

AGILE WORKING POLICY AND PROCEDURE

Purpose of document

To provide a framework for employees who undertake mobile or 'agile' working, and ensure consistency and fairness when implementing such arrangements.

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Key Signatories

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Name	Title	Approved
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CMT		23 Sept 13
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Approval Path

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Christie Tims
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Trade Union Liaison Group
Appointments & Staffing
CMT

Action

Submission
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Approval
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Document Review Plans

This document is subject to a scheduled annual review. Updates shall be made in accordance with business requirements and changes and will be with agreement with the document owner.

Distribution

The document will be available on the Intranet and published on our internet site.

Security Classification

This document is classified as SEC 1 Routine with access restricted to Tamworth Borough Council Staff and business partners.

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AGILE WORKING POLICY AND PROCEDURE

CONTENTS	(Page)
Agile Working Policy	
1. Summary	4
2. Purpose	4
3. Scope	4
4. Definitions	5
5. Responsibilities	5
Agile Working Procedure	
1. Agile Working	7
2. Criteria to be used for Agreeing Agile Working Arrangements	7
3. Costs	8
4. Normal Contractual Base	8
5. Review	8
6. Property and Liability Insurance	9
7. Health and Safety Risk Assessment	9
8. Data Protection Issues	10
9. Conditions of Service / Policies and Procedures	10
10. Communication and Contact	10
11. Monitoring	11
12. Associated Policies and Procedures	11
Appendices	
1. Agile Working Application Form	
2. Home Working Agreement	
3. Home Working Assessment of Risks	
4. Home Based Workers Letter to Insurers	
5. Home Based Workers Letter to Mortgage Lender, Landlord etc	
6. Reimbursement of Expenses – Agile Working	
7. Equality Impact Assessment	

Agile Working Policy

1. Summary

1.1 This document sets out the policy and procedure for agile working within Tamworth Borough Council.

2. Purpose

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.

2.3 This policy intends to support agile working within the organisation and deployment of any agile work-style.

2.4 This policy does not negate or supersede the Flexible Working Policy of the Council that already exists for use by all employees.

3. Scope

3.1 This policy applies to all 'eligible', directly employed staff within the Council regardless of whether they are fixed-term, permanent, full or part-time.

3.2 The decision to agree to a employee agile working is dependent on a number of factors including, but not limited to:

- the requirements of the role
- the facilities in place to support the particular employee
- the service being delivered by the employee's department and
- the organisation as a whole
- the welfare of the employee.

3.3 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 measures/work outputs.

4. Definitions

4.1 The following definitions apply throughout this document;

Employees: all directly engaged employees of Tamworth Borough Council.

Agile Working: a flexible and more sustainable way of working with employees who are not fixed to one location and desk and have the tools to work anywhere at any time,

4.2 Agile working can be undertaken in the following work styles:

Home Worker

- Home based for most of the time
- Does not have a dedicated workstation at Marmion House or at any other Council venue
- Has a fully equipped home workstation (either laptop or desktop)

Hot Desk Worker

- Based at Marmion House (or other Council venue) for most of the time
- Has access to standard workstation at Marmion House (or other Council venue)

Fixed Desk Worker

- Based at Marmion House for the majority of their working day
- Has access to a specific workstation at Marmion House
- Has non standard technology requirements
- To comply with DDA requires specific non moveable equipment to fulfil their job role

Remote Worker

- Mobile roamer for most of their working day
- Needs access to dock / synchronise in various locations
- Has remote technology requirements
- Has the ability to or spends most of their working day in a variety of locations

Hybrid

- Any combination of the above

4.3 PDR:

Personal Development Review, the annual process of appraising and reviewing the work performance of an employee and agreeing objectives or development needs for the forthcoming year.

