
Agile Working Policy

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Change History

Version	Date	Description	Changes made by
1.2	July 2024	Moved to new template. New starters/leavers required to attend to collect/return ICT equipment. Strengthen wording around departments that cannot participate in agile working. Working Abroad guidance updated.	Hadie Wynne
1.1	October 2022	Moved on to standard policy template and equality statement added with resulting re-numbering.	Alison Beswick
1.0	Sept 2021	Policy created to reflect changes in working practices since the pandemic	Alison Beswick

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Bracknell Forest Council

Agile Working Policy

1 Introduction

The Council is committed to ensuring their employees achieve a work/life balance, which balances the demands of the job with their home life.

The agile working policy is just one of the flexible working options available to council employees which enables them to work remotely, i.e., away from their normal office base. Remote working can include; working from home, working from other office locations or other secure areas. However, it does not cover other aspects of flexible working, such as permanent amendments to working hours, which are considered under the [Right to Request Flexible Working Policy](#).

The Council recognises that many roles do not need to be predominantly based in offices to function effectively so, where business needs permit, the expectation is that employees will be working away from the office for the majority of their working week (up to 80% of their contracted hours). However, it is recognised that, for some employees, working remotely is less positive, and to support employees' mental health and wellbeing there is flexibility for those employees to come into their office location for a higher percentage of time.

This policy outlines the guidelines for all employees working outside of their normal work location and sets out the procedure for requests for working away from the office for more than 80% of an employee's normal working week i.e. extended homeworking.

2 Equality

At Bracknell Forest Council we are committed to ensuring equality, diversity, and inclusion among our workforce, and eliminating unlawful discrimination. We want everyone that works for us to feel that their individuality is respected, and their unique contributions are valued.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The Council, in providing goods and/or services and/or facilities, is also committed to equity, celebrating diversity, inclusion and against unlawful discrimination of customers or the public.

3 Purpose

The Agile Working ensures that employees are aware of their eligibility for agile working and the principles and procedures which underpin this policy.

4 Principles

The principles of the agile working policy are:

- Work is about what you do, not where you are. Regardless of where an employee is working, they should be available to communicate and collaborate in person, as required, during their working hours.
- The available technology is used in accordance with ICT policies to ensure that agile working is fully embraced, safely and securely while maintaining the best level of service.

The overriding factor, when deciding on the amount of time an employee works from home, office, or different locations, will be the business need.

This policy provides a framework for agile working and sets out the procedure in relation to requests for extended homeworking i.e., when more than 80% of an employee's working week is spent away from your designated office base (see Section 11). However, the nature of work in a team will affect the specific way in which the agile working policy is applied, some roles may require a higher attendance rate in the office than others.

Most roles within the Council allow for agile working either from home or another work location. However, there are some roles which will require all the work to be carried out from an office base. Each work location or function will present different opportunities and limitations for agile working, which will be dependent upon the needs of the service.

Whilst the agile working policy allows for greater flexibility to work away from the office, it does not affect an employee's normal place of work which will remain their assigned office.

Whilst some employees may want to request agile working for the majority of their contracted hours, employees are not permitted to work remotely on a permanent basis. Managers will have discretion on the amount of office-based working required by their team members, with working from office locations based on business need and team requirements such as; for team meetings, to welcome new starters.

5 Scope

This policy applies to employees of Bracknell Forest Council whose statement of terms and conditions of employment specifies that their workstyle is Flexible.

Agile working does not apply to the following employees:

- Those employees who are on contracts which stipulate fixed working hours, who are contracted to work a shift or rota pattern due to the nature of their work.

- School based staff.
- Employees being supported under the Performance Improvement/Capability Procedure, or employees for whom temporary close supervision is necessary to obtain data on work outputs.
- Employees subject to a formal Disciplinary warning for breaches of this procedure or other relevant misconduct.
- Work experience students not employed by the Council.

6 Workstyle Definitions

The following are descriptions of the different types of agile working:

Workstyle	Description
Flexible	Employees who work away from their designated office space, such as; another office location, from home, for up to 80% of their normal working week. The extent, timing and location of remote working will be by agreement with your manager and local working practices.
Fixed	Roles that can only be performed from a specific Council office/location that requires the postholder to be based in an office location for the majority of their working hours.

