
- Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- Employment (NI) Order 2003 (Dispute Resolution) Regulations (NI) 2003
- Employment Equality (Age) Regulations (NI) 2006
- Equality Act (Sexual Orientation) Regulations (NI) 2006
- Employment NI Order 2008
- The Health and Safety at Work Order (NI) 1978
- The Management of Health and Safety at Work Regulations (NI) 2000
- The Workplace Health Safety and Welfare Regulations (NI) 1993
- General Data Protection Regulations 2018
- Employment Act 2002
- Data Protection Act 1998
- Computer Misuse Act 1990

## **APPENDICES**

### **Appendix 1**

#### **General Health and Safety Considerations**

##### **ASSESSING THE RISKS**

A risk assessment should be carried out which identifies the hazards relating to the [home workers](#) work activities and show the steps that have been taken to prevent harm to them or to anyone else who may be affected by their work.

In the workplace such risk assessments are generally undertaken by line managers, in conjunction with the relevant operatives. However, with home workers there are significant logistical problems with line managers assessing numerous individual private residences and therefore it is more practical and effective for individual employees to complete their own self assessments, which are duly monitored by line managers and Health and Safety, with adequate support and assistance available as required.

When deciding who may be affected by the work done at home and how they may be affected, this should include the home worker and members of the household. The risk assessment must also consider home workers who are new and expectant mothers. Risks include those to the unborn child or to the child of a woman who is still breast feeding, not just risks to the mother herself.

In order to provide assistance to home workers two checklists have been produced that facilitate self-assessment.

##### **THE WORK ENVIRONMENT**

There are no specific health and safety regulations for homeworking: all the provisions that apply in the workplace apply wherever an employee is working.

Particular regulations to consider include:

- Display screens;
- Heating, lighting and ventilation;
- Workplace ergonomics;
- Electrics, cabling and trip hazards;
- Working time;



- Lifting and carrying equipment;
- Security, including data security;
- Safety of third parties, including family members.

It is best if there is a separate room to work in at home and that it can be closed off from the rest of the house if needed. Home workers comfort and safety is just as important as it is when working in an office. Using laptops for prolonged periods in an office or home office environment requires the use of a laptop stand and/or additional properly positioned screen, with a separate keyboard and mouse.

Home workers will be almost exclusively responsible for maintaining a suitable standard of workplace housekeeping. This includes ensuring it is kept suitably clean and tidy, maintaining suitable temperature and air quality levels, and minimising slip, trip and fall hazards by safe storage, management of cables, etc. Careful consideration must be given to others who may be affected, including friends and family.

The most common health problems experienced by homeworkers are headaches, back/neck ache and eyestrain.

### **Some common hazards associated with homeworking:**

**Manual handling** (loads that are heavy, bulky, difficult to grasp or unstable; awkward lifting, reaching or handling; pushing or pulling; repetitive handling with insufficient rest breaks; twisting and stooping);

Significant manual handling should not feature in general home working. However if an employee is required to carry out significant manual handling, they should speak to their line manager who will assess if manual handling training is required..

**Use of work equipment at home** (incorrect equipment for the job, insufficient provision of training or information, lack of maintenance)

Any equipment provided by the employer in relation to work must:

- be suitable for purpose.
- be fit for purpose.
- conform to any applicable standards i.e. CEN/BS.
- be subject to an inspection regime, if and as appropriate.
- be correctly installed where applicable.
- be suitably maintained as required.
- be readily distinguishable from household/domestic equipment.

Information/instruction should be provided as appropriate, and consideration must be given to any training requirements.

Employees must:

- only use provided equipment in the manner for which it is intended.
- report any faults/problems immediately to their line manager.
- facilitate any installation, inspection and/or maintenance as appropriate.

Agile workers have a duty to cooperate with the employer by following any information, instruction and training provided.

### **Using electrical equipment at home**

If home workers use electrical equipment provided by the employer as part of their work, the employer is responsible for its maintenance. Employers are only responsible for the equipment they supply and not responsible for any electrical sockets and other parts of the home workers' domestic electrical system.

Consideration must be given to power supplies for any electrical equipment in domestic premises. Most residential systems are not designed to support any heavy electrical equipment, so load ratings must be considered where applicable, whilst the number of power sockets must also be considered, with the use of extension leads and/or multi-adaptors being avoided wherever possible. Any cabling should be suitably routed to avoid trip hazards and/or damage to the cables.

All electrical equipment provided by Causeway Coast and Glens Borough Council as employers must conform to current standards, must be maintained, and must be regularly checked, including portable appliance testing as appropriate. Employees must carry out regular visual checks, and must report any faults immediately. If in doubt do not use!

### **Fire safety**

Domestic premises are not strictly covered by the fire legislation. However, fire safety must be considered as part of the assessment for home workers and, in particular, the following should be considered:

- working smoke detectors should be fitted, and subject to regular checks.
- Carbon Monoxide detectors should be fitted where appropriate.
- all individuals should have an emergency escape plan, which must address their place of work at home and, for their own safety, it is recommended that it also incorporate escape routes when in bed, etc.

### **Working with DSE**

DSE requirements feature quite significantly in agile working, but the hazards are often neglected, particularly in the home. It should be noted that where a workstation is being used for authorised Council business i.e. by an authorised home worker, then it must be assessed regardless of who actually owns it, and the DSE regulations

apply, including use of an appropriate chair and surface/table, and ergonomic issues must be considered.

All agile workers must complete a DSE self-assessment, which must be signed off by both the individual and the relevant line manager, and any concerns addressed.

Individuals must maintain workstations, which can easily cause problems if standards are allowed to slip, and should revisit assessments regularly, whilst ensuring that any potential problems and/or concerns are notified to line management immediately.

### **First Aid**

The employer must give consideration to any first aid needs of the home worker.

Home working should not generally carry risks of serious injury, though there is always the potential for serious injuries in the home i.e. falls, electric shock, etc. which may, or may not, be related to the actual work being undertaken, whilst the risk from minor injuries, such as paper cuts, can never be totally eliminated.

Individuals have a responsibility to consider and assess their own particular environment and circumstances, including methods of communication, how often others are present, particular hazards relating to the location, etc. and should consider emergency plans.

It is important to remember that home workers may well be alone during the working period i.e. during the day, and lines of communication are most important.

### **Accident reporting**

All agile workers must report any work-related accidents and/or incidents, to their line manager and an appropriate accident/incident report must be completed by the relevant line manager on the Incident Management System.

If applicable the Line Manager and/or Health & Safety Team may choose to investigate any such accident/incident, including visiting the site of the accident, and employees are required to facilitate such visits within reason.

The H&S Team will report any RIDDOR cases to the HSENI.

### **Health and safety information and representation**

All employees must have access to the to all relevant health and safety policies, codes of practice and/or guidance notes relevant to them, which can be accessed via the Council's Staff Portal.

Agile workers have exactly the same rights with regards to Trade Union membership, representation, etc. and can still raise any health and safety concerns with Trade Union Safety Representatives.

Line managers, individual employees, and/or safety representatives must ensure that any agile workers have adequate access to safety communications, in relation to staying current, and as a forum to raise any concerns.

#### **Appendix 2 - Working from Home Self-Assessment Checklist:**

- this assessment *must* be completed by *all* home workers.
- each question *must* be answered by ticking one of the three responses i.e. yes, no or not applicable.
- each assessment must be signed and dated by the individual employee carrying out the assessment.
- each assessment must be copied to the relevant line manager, who must scrutinise it, action as required, and countersign to confirm.
- If an employee or manager has any concerns, or need specific Health and Safety advice or assistance contact a member of the H&S Unit for review.

**WORKING FROM HOME SELF ASSESSMENT CHECKLIST**

Copy of completed self-assessments to be forwarded to Line Manager for record keeping purposes.

