

Report Title: Agile Working Policy

Report To: Employment Committee **Date:** 10 September 2018

Ward(s) Affected: All

Report By: Helen Knight, Head of HR

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Purpose of Report:

- 1 To update the Employment Committee regarding the review of the Agile Working Policy.

Officers Recommendation(s):

- 2 To note that the councils previously separate policies have now been aligned with no significant changes.

Reasons for Recommendations

- 3 Lewes District and Eastbourne Borough Councils have jointly committed to bringing policies and procedures together as part of the Joint Transformation Programme (JTP) which is an important step towards aligning our people and business practices.
 - 3.1 A review of the existing policies regarding agile working across Lewes and Eastbourne has been undertaken and an aligned policy developed.
 - 3.2 All new JTP roles are flexible with the expectation being that staff will be required to work from both Southover House, Lewes and 1 Grove Road, Eastbourne (and more widely across the district and borough for some roles). Managers will work closely with their teams to agree agile working arrangements to ensure appropriate availability at both sites which take account, wherever possible, of specific individual circumstances.

Information

- 4 Agile working is the term used to describe how employees can work flexibly from any location, whether it is from a council building, in the community, from home or a combination of these. It is about enabling individuals to work in an environment that best suits the job role so that work is completed in the most appropriate place, at the best time, and in the best way, to deliver the service to our customers.

- 4.1 Agile working promotes work/life balance for employees and improves performance management by emphasising the quality of output rather than attendance in the office.
- 4.2 By promoting hot desking, clear desk policy and a more flexible approach to the 'workplace' the formation of a joint policy will enable newly mobilised teams to form effectively, and underpins the agile working approach that is essential to the effective working of both Councils.
- 4.3 Both councils have limited space in their existing buildings, and we need to make it easier for staff to work flexibly across both. This policy supports staff working across the various council sites dependent on their workstyle.
- 4.4 The policies have been aligned with reference to existing policies, training and support to ensure that all Health and Safety aspects of homeworking are considered including provision of appropriate online training courses and risk assessments.
- 4.5 The move to a more agile workforce does not require staff to necessarily work from home if this is not appropriate to their role. Agile in our organisational context refers the ability to hot desk within each building and work across the councils' sites as required. If there is a need for staff to work more flexibly including home working their managers will need to consider the effect any disability might have on their ability to work from home or be more mobile across the two councils and make adaptations as needed.
- 4.6 Unison was sent a copy of this aligned policy on 16 July 2018 for information.
- 4.7 This revised policy will be implemented on 17 September 2018 by publication on the Council intranet known as 'The Hub' following Joint Staff at Eastbourne on 12 September.

Financial Appraisal

- 5 The implementation of this policy should have no financial impact.

Legal Implications

- 6 The Legal Services Department have not been consulted as this is a revision of existing policies.

Sustainability implications

- 7 I have not completed the Sustainability Implications Questionnaire as this Report is exempt from the requirement because it is a progress report/budget monitoring report/development control report .

Equality Screening

- 8 An Equality and Fairness Analysis has been completed and is attached as a Background Paper to this report.

Background Papers

- 9 Appendix 1 - Eastbourne Borough and Lewes District Agile Working Policy
Appendix 2 - Equality and Fairness Analysis on Agile Working Policy (approved by the Council's Business Strategy and Performance team in May 2018)