



# Ad-Hoc Home Working Policy

## Ilfracombe Town Council

### 1. Introduction

Ilfracombe Town Council (the Council) understands that there may be instances when an employee needs to work from home. Depending on the nature of that employee's role the Council may consider occasional home working appropriate.

### 2. Scope

This policy applies to all Council employees.

### 3. Definition

Ad-hoc home working is where an employee works from home on an occasional basis when it is appropriate or beneficial to do so. This would typically be on occasions when the diary is clear and work requires concentration and no need to interact face-to-face with others. Another example might be when there is travel disruption due to adverse weather preventing the home to work journey being made.

Ad-hoc home working is most likely to be undertaken by 'office-based workers' and fits in well with the Council's Flexible Working Policy as long as it is irregular in nature. Adopting a regular pattern of home working – for example assigning a set day each week as 'my working from home day' – does not fit within the principles of flexibility as it is too rigid an arrangement.

Line managers and employees should be aware of the potential impact home working could have on teams e.g. isolation from the team and/or Council activities, a reduction in effective managerial support or supervision.

### 4. Procedure and Expectations

Ad-hoc home working requires trust, openness and transparency on the part of the employee and line manager in agreeing that home working will be appropriate, not excessive and not detrimental to performance or service delivery. There is no absolute right to work from home and managers have discretion to limit or prevent home working in specific individual cases where trust or performance has been compromised.

In all cases, employees must submit any request to work from home in advance to their line manager who will take into account the needs of the organisation prior to authorisation.

Due to the nature of individual tasks some roles within the Council are not deemed suitable for home working.

It is important that employees make it clear to their manager and colleagues when they are working from home and maintain good and regular communications via outlook and/or by telephone. Employees are responsible for ensuring they are contactable during normal working hours.

## **5. Use of IT**

Employees working at home on an ad-hoc basis need to access the Council's IT systems using their own equipment (or a Council laptop if they have been provided with one) via the remote gateway. No costs incurred as a result of ad-hoc home working will be reimbursed.

## **6. Health and Safety Policy**

It remains the joint responsibility of the line manager and the individual employee, irrespective of where staff work, to ensure that appropriate and proportionate measures are taken to ensure the health, safety and welfare of staff and others working in their teams. These measures include information, instruction, supervision and training. Managers and staff have a duty to comply with these standards.

**Use of display screen equipment** – Employees wishing to work from home on an ad-hoc basis will be required to complete a Display Screen Equipment assessment which can be found on the ITC team drive and in the ITC Policy Folder at the Ilfracombe Centre. This should be completed before commencing work and be reviewed annually, or immediately after any significant change of situation.

**Reporting** – Accident/Near Miss reporting procedures apply equally to incidents arising in the employee's home.

**Meetings** – The holding of meetings at home is not permitted due to public liability insurance. If necessary, meetings between employees at home is by prior approval by the line manager and/or Chair of the Staffing Committee.

## **7. Secure use of the Council's systems and Information**

The employee must ensure that information and equipment are kept securely. Line managers must be satisfied that all reasonable precautions are taken to maintain confidentiality of material in accordance with Council policies.

## **8. Review**

This policy will be reviewed from time to time as appropriate.

Policy reviewed: 14/2/22

Adopted: 13/01/20

Next review: 14/2/24