Employee Name: \_\_\_\_\_ (Printed)

Line Manager Name: \_\_\_\_\_ (Printed)

<b>Work Location Address:</b>		<b>Unit/Section:</b>	
		<b>Home Telephone:</b>	
<b>Days Per Week:</b>		<b>Between: (approx-times):</b>	
<b>Hours Per Day:</b>			
<b>Enter brief details of primary work to be carried out below:</b>			
<b>Date Completed:</b>		<b>Completed By:</b>	
<b>Checked By: Line Manager</b>	Name: Date:		

<b>Further Action:</b>	<b>Yes</b>		<b>Details:</b>		<b>No</b>	
<b>Date Action Completed:</b>						

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## INSTRUCTIONS FOR COMPLETION

1. Complete all questions by entering a tick in the appropriate yes, no or N/A columns.
2. Once complete take it to your line manager and go through any concerns. Discuss questions to which you registered a “no” answer, and raise/record any other concerns you may have.
3. You can request that your line manager assists you in completing this assessment.
4. Once both you and your line manager are satisfied that the assessment has been suitably completed, both must sign it off and date it, and both should retain copies.
5. A review date must be agreed, which should reflect any planned actions and the tasks involved.
6. You as the employee must inform your line manager of any relevant changes in circumstances that may impact on this assessment.

CHECK:	YES	NO	N/A	CONSIDERATIONS
<b>GENERAL REQUIREMENTS:</b>				
Is Display Screen equipment to be used?				Complete the DSE specific assessment at Appendix 2
Are you a new or expectant mother?				Individual RAs must be carried out (see <b>Staff Portal</b> for Generic RA)
Do you work with official or sensitive information in your home?				Additional security measures may be necessary – check with your line manager
Is your home phone number given to members of the public?				Define under what circumstances and how you will be contacted
Are you satisfied that your activity (and everything you are using) is adequately insured?				Contact the Corporate Health and Safety Unit for advice & advise your home insurance company of your intention to
Is expensive equipment stored out of sight and secure?				Lock equipment away and use blinds as necessary. Consider any necessary precautions when in transit
Are you intending to work from any sort of outbuilding i.e. a garage, shed, etc.?				Any such outbuildings must meet both welfare and security requirements

<b>CHECK:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>CONSIDERATIONS</b>
<b>COMMUNICATIONS, PERSONAL SAFETY &amp; SECURITY:</b>				
Are you intending to work from a cellar, attic, etc.?				Any such locations must meet both welfare and security requirements
Are the security precautions on your property/location adequate?				Is there an alarm system, are door/window locks suitable, etc.
Is secure/lockable storage available where necessary?				For sensitive material, valuable equipment, etc.
Is there adequate heating and ventilation?				Individual responsibility to maintain and adjust as required
Is there a working room/space of sufficient size (note this can change between work/non-work times)?				Approximately 11m <sup>3</sup> is recommended – avoid working in cramped conditions
Is the lighting sufficient for the tasks involved?				Table lamps can be used, furniture re-positioned, etc.
If any shelving, cabinets, storage furniture is to be used is it suitable for task i.e. strong enough?				If not consider alternatives, speak to line manager
Is furniture/equipment arranged so as to avoid trailing wires or cables and/or to facilitate safe access/egress?				If not consider alternatives, contact H&S for advice
Is the area clean and tidy?				Apply good housekeeping Practices
Are there any slip, trip or fall hazards?				Make any necessary repairs to loose carpets, broken stairs etc.
<b>CHECK: YES NO N/A CONSIDERATIONS</b>				
<b>CHILDREN/DEPENDENTS:</b>				
Do young children live in your home?				
Will you be responsible for them when you are working from home?				If practicable alternative arrangements should be made
Are you responsible for caring for any others during working hours?				If practicable alternative arrangements should be made