5. Responsibilities

5.1 Corporate Responsibility:

- The Chief Executive (Head of Paid Service) on behalf of the Council carries overall responsibility for ensuring that the Council has the appropriate processes in place which adequately and appropriately supports its employees, regardless of what working pattern or arrangement they have.
- The HR team is responsible for providing advice, guidance and training on this procedure.
- The Head of Organisational Development is responsible for reviewing, updating and amending this procedure to reflect changes in legislation or employment practice.
- Directors are responsible for establishing their own arrangements to ensure:
 - (a) Effective implementation of the policy
 - (b) Continued service delivery; and
 - (c) Consultation with their employees on these arrangements.
- Directors are responsible for delegating authority to Heads of Service/Service Managers to take action under this policy, as appropriate.

5.2 Management Responsibilities

Managers 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 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 7 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, in line with the Council's PDR Policy, and acting on these where appropriate for each employee who is agile working
- 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 service.
- Ensuring their actions they do not expose the Council to any unnecessary financial, legal or contractual risk.

5.3 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. When agreeing how this will be achieved, careful consideration should be given to all of the necessary requirements in order to determine how / if their post can adopt this style of working.
- Being flexible, open and constructive in discussing and agreeing agile working arrangements, whilst remaining focused on the needs of 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 intranet) whilst working in this way.
- 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 12 of this policy.
- Consulting with any necessary parties, such as landlords, insurance or mortgage companies, regarding home working.

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Agile Working Procedure

1. Agile Working

1.1 It is recognised that some Council roles prevent the employee from being totally flexible with their working arrangements. However, there is considerable scope in many cases to adopt an agile style of working such as working at a variety of different Council locations due to the needs of their role, working within the community and/or client sites, ad-hoc home working and hot-desking. The way an employee undertakes agile working will depend upon their role and the demands and needs of department they work in.

1.2 The various forms of 'agile' working (Section 4 of the Agile Working Policy), which are referred to as work styles are covered within the remit of this policy and procedure and do not replace the Flexible Working Policy which remains available for all employees.

1.3 The agile work style will be jointly determined by a manager and an employee, taking into consideration the most appropriate work style to support effective delivery of the service.

1.4 When agreeing an agile work style, it is important for the manager and the employee to agree the practical and operational arrangements. Expected work outputs for the employee and the arrangements for communication, support and housekeeping rules need to be in place before the employee undertakes agile working.

1.5 Ad-hoc home working arrangements will only be agreed where the employee can guarantee attendance at any Council location at short notice, should the need arise.

1.7 Working patterns, working hours and contact arrangements should be agreed in advance and shared with colleagues to ensure the employee has privacy when they are not working, enabling them to separate their working and home lives.

2. Criteria to be used for agreeing Agile Working arrangements

2.1 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.

2.2 A variety of factors need to be taken into consideration before agreeing to an agile working request. All 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.

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

2.4 The following will be taken into account:

- The effect on the ability to meet customer demand (internal and external to the Council)
- The ability to organise work among existing employees.
- The impact on work quality or performance.
- Planned structural changes to the service, department or the Council.
- Rotas of individual departments.
- Whether the job can only be carried out in an office environment (but hot-desking will always be considered in these circumstances).
- Relevant performance related issues as already discussed between the manager and the employee.
- Financial considerations e.g. cost of providing equipment/technology.

2.5 Eligible employees wishing to undertake agile working arrangements should complete the Application for Agile Working form (**Appendix 1**) and submit this to their line manager. A meeting will be held to discuss the application for agile working. The decision will be confirmed in writing within a maximum of 4 weeks from the date of receipt of the application.

2.6 If the manager is rejecting the request for agile working then the business grounds for refusing the application and the appeal procedure must be specified as per the Flexible Working Policy. A manager may only refuse the application if there is a clear business reason relating to one or more of the following:-

- Burden of additional costs
- Detrimental effect on ability to meet customer demand
- Inability to reorganise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee proposes to work
- Planned structural changes

3. Costs

3.1 If a member of staff is approved for agile working they will be provided with the necessary equipment to work in this way, such as a laptop, mobile phone or handheld device. 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.

3.2 Employees are responsible for any home internet broadband costs and increased energy or heating costs whilst working at home on an ad-hoc basis.