7 Eligibility for Agile Working

All employees whose workstyle is designated as flexible, are permitted to work away from their designated office for up to 80% of their normal working week, unless the needs of the business require the employee to work from an office or other location more frequently.

When deciding on the amount of time to be spent agile working, managers will need to consider:

- Will agile working meet the council's business needs as well as the employee's needs?
- What will be the impact on customers, the department/council?
- Can the employee's job feasibly be done remotely and how easy is it to perform the role remotely?
- Does the employee have a suitable place to work remotely? Agile workers need a safe and reasonable space, security, and privacy in which to work, and for office-type tasks an internet connection able to support work systems.
- Has the appropriate e-learning training been completed?
- Has a DSE and homeworking risk assessment taken place?

Any requests for extended homeworking will be reviewed by an employee's manager on their own merit before agreement is given – see Section 11. In circumstances where the Council cannot agree to a request, then the employee will be given the reasons for refusal in writing.

Agile working arrangements will be reviewed between the employee and their line manager on a regular basis to ascertain if the amount of time spent agile working is successful for both the agile worker and the Council, and to ensure that the amount of time working remotely is not having a negative impact on the health and wellbeing of the employee. If the agile working arrangements are not working satisfactorily, they can be reduced or removed as outlined under the Agile Working Guidelines – see below.

8 Place of Work

8.1 Location

Whether employees work occasionally/regularly/or for extended periods from home/another office location, their official principal place of work will remain a specific office location (e.g. Time Square), although their contract of employment may also indicate that they may be required or permitted to work at any location within Bracknell Forest.

Employees will be required to attend their principal work location regularly, at times and for purposes agreed with their line manager, in line with business need.

8.2 New Employees

For new employees, agile working is a contractual requirement unless the job is designed as fixed workstyle (i.e. based in the office permanently). However, the ability for an applicant to work remotely should not affect the recruitment selection process. The recruiting manager should assess and record any concerns around the ability to work remotely.

8.3 Probationary Periods

New employees, who are subject to a probationary period, or who are transferring internally to a new role, may initially need to spend more time in the office to enable training, induction, team building and support. However, they should be encouraged to build up their time spent working away from the office so that, by the end of the probationary period, the manager can be confident of their ability to work under less direct supervision and will be able to participate in agile working.

9 Access to Employee's Homes

Should there be concerns around an agile worker's remote working environment, the manager, or a representative of the Council, reserves the right to visit the homes of employees who are working from home. Should this be necessary, permission will be sought from the employee in advance and reasonable notice will be given, unless urgent access is necessary.

10 Agile Working Guidelines

10.1 Availability

An employee who is agile working must be contactable during their recorded working hours and work within the requirements of the flexitime scheme and applicable core working hour requirements/business needs. When working remotely, employees are expected to log in to MS Teams, Outlook and any other software used as a normal part of their role.

10.2 Working Hours

Agile working may mean increased flexibility in the hours worked, as employees are not necessarily restricted by the opening hours of the office – unless there is a requirement to work fixed working hours to meet rota requirements. However, agile workers will generally be expected to complete their normal working hours between 7.30am and 7.30pm Monday to Friday (only applies if in the flexitime scheme), to take account of the needs of the service and the availability of other colleagues. Any request to extend these working hours would need prior approval by the relevant Director.

Managers will need to consider carefully what the requirements of the service are in terms of when employees need to be available/contactable. The manager needs to be satisfied that the service will not be adversely affected by varying the hours of work; in some cases, there may be a direct benefit to the service. The wishes of the individual, the team and the needs of the Council must be balanced. The Outlook Calendar must clearly indicate the availability of the employee, and this will also be reflected in MS Teams.

10.3 Working Time Regulations

Agile workers should ensure that they work within the requirements of the Working Time Regulations 1998, and ensure they take appropriate breaks.

