

Agenda Item No: 9 **Report No:** 191/07
Report Title: Homeworking Policy
Report To: Employment Committee **Date:** 15 October 2007
Ward(s) Affected: All
Report By: Head of Business Services
Contact Officer(s): John Clark, Head of Business Services

Purpose of Report:

To get agreement to a new Homeworking policy for the Council.

Officers Recommendation(s):

- 1 That the Homeworking Policy at Appendix A is adopted

Information

- 1 The Council has three permanent home workers at present. One works for IT supporting the Council's web site and two are based in Revenues and Benefits, one as a Benefits Assessor and one as a Local Taxation Assistant.
- 2 To a large degree these three staff have been used a pilot for home working, (although there were recruitment advantages when they were appointed). That pilot has worked very well and both departments are happy with the arrangements and will continue with them. The pilot has allowed us to make sure that the arrangements needed for home working, particularly IT and managerial issues, work effectively and could be expanded to others if needed.
- 3 It is likely that departments will want to use home working more frequently in future to help give staff better work/life balance, take advantage of technology advances and make better use of our stretched office accommodation. A clear homeworking policy for both staff and managers is needed.
- 4 The draft policy is attached at Appendix A. Necessarily it can not cover the fine detail of every aspect of home working for every time of work we carry out and some of that will have to be formalised on a case by case basis. But the policy does set out everything that needs to be put in place for a successful home working arrangement.

Appendices

Appendix A – Draft Homeworking Policy