4. Normal contractual base

4.1 The employee's contractual designated base will remain unchanged. Employees who have an agile working arrangement which includes working from home or from a non-Council site will continue to have a contractual base of an appropriate Council location.

5. Review

5.1 A review will be undertaken if agile working arrangements are deemed to be unsuccessful. Management or the employee can request a review of the agile working arrangements at any point. Agile working arrangements should be reviewed as part of the annual PDR process.

5.2 If problems arise every effort will be made to resolve these. However, in some cases, it may be necessary to terminate the agile working arrangement. If the agile working arrangement is terminated, the employee will revert back to their previous working arrangement.

5.3 Managers will only terminate agile working arrangements for sound business or performance reasons and after fully consulting the employee.

6. Property and liability insurance

6.1 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.

6.2 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. The council may reimburse any increase in premium should this occur. An example letter for use can be found at **Appendix 4** – Home Based Workers' Letter to Insurers.

6.3 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 prior to the agile working arrangement commencing.

6.4 If an employee has any personally adapted equipment (e.g. left-hand orientation or widescreen laptop) that they require in order to undertake their duties then this will be specifically allocated to them and will be for their use wherever they are working under this arrangement.

6.5 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 guidelines.

6.6 Although covered by the council's Employer's Liability Policy, employees working at or from home are advised to ensure their home contents policy has public liability

cover for at least £1 million. This is a standard clause in most home insurance policies. If an employee does not have such cover then they must notify their manager who should seek appropriate advice from the Insurance Section.

6.7 Before commencing home working, employees should advise mortgagees or landlords that they intend to work at home. The Council will not be responsible for any additional costs as a result. An example letter for use can be found in **Appendix 5** – Home Based Workers' Letter to Mortgage Lender, Landlord, etc.

6.8 Using a room or part of a room to work in would not normally require planning permission.

6.9 Working from home should not effect your payment of Council Tax.

7. Health & Safety Risk Assessment

7.1 To comply with all relevant health and safety legislation the council must undertake appropriate risk assessments for each member of staff who is agile working. These risk assessments will look at the employees work activities and if any issues are raised as a result of these risk assessments necessary action will be taken; this could include suspending the agile working arrangements.

7.2 All Tamworth Borough Council employees, including those who are agile working, have a responsibility for health and safety. Employees undertaking agile working have the same duty to take care of their own safety and maintain a safe working environment. The Home Working Agreement (**Appendix 2**) must be completed for all employees who may work from home.

7.3 Due consideration to lone working arrangements should be explored fully between the service manager and employee to ensure safe working arrangements are in place.

7.4 A full completed and signed Health and Safety Home Risk Assessment (**Appendix 3**) will be carried out if any part of an employees working style requires them to work from home. This will need to be carried out again if any substantial changes are made to the working environment or arrangements. Employees must fully participate in completing the necessary risk assessment paperwork and review this with their manager.

7.5 When working from home, even if it is only on an ad-hoc basis, 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.

8. Data Protection issues

8.1 The provisions of the Data Protection Act 1998 must be complied with in relation to the security of information at all times no matter what work location is used or working pattern is followed by an employee.

8.2 Appropriate security requirements must be met in relation to equipment and Council information in accordance with the Data Protection Act 1998. When dealing with personal information the same measures must be applied as if working in the office.

8.3 When working in a mobile manner, the employee is responsible for the security of equipment, software, files and any other information in their possession, including the transportation of such items whenever outside of the council office environment. It is particularly important to ensure that non-authorised personnel (in the home environment or whilst working off site) cannot gain access to confidential or personal information as defined by the Data Protection Act 1998.

8.4 All Council paperwork should be securely locked away and only be accessible to the employee. Considerations should be made when working remotely on laptops to ensure that the screen cannot be overseen by others and precautions taken to avoid laptops being stolen or lost.