The main points of the Working Time Regulations are:

- maximum weekly working time is not to exceed 48 hours per 7-day period when averaged out over a 17-week period (though an individual may opt out of this feature in writing).
- rest breaks during the working day – whilst the Working Time Regulations require a minimum rest break of at least 20 minutes when an adult worker works for more than 6 hours per day, the Council require this break to be 30 minutes to support health and wellbeing in the workplace.
- length of daily rest (e.g., overnight) – daily rest of 11 hours per 24 hours for adults
- length of the weekly rest (e.g., weekend) – usually 24 hours rest in each 7-day period (does not include the rest period from the previous day)

10.4 The Role of the Manager

It is important to establish what measures of control the manager has on how much work is done remotely and when, to ensure that the boundaries between home and work life can don't become blurred, and to ensure the interests of the service are not prejudiced. The following principles apply:

- To access the employee's home if required – see section 9. above.
- At times, the manager may require the employee to work at the principal work location in the interests of the service. The following are some examples of when this may occur; the need for closer supervision; the task can be completed more efficiently using office resources, to provide office cover, attending meetings; operational reasons, if the manager is not convinced that the homeworking environment is safe. The employee must always attend the office where the team is based when required, subject to reasonable notice. The employee may also be required to attend meetings, training, seminars etc at any appropriate location.
- The manager may not insist that the home is used as a workplace if the employee is reasonably unable to do so.
- The manager must ensure that employees have appropriate training in GDPR/Information Security and should periodically check that standards are being adhered to and that all mandated e-Learning and annual refreshers, where required, are completed.
- Managers should agree core times at which employees should be contactable while working remotely. They will be required to take a minimum of half an hour lunch break (where working hours are more than 6 hours). The line manager may agree reasonable "time out" in core hours for caring responsibilities or to attend an appointment but these "time outs" should be agreed in advance and clearly indicated on the Outlook calendar as non-contact time. All hours worked, and breaks taken, must be recorded. The Council's open calendar policy means that the Outlook Calendar should reflect availability.
- Managers should have a clear expectation of the output expected of an employee working remotely and should monitor whether this level of output is being achieved. Normal performance management standards apply, and the Performance Improvement/Capability Procedure should be used if performance is not acceptable. Likewise, the Disciplinary Procedure should be used to address misconduct issues. Remote working may be suspended to allow closer monitoring of work in these circumstances, with advice from HR if necessary.
- Managers should arrange for any agile workers, who work away from the office extensively, to attend the office at least once per month, to ensure that they remain familiar with corporate systems and with the people they interact with at the office. Time should be devoted to regular communications, supervisions/one to ones, team meetings, team activities.
- Induction for new employees should include them meeting and building working relationships with team members, including those who work outside the normal office location. New employees should always attend the office on their first day and meet with their manager face to face.
- When employees are working remotely it may not be as easy for managers to identify changes in their wellbeing. Managers should regularly check on the wellbeing of their team members by regularly asking how they are, it is also advisable to have monthly4 team meetings to discuss work and team cohesion. If the manager has any concerns regarding the employee's health or wellbeing,

they should refer the employee to the support that is available, such as the [Employee Assistance Programme](#), [Mental Health First Aiders](#) or [Occupational Health](#) if there are adjustments that may need to be considered. Additionally, the HR team can undertake a stress risk assessment.

- To allow any employees who are being negatively affected by agile working to work from an office base for a greater percentage of their working week, or permanently if needed.
- To ensure that the agile worker's working arrangements meet Health & Safety requirements.

10.5 The Responsibilities of the Agile Worker

- All employees that work from home should ensure they have a suitable and safe environment where they can focus on work and that permits prolonged periods of homeworking.
- Agile Workers must undertake all relevant training in relation to Health & Safety and homeworking.
- Agile workers should not hold meetings/business visits at their home.
- Agile working must not be seen as a substitute for other care arrangements, and employees working from home should not do so whilst in sole charge of dependents requiring care and supervision, unless as an agreed break.
- On-line documents/data should be used wherever possible and files containing sensitive personal information should not be removed from Council premises. Any sensitive information should be saved onto the Council network, and under no circumstances on non-Council computers.
- The Council does not permit access to personal webmail accounts from corporately supplied devices. Employees must not use personal email accounts for business use. All business-related email must be sent from the Council domain.
- Printed materials should only be taken home on rare occasions and must be kept securely in line with Data Protection/GDPR legislation and returned to the office promptly or disposed of confidentially when no longer required.
- A personal USB stick should never be used for holding Council data. Council issued USB sticks are only allowable by exception and must be requested via the "exception to unblock mass storage device", TOTO form. Data should only be shared using OneDrive, SharePoint, Teams or via secure Email with USB only when these options are not possible. All USB use is monitored by Information Governance.
- When the employee is working remotely, they must be directly contactable. If they are temporarily unavailable (e.g., in a meeting or on a training course) there must be an appropriate way for messages to be left, and these messages should be checked once the employee is available.
- Proposed patterns of work must be discussed with the manager, as the manager is responsible for ensuring there is adequate cover whether in the office or from home/another office location. These patterns of work should, however, be flexible, for example on a day when the individual had planned to work remotely, they may need to change their plans if needed for a meeting. Reasonable notice should be given.
- Employees may be required to come into the office even if they had not initially intended to. However, an acceptable alternative could involve attending via Teams if an in-person meeting is unnecessary.

- If you are working in a public place, please ensure others cannot read your screen or overhear your phone calls/conversations and ensure that you are only connected to free wi-fi where they can be assured it is safe and secure.
- When working at home, if meetings and conversations will involve discussing personal and sensitive information, these should not be held where other household members can overhear. The laptop must be locked when left unattended.
- Employees should advise their manager if their health or wellbeing is being adversely affected by prolonged agile working (See 10.4, The Role of the Manager).
- Under no circumstances should work related communication be conducted through personal/private email accounts.

10.6 Managing the Agile Worker

The manager should manage all employees consistently, and an agile worker should be managed in the same way as office-based workers, with the same opportunities for training, development, and career progression.

The manager should set out how frequently, for how long, where and for what reasons the employee's attendance at the council's offices will be required and ensure that this adhered to.

New starters and employees who are leaving the Council, must attend the office to both collect and return any ICT, or other Council issued equipment. It is employee's responsibility to return any ICT equipment, to their nominated office location. Failure to return Council equipment may result in the cost being deducted from the employee's final pay or invoiced separately for payment.

10.7 Unsuccessful Agile Working Arrangements

If the agile working agreement is not working satisfactorily and attempts to rectify the situation have not been successful for either the manager or the employee, then either the manager or employee can request that the employee work more regularly from their office location.

If this is a management decision, reasons will be given and communicated to the employee in writing.

If the employee refuses to return to their office location without good reason, then this may need to be considered under the Council's Disciplinary Policy.

10.8 Requests for Reduced Agile working

Employees who wish to work from their nominated office base for a greater percentage of their working week, should initially raise the request with their line manager who should make every effort to consent to greater office-based working.

11 Extended Homeworking

Extended homeworking refers to requests to work remotely for over 80% of the employee's normal working time. The following guidelines apply:

- Requests for extended homeworking working should be made in writing to the line manager, (see Section 11.7, How to Apply for Extended Homeworking).
- All extended remote working arrangements will undergo a trial period of three months to determine whether this is the appropriate working arrangement for the Council and the employee. This trial should assess the success of the arrangements for the employee and the Council.
- The extended homeworking arrangement will be reviewed between the employee and their line manager after three months, and written confirmation of the outcome of the review will be sent to the employee within five working days. If an extended homeworking arrangement is withdrawn after the trial period, an explanation will be given by the manager and the employee will have the right to appeal against the decision. The appeal will be heard by another manager (independent from the case) and the employee will have the right to be accompanied by their trade union representative or colleague to the appeal meeting. The appeal process concludes the employee's right to appeal and there will be no right to challenge the decision through the grievance process.
- All requests for extended homeworking will require manager approval.
- Regardless of the amount of time approved for remote working, the employee's normal place of work will remain their office location and employees will be expected to attend their designated office space at least once a month.

11.1 Applying for Extended Homeworking

Requests for extended homeworking should be submitted in writing by the employee to their line manager. The request should include:

- How much time the employee wants to work at home or another location.
- The reason for the request.
- Confirmation from the employee that they have completed a DSE and Risk Assessment and all relevant e-Learning.

12.0 Working Abroad

The ability to work abroad for a set period will require Director approval. Such requests will be considered on a case-by-case basis and should be made in writing providing as much information as possible. This should include; the reason for the request, duration, ICT considerations, and any other relevant information on working practice. The needs of the business must be met, and the office location should still be attended once a month. There is no obligation for the Council to agree to a request and it will be determined on the job role as to whether the role can be undertaken remotely, taking into consideration the wider impact and team integration etc. The process to be followed is:

- Prior to any application being made the employee needs to check if the planned country they wish to work is safe [Foreign travel advice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/foreign-travel-advice).

Additionally, ICT may advise that a country is no longer safe to work in based on security information.

- A written request is made to the manager, providing as much information as possible.
- The request is considered, the request may also be followed up by meeting to discuss any arrangements and working practice the manager will decide, followed by a written response, which should be given within a reasonable time frame.
- Once agreement has been made, a TOTO health is required before the employee leaves, using ICT's [Going abroad IT health check form Service Desk : TOTO - Digital and ICT Services Portal \(freshservice.com\)](#)
- If there are any IT issues with equipment whilst working abroad the IT department should be contacted to discuss and advise on the appropriate action. Should ICT be unable to resolve the issue remotely, the employee should attend the office within a reasonable timeframe, for the error to be resolved.

13 Pay and Expenses

13.1 Pay

Employees will receive no change to their pay regardless of their working location.

There is no additional payment and no change to the rate of pay for the role regardless of location, as the tasks and responsibilities remain unchanged regardless of where or when they are performed.

13.2 Expenses

Normal expense rules will apply, but employees should note that subsistence allowances will not be paid for people working from home or at their principal place of work.

13.3 Travel Expenses

Journeys to an employee's principal place of work will still be regarded as normal home to work travel and will not be claimable. If the employee is required to travel in the borough for work purposes, the home-work mileage must be subtracted from the total miles travelled. Employees can then submit a claim for the difference. See the [Expenses Policy for Employees](#) for more information.

14 Equipment – ICT Kit, Chairs, etc

The obligations of the Council and the employee that will apply are:

- The Council will supply as standard; a laptop with the facility to make receive phone calls and a headset. Monitors and separate keyboards can also be supplied if required. Additional ICT equipment should be requested via TOTO. Specialist roles may require additional or alternative equipment which will be considered on a case by case basis. All equipment must be collected from the

employee's usual place of work when they start their employment and returned on termination of their employment.

- In accordance with the Health & Safety Risk Assessment, the Council will provide chairs and desks if deemed necessary from the risk assessment, subject to costs being reasonable. It is the responsibility of the employee to collect and return these items if supplied promptly before they leave or immediately after leaving.
- Any ICT equipment issued to the agile worker will remain the property and responsibility of the Council at all times. Some minor incidental personal use is permitted (such as during lunchtimes) but personal documents and images should not be stored on a Council device. Employees should be aware that any personal data, including images, may be deleted as part of normal day to day upgrades and security changes and these will not be retrievable, this includes data on mobile phones. ICT equipment must not be used by friends or members of the family.
- The agile worker will be expected to be responsible for; internet access/broadband suitable for home working, heating and lighting.
- The council will not be responsible for paying for any installation or other costs associated with working from home. If the employee does not have a broadband connection, they will need to provide one at their own expense or work from their
- In the exceptional circumstance where a Council device is taken overseas (with permission), it should only be used via a WI-FI connection and be returned promptly at the end of employment at the employee's expense if it needs to be shipped, see section 10.6, Managing the Agile Worker.

15 Agile Workstations at Council Offices

Employees based in a location which fully supports agile working, such as Time Square, will be expected to work within their allocated departmental home zone, where workstations will be provided. Lockers will be available for personal belongings and work in progress. Storage which others can access, such as bookcases or cupboards, should not be used for sensitive information or for valuables. Valuable items which employees would like to be kept in the office should be in a personal locker space; sensitive information should be kept in locked storage which is only accessible by those with a need to access the information.

When leaving a workstation for any period screens must be locked. In addition, when the employee expects to be away from a particular desk for at least 90 minutes, they should clear the desk so it can be used by other workers and then when returning to a desk, use one which ever one is free. Desks are not bookable and leaving personal items, or work materials on a desk for extended periods when it is not occupied is not permitted. The only exception will be where reasonable adjustments are required to enable an employee to perform their work duties.

In situations where a customized chair is required, the employee should attach a sign asking others not to adjust it; however, the chair can be used by others or moved to another desk to enable flexible use of the workstation.

Files and other paper resources should be held centrally accessible and appropriately stored.

All employees should respect other workers in the workplace; be aware of noise levels; seek a separate space for meetings; leave desks clean and clear for the next user, and free of any personal belongings.