Are children separated from your working environment?				Work and children should be kept separate where possible
Does your work at home create any hazards for children and/or vulnerable people in your home?				Any such hazards must be suitably controlled
<b>CHECK: YES NO N/A</b>				
<b>WORK EQUIPMENT:</b>				
Is any equipment you have been provided with suitable for use in your premises?				Smaller and/or domestic versions of some equipment may be more appropriate
Is access restricted to those who are trained/authorised to use it?				Equipment should be locked away/secured if necessary
Is work equipment regularly inspected and maintained?				Ensure arrangements are agreed and implemented with your line manager
Are there appropriate controls fitted and are these working correctly?				Report any problems and do not use any defective equipment
Have you received adequate information and training on the safe use of the equipment?				Do you need any additional training given in the home environment?
Are there any Personal Protective Equipment (PPE) requirements and, if so, have they been addressed?				Any PPE requirements will be supplied and maintained by the employer
Are you aware that it is your responsibility to report any faults/problems?				Your line manager will not see the equipment as often. You should report any concerns immediately
Do you have any pets? If so does your working from home expose them to any hazards?				It is the individual's responsibility to ensure any pets are suitably protected
<b>CHECK: YES NO N/A CONSIDERATIONS</b>				
<b>MANUAL HANDLING OPERATIONS:</b>				
Will you need to carry out significant manual handling operations as part of your activity?				Can this be eliminated?

Have smaller, lightweight equipment and materials been considered, including materials in smaller quantities?				Can heavy items be substituted with lighter alternatives?
Would lifting aids be of any benefit?				If so contact your Line Manager and discuss
Are you aware and/or been suitably trained in safe manual handling procedures?				Arrange training in line with CC&G Training Request procedures
<b>CHECK: YES NO N/A CONSIDERATIONS</b>				
<b>PERSONAL PROTECTIVE EQUIPMENT (where applicable)</b>				
Has your line manager identified any PPE required for your job?				
Have you been provided with any such PPE and are you satisfied it is suitable for the task, and for you?				Your line manager must provide you with any PPE required for your job.
Are you aware that you must wear any PPE you have been given?				PPE must be worn
If your PPE becomes damaged, do you know how to recognise it and how to get it replaced?				You must know what to report and how (training/line manager)
Do you have adequate accommodation for the PPE?				Ensure it is stored so that it cannot be damaged, used by others etc.
<b>CHECK: YES NO N/A CONSIDERATIONS</b>				
<b>ACCIDENT/INCIDENT REPORTING AND FIRST AID</b>				
Are you aware of the reporting procedures for all accidents and incidents, including work-related violence?				All must be reported within 24 hours to your line manager and the Health and Safety Manager.
Are there effective communication systems in place should you have an accident?				Can you ring an ambulance if necessary?
Do you have adequate first-aid provision?				A first aid kit should be available. Consider the risks and how you would react

CHECK	YES	NO	N/A	
<b>ELECTRICAL EQUIPMENT:</b>				
Are there sufficient electrical sockets for the equipment you need?				If not discuss options with your line manager
Will you be using extension leads?				Can this be avoided?
If you are using extension leads will they be long, run from one room to another, up-stairs, or involve more than one lead in a single run?				If yes discuss details with line manager
Are any pets present that could be at risk from cables, or create a risk by chewing cables?				Where practicable keep work items away from pets and other family members
Is there sufficient protection in the form of fuses or circuit breakers?				Do you know the correct fuse ratings? Are the correct fuses fitted?
Are you aware that the electrical system in your home is your responsibility?				If significant equipment is to be used will it overload your system?
Has any portable electrical equipment supplied to you been PAT tested?				Look for certificates or stickers. Contact your line manager if not
Is the equipment still included in the PAT testing programme?				Report to your line manager if you think items have been missed
Has the equipment you are using been recommended for use in the domestic environment (240V system)?				A competent person can advise if necessary
Can you recognise evidence of overheating/electrical faults?				Sparking, flickering, browning to wires etc. Report any concerns
Do you know how to carry out your own user checks (damaged wires, plugs etc.)?				Visually check equipment regularly and report any faults.
Are you aware that you should not attempt to 'fix' any electrical equipment without the appropriate training?				Report faults to your line manager. Council equipment will be repaired or replaced by a competent person