8.5 Only Council issued and encrypted USB storage devices with council approved encryption should be used.

8.6 Any paper based documentation that contains personal or confidential information must be disposed of securely by either cross shredding off site or brought into the council for disposal in the appropriate confidential waste containers.

8.7 Files containing personal and/or confidential information must not be copied/transferred and stored to any non council equipment. All mobile devices should feature security encryption.

9. Conditions of service/policies and procedures

9.1 All of the Council's terms and conditions of service, policies, processes and guidelines still apply to agile workers, including absence reporting, booking leave, requesting emergency time off etc.

10. Communication and Contact

10.1 Arrangements should be made for effective communication to be maintained between the employee, line manager and colleagues / team.

10.2 It is essential for regular team meetings to be undertaken in order to develop and maintain relationships. Appropriate communication and support channels must also be made available.

10.3 Employees must ensure that they do not give out their personal telephone number for work purposes.

11. Monitoring

11.1 Relevant post holders within the Council will audit and review the implementation of this process to ensure managers and employees across the

organisation are complying with this procedure. Any issues or concerns will be raised to the relevant Director as appropriate.

12. Associated Policies and Procedures

- Flexible Working Policy
- Health and Safety Policy and Procedure
- Policy for Safe Management of Display Screen Equipment at Work
- Information Management and Technology Policy and Procedures
- Security Policy
- Business Conduct Policy
- Confidentiality Policy
- Data Protection Policy
- Personal Development Review Policy
- Agile Working – Managers Guidelines ‘Supporting Agile Workers
- DBS (Disclosure and Barring Service)
- Travel Allowance
- Working Time
- Personal Safety Policy
- Acceptable Use Policy

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Agile Working Policy and Procedure

APPLICATION FOR AGILE WORKING

Print Name
Department
Post Title

When applying for changes to your working arrangements the following information must be considered and submitted to your Manager. This information will be the starting point for discussion between you, your manager and where necessary your colleagues. You may expect a written response within four weeks, after receipt of your request by the manager. If this is not possible, you will be kept informed of the reasons and advised of the expected timescales. Your application will be returned to you if you do not complete the questions stated.

Current work location..... Contact No:

Current number of working hours per week/working pattern

Which work style would you like to adopt (Section 2 of the Agile Working policy refers)?

.....

Requested number of hours to be home worked per week

Are you requesting a temporary or permanent (subject to a satisfactory trial period) home working arrangement?

If temporary, suggested termination date of home working

Please state reasons for request: (If wish to discuss this confidentially please indicate here.)

.....
.....
.....

What impact will this request have on your service?

.....
.....
.....

How do you think the service level can be maintained if your request is granted?

.....
.....

Signature.....Date

HOME WORKING AGREEMENT

The agreement is to be completed by the employee.

Please tick the boxes to confirm you will or have carried out the necessary actions. Please send a copy of this completed agreement to Human Resources Team who then attach the completed 'Home Working Assessment of Risk' checklist to confirm a risk assessment has been undertaken. Home working will initially be undertaken for a period of 3 months. Thereafter the arrangements will be reviewed and a decision taken on whether the arrangements will continue. Please initial each of the boxes to signify that you agree to these terms.

I will inform my manager of changes to my home or personal circumstances, which could affect my health and safety

I agree to provide reasonable access to my home by an employee of the Council, or their representative in order for them to undertake any Health & Safety assessments, provide maintenance/repair to council equipment, or the undertaking of relevant audit activities. All access requirements will be discussed prior to the visit, and appropriate notice given.

I have informed my landlord / mortgage / Insurance company in writing of my intention to work at home (please attach a copy of the letter – Appendices 4 and 5 apply).

I am aware of the security measures required and the sensitive nature of the data I am working with. I agree at all times to protect access, maintain and store the data securely and confidentially in line with the Data Protection Acts and Council requirements. My computer will not be used by anyone other than myself.

I am aware and understand my requirements to notify my manager when I am unable to work or absent from work due to sickness or any other reason. I will also continue to use flex logging in and out at home in line with the procedure.