16 Health and Safety

16.1 Introduction

The Health and Safety at Work Act 1974 states that an employer shall ensure, so far as it is reasonably practical, the health, safety and welfare at work of all employees, this also extends to remote workers. The Council's duty of care towards the health, safety and wellbeing of our employees extends to those who work away from the office. Therefore, before allowing any employee to work remotely the council needs to ensure that the employee's home environment is suitable for agile working.

However, as the control that can be exercised over an employee working from home is limited, the employee is also obligated to ensure that they and other persons, including members of the household (as well as the public) are not endangered by work activities undertaken at home. [Health and safety manual and policy \(sharepoint.com\)](#)

16.2 Health & Safety Training

Employees working at home must complete all relevant Health & Safety Training and Assessments, go to the e-learning section on the intranet, H&S training/Remote working.

16.3 Homeworking Self-Assessment

An employee will be asked to fill in a Homeworking Self-Assessment Form (available on the Intranet) when homeworking. On completion a copy of this form will be sent automatically to their manager, who will use it to assess any risks and the measures necessary to control them. If any issues are identified, a home visit may be necessary for the manager and or Health & Safety Manager, or their representative, to complete a full risk assessment on site to ensure a safe and healthy working space at the employee's home.

If the manager feels the working area is not satisfactory then they may require the employee to work from their designated office location until the home area is satisfactory.

It should be noted that laptops are not designed for prolonged use unless the employee is seated at a table with the appropriate support mechanisms in place, such as the correct chair height etc. are in place.

If specialised equipment is required (e.g. chair, screen), managers should consult HR for advice on a case-by-case basis. It may be that a return to fixed working is required, especially if special equipment would otherwise be required at multiple locations.

16.4 The Role of the Unions

An employee can request that a union representative accompany the health and safety manager if they are conducting a risk assessment of the home-based office.

16.5 Accident Reporting

An accident at work which occurs whilst remote working must be reported in the normal way, irrespective of where the accident occurs (at an office location, at home, at another location). [Report an accident or incident \(sharepoint.com\)](#)

17 Absence

17.1 Sickness

Employees who are agile working, who are unable to work due to sickness, or any other reason, must report this to their line manager in accordance with their contractual obligations, regardless of where they are working from.

Employees are not under an obligation to perform any work-related tasks whilst absent due to sickness.

17.2 Other Absence

All other absences should be requested and recorded in the normal way.

18 Mortgages and Insurance

Employees who are agile working from home are advised to notify their Mortgage Providers and Home Insurance Companies in writing that they will occasionally work at home, and that the Council arranges third party public and private liability insurance. This is highly unlikely to affect payments/premiums but if the company is not informed it may invalidate the policy or mortgage agreement.

ICT equipment issued is insured on the Council's policy and the Council will normally bear the cost if lost or damaged, provided the employee can show reasonable care has been taken. If reasonable care is not taken, then the Council may initiate a Disciplinary Investigation and may take disciplinary action. The Council's insurance will not cover equipment if the laptop or other mobile device is left visible and unattended in a car. If the employee must take the device with them as they travel, they should either take it with them when they leave the car or lock it out of sight in the boot.

19 Loss/Damage to Council Equipment

Loss of, or damage to, equipment must be reported promptly via a data breach form as this may be a data breach as well as loss of equipment. If the equipment is stolen it

should be reported to the police and a crime number obtained and reported to the ICT Helpdesk and your manager for possible replacement.

20 Data Protection/GDPR

Employees working from home are responsible for complying with data protection law and for keeping all documents and information associated with the organisation, secure at all times.

If the agile worker is likely, in the course of their work, to obtain or use personal information about individuals they should be fully trained in the requirements of the GDPR and DPA Acts relevant to data security, issuing or re-issuing the data protection policy is advisable.

21 Review and Revision of Arrangements

Agile working arrangements should be kept under regular review and revised as necessary, to ensure that the employee, the manager, and the service all continue to derive benefit from the working arrangements.

22 Moving Home

If a homeworker moves to a new house, it is their responsibility to arrange for the transfer of any council issued equipment at their own cost. A new risk assessment will need to be completed to reflect the homeworking arrangements at the new homeworking location. If you are moving further away from your normal office location, agreement should be gained in advance of moving should you not be able to attend your office location on a weekly basis, see section on EXTENDED HOMEWORKING.

23. Lone Working Policy

This policy should be read in conjunction with the Council's Lone Working policy: <https://bfcouncil.sharepoint.com/SitePages/Health-and-safety.aspx>