CHECK-	YES	NO	N/A	CONSIDERATIONS
<b>MENTAL WELL-BEING AT WORK</b>				
Are you aware of the measures in place for reporting concerns about your mental wellbeing, for example work related stress?				Discuss reporting procedures with your line manager
Are you aware of the referral procedure to Employee Counselling?				Use the service, it's there for your benefit
Is the remote/working from home arrangement regularly reviewed?				Review arrangements on an annual basis or if there are any changes
Do you have regular contact with your line manager?				Consider how such is initiated
Do you have access to email, telephone etc.?				
Do you receive the same training opportunities etc. as those in the workplace?				
Are you clear on your hours of work, required outputs etc.?				Discuss practical solutions with your line manager
Do you feel you have enough training to deal with any problems you encounter, with your PC for example?				
Do you take regular breaks?				A walk for example?
Is the room in which you work suitable?				Is it quiet, suitably comfortable, etc.
Are you clear on other arrangements for confidentiality, cost of internet/phones, stationery, post, insurance etc.?				

CHECK	YES	NO	N/A	CONSIDERATIONS
<b>FIRE SAFETY AND EMERGENCY PROCEDURES</b>				
Do you have an escape plan for your home in the event of an emergency?				e.g. would you need a ladder to climb down from a 1st floor, or a hammer to smash a window?
Are smoke detectors installed?				Smoke detectors must be installed and regularly tested
Are escape routes suitable?				Is the key for a lock accessible? Is there plenty of room, no blockages?
Do you use portable heaters?				Ensure they are stable, maintained and away from papers etc.
Are you a smoker?				Avoid smoking around work items. Ensure cigarettes are properly extinguished.
If you have gas installed is it serviced regularly?				Contact the manufacture/installer or CORGI for guidelines
Can you contact the fire brigade if necessary?				Do you have a phone near your workstation? Use 999
Are emergency contact numbers by the telephone?				Do you have the number for the gas company if you have gas for example? Use 999 in an emergency
Does your line manager have a contact number to use in the event of an emergency?				Can you provide the number of a family member or neighbour?

## Appendix 3

### How to claim income tax relief for working from home

If you have been asked to work from home you may be eligible to claim for tax relief for the costs you incur.

From Monday 6 April 2020 you can claim tax relief on £6 per week (£4 per week in financial year 2019/20). You can claim more than that amount if you believe your costs are higher but you will then have to produce evidence of the cost increases.

Finance have tested this and it will take approximately 5-10 minutes once you are registered. Please have a recent payslip handy and Causeway Coast and Glens PAYE reference is 475/YB06825.

Please see below a step by step guide to make the process easier.

- 1 Log onto <https://www.gov.uk/guidance/claim-income-tax-relief-for-your-employment-expenses-p87>
- 2 Scroll down to 'Claim Online' and select
- 3 Select 'Create sign in details' and follow the process to get a Government Gateway user ID.
- 4 You will have to have a recent payslip with you to confirm identity before your user ID is verified.
- 5 Once verified please log in.
- 6 HMRC will send you a 6 digit code to your mobile or email in order to let you proceed.
- 7 Select 'Start now' to start your claim.

You can also [claim by post](#).



- 8 Select the relevant answer then select 'save and Continue'.

# Previous claims

Have you previously claimed tax relief on your employment expenses?

- Yes  No

Save and continue

9 Please confirm some details such as National Insurance number and address and select 'Save and continue'.

10 Select the Tax year you are claiming for.

## Tax year

Select the tax year your claim relates to

If you have not paid any tax during the tax year you are claiming for, no refund will be due.

- 6 April 2020 to 5 April 2021
- 6 April 2019 to 5 April 2020
- 6 April 2018 to 5 April 2019
- 6 April 2017 to 5 April 2018
- 6 April 2016 to 5 April 2017

Save and continue

**11** Enter the information below and your Job title and select 'Save and continue'.

**Your employment details**

Enter one set of employment expenses at a time. Don't combine expenses from different employments during a tax year into one total.

**Employer's name**

Causeway Coast and Glens Borough Council

**Employer's PAYE reference**

This is a 3 digit tax office number followed by a **forward slash and** your tax office employer **reference**, for example **123/A** B456. **You should** find this on your payslip **or P60**.  
475/YB06825.

**Job title**

Save and continue

**12** Select 'No' and then 'Save and continue'



## Flat rate expenses

Flat rate deductions can be claimed by individuals who incur expenditure on the maintenance, repair or replacement of work equipment and specialist clothing. They are an alternative to claiming actual expenditure and there is no need to keep records, receipts or make annual claims.

Fill in the 'Other allowable expenses' section if you want to claim more than the flat rate deduction.

**Do you want to claim a flat rate deduction?**

Yes  No

**Save and continue**

- 13** Select 'No' and 'Save and continue' until you get to a page titled 'Using your home as an office.'
- 14** Select 'Yes'.
- 15** Enter the amount paid by you over the number of weeks you worked from home. **Remember if it is greater than £6 per week you will have to provide evidence.**
- 16** Enter '0' for Amount paid by Employer and select 'Save and continue'. In this case we are claiming for 6 weeks at £6 per week.

## Using your home as an office

If you work from home on a regular basis, you may be able to claim tax relief on the money you've spent on business telephone calls or the extra cost of gas and electricity for your work area.

You can't claim for things that you use for both private and business use, such as rent or broadband access.

**Do you want to claim tax relief on expenses from using your home as an office?**

Yes  No

**Amount paid by you**

36

**Amount repaid to you by your employer**

0

Total expenses from using your home as an office: £ 36.00

Save and continue

**17** Select 'No' and 'Save and continue' until you reach a summary page. If you are happy with the amount select 'Save and continue'. **Total expenses claimed for this employment**

You can add more expenses from other employments during this tax year or make a new claim for a different tax year on the next page.

Total expenses for the selected year and employment: £ 36.00

**18** You will see one final summary page. If you are content with the details select 'Save and continue'.

Save and continue

**19** You will then confirm the data you have entered is correct and submit your

Claim.

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## AGILE WORKING APPLICATION FORM

Personal Details	
Employee Name:	
Employee No:	
Job Title:	
Department / Directorate:	
Line Manager:	

### PART 1: to be completed by Applicant

Please detail below which workstyle you are requesting:

Homeworker	<input type="checkbox"/>					
Fixed worker	<input type="checkbox"/>					
Remote Worker	<input type="checkbox"/>					
Hybrid (Please indicate which days you would like to work from home)	<input type="checkbox"/>	Mon	Tue	Wed	Thurs	Fri

What effect will your chosen method of agile working have your work, the team and the department on the following:

The effect on the ability to meet customer demand (internal and external to the Council)	
The impact on work quality or performance	
Rotas of individual departments.	
Whether the job can only be carried out in an office environment.	

Relevant performance related issues as already discussed between the manager and the employee.	
Financial considerations e.g. cost of providing equipment/technology.	
The ability to work effectively at home, including employee assurance that adequate quality of broadband provision is in place.	
Access to relevant information/people (e.g. legal files/highly confidential information)	

Agile Working arrangement effective from:	Date:
---	-------

**PART 2: To be completed by applicant's Line Manager in conjunction with the Head of Service (Following discussion with OD / HR and meeting with employee)**

Agile Working application received:	Date:
Date of meeting with applicant to discuss application (attach meeting record):	Date:
Request Supported:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirm agreed Agile Working arrangement details below:	
Homeworker	<input type="checkbox"/>
Fixed worker	<input type="checkbox"/>
Remote Worker	<input type="checkbox"/>

Hybrid (Please indicate which days you would like to work from home)	<input type="checkbox"/>				
Detail reasons for supporting application:	Mon	Tue	Wed	Thurs	Fri
Detail operational reasons for not supporting application:					
Effective date for Agile Working:					
Review Period:					

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**APPROVAL/AUTHORISATION:**

<b>Authorised by Line Manager:</b>	<i>Name</i>	<i>Signature</i>	<b>Date</b>
<b>Approved by Head of Service:</b>	<i>Name</i>	<i>Signature</i>	<b>Date</b>
<b>Approved by Director:</b>	<i>Name</i>	<i>Signature</i>	<b>Date</b>

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