In the event of home working ceasing I will co-operate with the Council in arranging a time for any equipment to be collected or I will return the equipment to the Council within 5 working days of home working ceasing.

I am aware and understand the requirement to report any work-related accidents whilst working at home and of the actions I am required to take in an emergency.

I agree to attend the office (location to be confirmed as appropriate) for regular communications/meetings as defined by my manager.

I am aware that I must continue to comply with all Council policies, practices and procedures.

I'm aware that regular performance reviews will be conducted

I agree to work in accordance with the times agreed with my Manager as follows _____ and to *supply accurate records of my hours worked.*

I agree to provide the Council with a contact phone number that can be used for work purposes during work hours or arrange for my calls to be directly forwarded.

Line Manager Discussions (*within this section the manager should consider and document the full business case including costs/benefits/savings*)

.....
.....
.....
.....
.....
.....
.....

Equipment likely to be required at home:
.....
.....
.....

Approved by: Line Manager Name.....

Yes/No..... Date.....

If no, please briefly state reasons:
.....
.....
.....

Please forward a copy of this document to Human Resources Team.

HOME WORKING ASSESSMENT OF RISKS

	Yes	No
1. Fire		
Is your means of leaving the home free from obstructions? Do you have a smoke alarm or fire extinguisher?		
2. Accidents / First Aid		
Do you have first aid equipment available? (e.g. plasters) Who will any accidents or sickness be reported to:		
3. Electricity		
Are all electrical outlets (sockets) in a sound condition? Has any equipment you have been supplied with been PAT tested Who can you contact for repairs and maintenance for work equipment?		
4. Manual handling		
Will the task include lifting or carrying, especially up the stairs? Have you received training for lifting safely?		
5. Display Screen		
Are screen characters well-defined and of adequate size and spacing?		
Are screen images flicker-free / stable?		
Can screen brightness and contrast be adjusted?		
Is the screen free from glare and reflection?		
Is the screen positioned correctly to enable comfortable use?		
Is a screen cleaning kit provided?		
6. The Keyboard		
Can the keyboard be tilted?		
Is the keyboard separate from the terminal?		
Does the keyboard have a non-reflective surface?		
Are the keyboard characters clearly defined?		
7. The Work Desk		
Is the work desk large enough for all the equipment?		
Are the surfaces non-reflective?		
Is there a document holder available, if required by the user?		
Is there sufficient space in front of the keyboard to allow users to rest hands/wrists?		
8. The Pointing Device		
Has a pointing device (mouse) been provided which is a suitable type for the user and the work involved?		
Is the device suitably positioned so that the user can adopt a safe, comfortable working posture?		
Are regular breaks taken from using the device?		
Is there a suitable surface on which to use the device?		
Are arrangements in place for cleaning and maintenance of the		

device?		
	Yes	No
9. Work Chair		
Is the work chair stable?		
Can the chair height be adjusted?		
Can the backrest be adjusted for height and tilt, independently of the seat height?		
Can both feet be placed on the floor when in comfortable working position?		
Is a footrest available if required by the user? (n/a if not necessary)		
10. The Environment		
Is this room of a size that is comfortable to work in? (You must supply a photo of the workstation & area)		
Is there sufficient space for comfortable handling of documents and telephone etc.?		
Is the lighting adequate at the workstation?		
Is the general lighting adequate to prevent excess lighting contrast when the user looks away from the screen?		
Is the temperature at the workstation comfortable?		
Are heat levels emitted by the equipment under control?		
Are noise levels comfortable?		
Is ventilation of the area adequate and comfortable?		
Is the relative humidity comfortable?		
11. Health		
Is the identified user free of eyesight problems?		
Has the identified user requested or been offered an eyesight test?		
Where appropriate, does the identified user wear eye correction provided as a result of an official eyesight test?		
Is the user free of aches, pains, or sensory loss (tingling or pins and needles) in the neck, shoulder or upper limbs?		
Is the user free of restricted joint movement, impaired finger movements or grip or other disability?		
Is the user free of fatigue or stress?		
12. Training, Information and Work Planning		
Has the identified user received training in the use of DSE and software system(s)?		
Has the identified user received training or information in identifying and correcting workstation hazards, including equipment adjustments?		
Is there a written record of the identified users training?		
Has the work been planned to include breaks and changes in activity to avoid excessive exposure to DSE work?		
Can the identified user take regular breaks from DSE work?		
13. Contact and Support		
Please name who can you contact for safety advice?		
<u>Manager Name:</u>		
<u>Safety Advisor Name:</u> Steve Langston – 01543 308107 Jason Hodges – 01543 308107 / 01827 709415		

