

LEDBURY TOWN COUNCIL

AGILE WORKING POLICY

Introduction

This policy sets out the key elements of managing and supporting agile working within Ledbury Town Council.

Agile working is defined as working flexibly from different locations, whether it be a Ledbury Town Council office, a community building or occasional homeworking. This way of working can contribute extensively to more cost effective and efficient service provision. However, agile working is not a flexi-time system.

The aim of this policy is to ensure fair and consistent processes are followed and employees know what is expected of them when working in such a manner.

Designated Base

All employees will have a designated base as specified in their contracts of employment and which would be used for travel claim purposes.

Agile Working

In addition, Ledbury Town Council recognises that there may be occasions when employees need to work in an agile manner to effectively achieve the objectives of their role. This would need to be agreed by the employee's line manager.

For example, an employee that is normally based in the office, but attends an external meeting could continue to work from a community-based location (via laptop) at the end of a meeting or could return home to complete their working day rather than returning to the office. There are a number of instances when this might be appropriate, for example:

- To reduce working time spent travelling back to designated base following a meeting, event, or training course.
- To undertake a specific piece of work in an environment free from distraction (drafting a report / typing up lengthy minutes)
- To support agreed time allocated for training (such as writing an assignment / exam revision as per Training policy)

Each instance of agile working **must** be agreed in advance by the line manager who may consult the Town Clerk if appropriate.

There will be occasions where the option to work in an agile manner may not be available because of a specific job role or because the needs of the business dictate otherwise.

Performance Management

Prior to the commencement of working in an agile manner, line managers need to agree measurable outcomes with employees. An employee will need to know what is expected of them and how they will be assessed.

Managers will need to give particular attention to:

- Planning and scheduling of work and putting business needs at the heart of decision making.
- Ensuring the rest of the team and colleagues know how to contact individuals.
- Setting clear objectives.
- Conducting regular supervision sessions.
- Periodically review the agile working arrangements for employees within their area of responsibility.

Employee Responsibilities

- To comply with all conditions contained within this document, for example regarding confidentiality, data protection, health and safety, working hours etc.
- To have joint responsibility with their line manager in agreeing their level of agility and how they carry out their role in a more agile way.
- To report to Ledbury Town Council any loss, theft or damage to any equipment or confidential information whilst working on an agile basis.

Homeworking

It may also be deemed appropriate for employees to work from home occasionally. **Every occasion of home working needs to be authorised by the relevant line manager and outcomes agreed.**

Employees must note that the ability to work from home is not a substitute for childcare or similar care responsibilities.

There will be occasions where the option to work from home may not be available because of a specific job role or because the needs of the business dictate otherwise.

Health and Safety

All employees who use computer equipment will be required to undertake a Display Screen Equipment assessment. If an employee is Home Working on a regular basis, a DSE self- assessment must be completed (see HSE template).

It must be noted that if an employee does not have the facilities or is not able to work safely from a specific remote location, the employee will not be allowed to do.

Line managers and employees need to agree on a number of Health and Safety practicalities and assess the potential risks, including but not exclusive to:

- Lone Working
- Personal Safety
- Moving and Handling

Data Protection, Security and Confidentiality of Materials

Confidentiality Issues

Not all information used contains personally identifiable details, but some information will still be confidential to Ledbury Town Council. Employees must ensure they hold only the minimum level of confidential information remotely.

The risks associated with a particular employee working occasionally from home will depend on the nature of the work, the type of records used, and the access required and the employee's home circumstances.

The employee will have to take responsibility for the confidentiality of any records held remotely (either in paper or electronic form) and for their transportation to and from base. Any spare documents, for instance amended documents, must be disposed of according to Ledbury Town Council policies. The employee must satisfy their line manager that the precautions taken are adequate to protect Ledbury Town Council's responsibilities with regard to the Data Protection Act.

Line managers will need to satisfy themselves that the risk associated with agile working have been adequately dealt with.

Security issues

Personal confidential information held on electronic devices such as computers, mobile phones, encrypted memory sticks (SafeSticks) must be held securely.

If any Ledbury Town Council equipment is kept in a vehicle, it must be locked away out of sight.

Employees should be aware that they could be personally liable for breaches under the Data protection Act if appropriate security measures are not taken to safeguard personal data and as such, they are required to comply with Ledbury Town Council's IT and Social Media policies.

Line managers must ensure their employees:

- Know their responsibilities under the Data Protection Act and IT Policy
- Never leave a computer with personal confidential information on screen.
- Never leave your computer 'logged on' when unattended.
- Ensure that rooms containing computers and other equipment, are secure when unattended, with windows closed and locked and blinds or curtains closed.

- For employees who may work from home occasionally, home security must be at the same level as at work.
- Do not hold person identifiable information on electronic devices.

Conclusion

This policy will be reviewed on a regular basis by the Personnel Committee in consultation with the Town Clerk and line managers.

Date Adopted:

Review Date: