



NOTTINGHAMSHIRE COUNTY COUNCIL

REMOTE WORKING STATEMENT

(INCLUDING HOME WORKING AND SMARTER WORKING)

Title: Remote Working Statement			
Aim/Summary: To draw together guidance which supports and enables employees to work away from their normal office environment when it is appropriate for them to do so			
Document type (please choose one)			
Procedure		Guidance	
Strategy		Statement	*
Approved by: Marjorie Toward, Service Director Customers and HR		Version number: Final	
Date approved:		Proposed review date:	
Subject Areas (choose all relevant)			
About the Council		Older people	
Births, Deaths, Marriages		Parking	
Business		Recycling and Waste	
Children and Families		Roads	
Countryside & Environment		Schools	
History and Heritage		Social Care	
Jobs		Employees	*
Leisure		Travel and Transport	
Libraries			

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Please include any supporting documents	
Review date	Amendments

1. Aim

- 1.1 This statement draws together guidance and information which supports and enables employees to work away from their normal office (including home) base safely, flexibly and effectively.

2 Introduction

- 2.1 Increasingly employees are encouraged to work remotely, where appropriate, to minimise travel and to maximise the capacity of our property estate. Remote working includes occasional homeworking, working from an alternative Council base or utilising other suitable venues including partners' buildings, libraries and public places where it is suitable to do so.
- 2.2 This statement should be read alongside the Council's various published information relating to Health and Safety, Lone Working, Data Protection, ICT Security, Supervision and any other relevant service specific or employment procedure.
- 2.3 The Council aims to create and provide modern efficient ways of working which maximise the use of assistive technology and enables certain groups of employees to work in an increasingly flexible way, ensuring that customer and service user needs are central to any consideration given to flexible working practices.
- 2.4 Providing that requests align with service needs, flexible working is intended to provide flexibility around:
- contracted working hours and working patterns
 - working from home, remotely or at an alternative recognised work base
 - using a range of fixed and flexible desks, work settings and buildings.

It is important to remember that employees working remotely are expected to give work their full attention and to use the various technologies available to ensure they are as accessible/contactable as if they are in their normal work base. Attendance at face to face meetings is still required although increasingly efforts will be made to manage certain relevant discussions digitally.

3. Principles

- 3.1. The Council trusts its workforce to perform their duties in a timely, cost effective and efficient manner wherever and whenever they are being undertaken. Changes to working styles and locations for some employees requires a review of how managers assess performance and requires this to become more outcome driven thus removing the principle of achievement through "presence in the office". Consideration will need to be given to how performance targets will be reviewed and workload levels monitored.
- 3.2. It should be noted that employees cannot be required to work from home. However, if this is something they wish to undertake, it will be with the agreement of their line manager and in accordance with service/business requirements. It is also recognised and acknowledged that not all work is suitable to be undertaken from home or remotely and therefore whatever the employee's preference, a request cannot be agreed in these circumstances. There will be some instances where employees work on a mobile/peripatetic basis where their home is their recognised work base. There is specific guidance available for home workers attached to this

statement [\(insert link\)](#)

- 3.3. Any agreement to work from home must be underpinned by the provision of relevant technology and defined arrangements for health and safety, secure storage of official information, maintaining confidentiality, communication, management and effective supervision, access to development opportunities and maintaining team cover. Such agreements will be based on mutual trust and will be subject to regular monitoring and review to guard against individuals becoming isolated or circumstances where communication with the line manager or other team members could breakdown.
- 3.4. A trial period of up to 3 months may be considered to identify whether the arrangements work both in terms of service need and the individual employee's preference.

4. Confidentiality

- 4.1 The ability to maintain confidentiality both of telephone conversations, written documents and computer records is a key requirement for any new working arrangement and careful joint consideration needs to be given to all potential risks. Any employee wishing to work from home will need to satisfy their manager that documents and equipment will be securely stored, never left in vehicles unattended and kept separate from any other members of the household or visitors gaining unauthorised access to confidential information. Any breach of confidentiality arising from this statement may be investigated and considered under the Council's Disciplinary Procedure.

5. Financial Considerations

- 5.1 The decision to work from home is mutually beneficial and it is considered that savings made by the individual by not travelling to work will cancel out any additional cost from working at home.
- 5.2 Travel arrangements will be in accordance with national and locally agreed conditions of service [\(insert link to guidance\)](#).

6. Insurance Implications

- 6.1 The insurance implications will be determined upon the clear definition of the remote working arrangements. Advice should be taken from the Risk and Insurance Team around any special requirements for home/remote working including motoring, personal injury and property insurance to ensure appropriate cover is in place. The Personal Injury Plan Voluntary Scheme and the related No Claims Bonus Scheme where employees have joined the scheme, are not affected by working from home.
- 6.2 Employees' own insurance policies are unlikely to be affected by working from home. However they are advised to consider whether there is a need to inform their insurers or inform other interested parties such as the landlord, mortgage provider or loan company of the home working arrangements. Employees are reminded to check the terms of any such agreements and if in any doubt, to contact these providers as non-disclosure can on occasion invalidate any such agreements or policies.

7. Tax and other implications

- 7.1 Individual tax arrangements can be complex and employees are advised to seek advice from their independent adviser to ensure they are complying with the requirements of the HMRC. However tax relief may be applied where employees can set expenses incurred "wholly, exclusively and

necessarily” in undertaking their employment, which are not reimbursed by their employer, against their tax liability.

7.2 Employees wishing to work from home permanently will need to consider whether there are any planning issues: liability for business rates; or other potential legal restrictions to the proposed arrangement. Managers considering such requests should record the discussion of these issues in writing and place a copy of this note on the personal file. Employees may be asked for documentary proof of relevant permissions in the case of any dispute arising.

7.3 Further advice should be sought from your designated HR Business Partner [\(insert link\)](#)

Insert Appendix 1

Guidance for Working from Home where home is the designated work base
Develop further guidance and checklists for remote working for employees and managers to link with e-learning package

Insert Appendix 2

Working from Home – Health and Safety and Well-being Assessment Checklist (SR48)

References to other policies

ICT Security Policy

EPDR/Supervision

Data Protection Policy

Guidance on protecting Confidential Information

Travel