In order for you to remain in contact with the office is it a requirement that you provide a contact phone number that can be used by management during normal at work hours.

Please list the contact phone number here:

Any Other comments:

Signature of Employee:

Date:

Signature of Manager:

Date:

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Actions Required	
(if none please state none)	Completed by & date
Fire Accidents / First Aid Electricity Manual Handling The Display Screen The Keyboard The Work Desk The Pointing Device The Work Chair The Environment Health Training, Information & Work Planning	
Review by DSE Assessor / Manager / Health and Safety Advisor	
Name	
Signature	

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<i>Actions Required</i>	
Date of Review	

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AGILE WORKING – HOME BASED WORKERS LETTER TO INSURERS

Address Line 1
Address Line 2
Address Line 3
Address Line 4

<date>

Dear <salutation>

Insurance Policy No (where appropriate)

I have agreed with my employer, Tamworth Borough Council that I will be working at home under Tamworth Borough Council's Agile Working Employment Policy.

Tamworth Borough Council will provide me with the following items of office furniture and equipment to enable me to work at home.

(List all equipment)

XXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXX

The equipment remains the property of Tamworth Borough Council, and is insured by them in respect of property damage and third party liability risks.

I require written confirmation of receipt of this letter and acceptance of these terms. I would be grateful for an early response.

I would appreciate your confirmation that this will not affect in any way the validity or cost of my household insurance cover which is placed with you (policy number as above).

Yours sincerely

Agile Working Policy and Procedure

**HOME BASED WORKERS LETTER TO MORTGAGE LENDER, LANDLORD,
ETC**

Address Line 1
Address Line 2
Address Line 3
Address Line 4

<date>

Dear <salutation>

Policy No. (Where appropriate)

I have agreed with my employer, Tamworth Borough Council that I will be working at home under Tamworth Borough Council's Agile Working Employment Policy.

Tamworth Borough Council will provide me with the following items of office furniture and equipment to enable me to work at home.

(List all equipment)
XXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXX

The equipment remains the property of Tamworth Borough Council, and is insured by them in respect of property damage and third party liability risks.

The area set aside in my home will not be used exclusively for business purposes and there will be no structural alterations to the property. There will not be a marked rise in traffic or in people visiting at the property and there will be no disturbance to neighbours as a result of my working from home.

I require written confirmation of receipt of this letter and acceptance of these terms. I would be grateful for an early response.

Yours sincerely

Reimbursement of Expenses – Agile Working

Description	Basis for Claim	Evidence Required	Method of Payment	
Travel Expenses	Mileage will be reimbursed in accordance with TBC Travel Policy with the employees' team base or contractual location as their designated work base.	As per car user status	Reimbursement through salary upon receipt of claim	M
Telephone access	Business calls made from home phone. (Where no home phone exists consideration of mobile phone provision paid for by service area)	Phone bill highlighting business calls	Reimbursement through salary upon receipt of claim	
Internet access	Dedicated telephone line for computer/ business use only – due to volume of usage by <i>Home Worker</i> . (Installation only considered for long term home working)	Telephone line in Council's name. Bills to be checked by manager.	Reimbursement through salary upon receipt of claim	

<p>Telephone and Internet access</p>	<p>Connection fees charged by an Internet Service Provider. (Installation only considered for long term Home Worker)</p>	<p>Ordered through TBC</p>	<p>Connection paid by service area</p>
<p>Heating/Lighting/ Power and other household expenses e.g. insurance</p>	<p>Increase in costs of utilities (gas, electricity, oil etc) as a result of <i>Home Working</i>.</p>	<p>None required.</p>	<p>No allowance as the cost will be off set by savings on travelling to and from work.</p>
<p>Desks/Chairs/ Laptops/Computer/storage/handheld devices/mobile phones</p>	<p>All necessary equipment will be provided as per Worker Style</p>	<p>Completion of AW request and authorisation by Manager</p>	<p>ICT infrastructure provided directly by Council Other equipment paid by service area</p>

Office Supplies (Stapler, hole punch, stapler remover, stationary etc)	Required to perform the duties of the job	Management decision	Order through service area stationary ordering system.
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Agile Working Policy and Procedure

EQUALITY IMPACT ASSESSMENT

Is this a new or existing policy?	New		
1. Briefly describe the aims, objectives and purpose of the policy?	To provide a framework for employees who undertake mobile or 'agile' working, and ensure consistency and fairness when implementing such Arrangements		
2. Are there any associated policy/ procedure/ practice which should be considered whilst carrying out this equality impact assessment?	All TBC Pay & Conditions Policies, HR, ICT, Financial and health and safety policies		
3. Who is intended to benefit from this policy and in what way?	Employees – improved work/life balance Council – improved efficiency, increased resilience Council customers – VFM, increased access to service		
4. What are the desired outcomes from this policy?	Transparency, consistency of application and equality / fairness to all employees		
5. What factors/ forces could contribute/ detract from the outcomes?	Ability to ensure funds available for investment. ER issues. Productivity decreases Different management interpretations of the procedures ICT not suitable /available H&S issues/risk not managed		
6. Who are the main stakeholders in relation to the policy?	Trades unions, all employees and Chief Officers of TBC, members and all customers		
7. Which individuals/ groups have been/ will be consulted with on this policy?	TULG, CMT, Members		
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?	Y		Biennial review to assess any adverse impact on this group.
9. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact due to gender?	Y		Biennial review to assess any adverse impact on this group.
10. Are there concerns that the policy <u>could</u> have a differential impact due to them being transgender or transsexual?		N	Please explain
11. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y		Biennial review to assess any adverse impact on this group. Home working aspect of AW could be offered during the phased return to work - again impact to be monitored
12. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	Y		Potential claims of indirect sex discrimination could be made if women's request to work flexibly to look after children is denied without good reason – impact of reasonableness and impact to be monitored.
13. Are there concerns that the policy <u>could</u> have a differential	Y		Biennial review to assess any adverse impact on this group.

impact due to age?			
14. Are there concerns that the policy <u>could</u> have a differential impact due to religious belief?		N	Please explain
15. Are there concerns that the policy <u>could</u> have a differential impact on Gypsies/ Travellers?		N	Please explain
16. Are there concerns that the policy <u>could</u> have a differential impact due to dependant/caring responsibilities?	Y		Biennial review to assess any adverse impact on this group.
17. Are there concerns that the policy <u>could</u> have a differential impact due to them having an offending past?		N	Please explain
18. Are there concerns that the policy could have an impact on children or vulnerable adults?		N	Please explain
19. Does any of the differential impact identified cut across the equality strands (e.g. elder BME groups)?		N	Please explain
20. Could the differential impact identified in 8 – 19 amount to there being the potential for adverse impact in this policy/ procedure/ practice?		N	Please explain
21. Can this adverse impact be justified: <ul style="list-style-type: none"> • on the grounds of promoting equality of opportunity for one group? • For any other reason? 		N	Please explain
22. As a result of carrying out the equality impact assessment is there a requirement for further consultation?	Y		The trial period will help inform this assessment before full implementation
23. As a result of this EIA should this policy be recommended for implementation in its current state?	Y		The policy has been informed by a trial project and consultation with trade unions

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