



Bodmin Town Council

Working From Home Policy

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Responsible Officer: Senior Accounts Officer

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Review Date: 20th July 2024

1 Introduction

- 1.1 This document presents a basic set of good practice guidelines to enable the Senior Officers of Bodmin Town Council to work from home for an agreed timescale per instance.

For the purpose of this policy the Senior Officers /Management Team are the Town Clerk (TC), Senior Accounts Officer (SAO), Community Services Manager – Assistant Town Clerk (CSM-ATC) and Estates Manager (EM).

2 Definition

- 2.1 Working from home is where employees are permitted to use their home as a work setting as an alternative to Council premises. 'Working from home' involves employees working from home occasionally or regularly (see below) using their home as a work base.

- 2.2 It may be that working from home allows employees to begin or end their day at home rather than attending Council premises, in order to facilitate a more flexible approach to completing work.

For eligible employees with an appropriate workstyle, it is available as an option to work from home, subject to meeting the business needs of the Service, and subject to prior approval by the Town Clerk.

- 2.3 Where there is a business need, managers are permitted to require employees to work normal business hours, including core hours when working from home. Employees are required to comply with normal office etiquette of letting your manager and colleagues know if you will not be available for any part of the day.

- 2.4 Employees are reminded that it is a disciplinary offence to deliberately falsify records and not to work their required hours when working from home.

- 2.5 There may be times when homeworking is required by the Council to meet business need during times of emergencies or as required by law. This is not defined as "flexible" homeworking.

3 Agreeing a Working from Home Arrangement

- 3.1 In order to work from home, or to use home as a start and finish base, you must obtain prior approval from the Town Clerk. It may also be appropriate to work from home in the event of adverse weather conditions.

- 3.2 Employees should be able to demonstrate they can:

- Work independently and on their own initiative
- Motivate themselves
- Complete projects within set deadlines
- Manage workload effectively
- Cope well under any new pressure posed by working at home
- Adjust to new work practices
- Maintain contact

3.3 **Other employees**

Employees other than the Senior Officers/Management team may request to work from home on an ad-hoc basis (unless otherwise specified in their contract of employment) all requests must be made in writing in advance, meet all conditions of this policy and be approved by the Town Clerk prior to the occurrence. It is not an employee's right to work from home.

4 Responsibilities

4.1 **Employer Responsibilities**

4.1.1 **Health & Safety** - In line with the Health & Safety at Work Act 1974 ("the Act") and their Health & Safety Policy the Council will ensure, as far as reasonably practical, the health, safety and welfare at work of all employees, including those working from home.

4.1.2 **Equipment** - The Council will provide the necessary information services equipment in order for employees to work from home and arrange the required access. Managers must contact the Council's IT provider for further guidance and the SAO for budget availability if equipment purchases are required.

4.1.3 **Insurance** - The Council accepts liability for accidents which are proven to have been caused by the authorised use of equipment provided by them in line with any instructions issued.

4.1.4 **Running costs and expenses** – Where the employee is choosing to work from home, the Council will not contribute towards running costs – for example, broadband, heating and lighting.

4.2 **Employee Responsibilities**

4.2.1 **Health & Safety** - Risk assessments of the home working environment, in line with legal requirements, must be undertaken.

Employees who work from home must comply with the health and safety guidance and undertake a DSE 1 assessment.

<http://www.hse.gov.uk/pubns/ck1.pdf>

4.2.2 **Accidents, Incidents & Dangerous Occurrences** - In line with the Council's Accident Reporting Procedure, employees must inform their line manager of any accidents, incidents or dangerous occurrences which take place whilst working at home. The initial report should be via telephone with the appropriate paperwork being completed on the employee's return to the workplace.

4.2.3 **Policies and Procedures** - All work carried out on Council business is covered by the requirements of the Council's policies and procedures, even if this work is undertaken at home.

4.2.4 **Data Protection, Security & Confidentiality** - Arrangements for home working should ensure that the employee can maintain the security and confidentiality of documents within the home environment whilst complying with Data Protection legislation and the Council's Email & Internet Policy. Employees should make sure that when leaving your computer that the desktop is locked through a password protected screen saver, ensuring data and information security.

4.2.5 **Remote Access** – To enable remote access, employees can use their Council issued laptop and Office 365 account allowing full remote working with collaboration tools including Microsoft Teams, Outlook, Word and Excel. All Data Protection, security and confidentiality measures and policies must be adhered to.

4.2.6 **Broadband Connection** – A suitable broadband connection must be in place to ensure no disruption to service is caused by an employee working from home.

5 Equipment

5.1 If any equipment owned by the Council is subsequently lost or damaged by an employee that employee shall be expected to pay for its replacement, if not covered by insurance.

6 Protecting Information Training

6.1 It is mandatory for any employee working from home to complete the required protecting information training and to comply with current GDPR legislation.

7 Review and Amendment of Practice

7.1 This code of practice will be reviewed annually, to ensure it complies with updated regulations and presented for approval by the Policy & Resources Committee.

8 Alternative Formats & Other Queries

8.1

If you need this information in a different format or have any other queries regarding this policy, please contact us:

- by email: admin@bodmin.gov.uk
- by phone: 01208 76616
- by post: Shire Hall, Mount Folly, Bodmin, PL31 2DQ

Appendix 1

Occasional Home Working: Application form and Risk Assessment

To be reviewed annually or if circumstances change

Employee Name:

Job Title:

Date of Application:

Telephone number:

Home Address:

Statement of need for home working

Benefits for Town Council

Benefits for Employee

Employee Declaration

I confirm that:

- the attached DSE1 assessment was carried out in relation to the facilities and equipment which I intend to use when working as part of the home working arrangement
- I understand my responsibilities under the policy in respect of occasional home working and confidentiality of Town Council data.

I understand that:

- should any equipment provided to me by the Council for use during the home working arrangement is lost or damaged then I will be required to fund its replacement.
- on leaving the Council I will be required to return any equipment provided to me.

Signed:

Date: