



Homeworking Policy

This policy outlines arrangements for
Employees who are contracted to work from
home

1 April 2022

This is an East Lothian Council Policy which has been subject to consultation with the Joint Trades Unions. Any review or amendment by the council will be following consultation with the Trades Unions.

Policy Title	Homeworking Policy
Policy Section	HR Policies
Prepared By /Policy Author	Human Resources
Version Number	V 4.0
Equality Impact Assessment	Completed March 2021
Links to other Council Policies/ processes	Code of Conduct for Employees Policy Data Protection Policy Equal Opportunities Policy Flexible Working Hours Policy IT Acceptable Use Policy Information Security Policy Information and Records Management Policy Managing Attendance Policy Recruitment and Selection Policy Social Media Acceptable Use Policy The East Lothian Way Worksmart Policy Health & Safety Documentation (updated September 2021)
Corporate Strategy	East Lothian Council Plan 2017-2022 The Workforce Plan 2018 - 2022 Climate Change Strategy 2020 - 2025 Council Asset Strategy and Management Plan 2018-2023
Approved By	Council
Date Approved	29 March 2022
Review Date	April 2022
Date of next Review	April 2023
Policy Lead	HR Business Partner, HR & Payroll

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1. Introduction

- 1.1 As part of the council's vision to embrace cultural change and new ways of working to deliver the highest levels of service to our customers, the council aims to support contractual homeworking arrangements for employees wherever possible.
- 1.2 Homeworking forms part of the council's range of flexible working policies and potential benefits include flexibility of working times; improved service delivery; increased productivity, motivation and morale; potential for employee retention and recruitment; reduced travel time and costs; savings on office space and servicing all of which help achieve the aims of the East Lothian Council Plan [here](#) the Council Asset Strategy and Management Plan [here](#) and the Climate Change Strategy [here](#) .
- 1.3 This policy outlines Homeworking as an ongoing contractual work arrangement whereby, normally for at least 60% of the employee's contractual hours, the employee's home is their contractual work base. All homeworkers will also have a designated administrative office base, although will not have a designated office desk or workspace. Access to shared office desks or workspace (e.g. hotdesking) will be available.
- 1.4 This policy does not cover arrangements for non-contractual hybrid working i.e. situations where an employee has a confirmed contractual office base but works from home with their manager's permission under the terms of a Hybrid Working Agreement. These hybrid working arrangements are set out in the council's Worksmart policy.

2. Scope of Policy

- 2.1 Contractual homeworking may be approved for full or part-time employees, at all grades, provided that full Health & Safety and homeworking assessments have been undertaken and all requirements are met within the council's budgetary constraints.
- 2.2 It is recognised that contractual homeworking will not be suitable for all types of job roles and types of work undertaken by the council, e.g. remote/mobile workers where jobs are predominantly carried out in the field (e.g. visiting customers' homes or businesses) nor will it be suitable for every employee or within every home setting.
- 2.3 The requirements of the role, employee health and wellbeing, needs of the service, impact on customers, service users and colleagues must all be considered by the line manager when assessing homeworking requests and arrangements with employees.
- 2.4 In the spirit of fairness and equality of access, there is no minimum continuous service requirement for employees who wish to request

homeworking arrangements under the terms of this policy. However, only one request every 12 months is permitted.

- 2.5 Contractual homeworking will normally be at the request of the employee. However, there may be circumstances whereby the line manager or the council may offer employees the opportunity for contractual homeworking to support new ways of working and achievement of corporate strategies. All requests should be considered, discussed and responded to by the manager within 28 days of the request being made.
- 2.6 To apply for homeworking, the Homeworking Request Form must be completed (see Appendix 1) along with H&S risk assessment forms as outlined in Section 16 and Appendix 2 below. The Homeworking request e-form is available, under the 'Forms' Section [here](#) .

The outcome of the risk assessment process will be a key consideration as to whether contractual homeworking arrangements can appropriately and safely be approved.

- 2.7 All contractual homeworking arrangements will be subject to a minimum of 3 month and maximum of 6 months trial period in the first instance to ensure delivery and performance meets service needs and working effectively for all parties.
- 2.8 The council reserves the right to withdraw homeworking arrangements at any time with the provision of a minimum of 12 weeks' notice.
- 2.9 Contractual homeworking arrangements will be reviewed regularly and may be withdrawn without notice in full discussion with the employee if it is demonstrated that:
- The performance of an employee suffers as a result of homeworking;
 - The effectiveness of the team in which the employee works is compromise
 - The business needs are not being met;
 - There is a detrimental impact on work due to repeated failures in technology which cannot be resolved.

3. Principles & Aims

- 3.1 The principles and aims of this policy include:
- To contribute to the reduction of the council's Carbon Footprint, improving sustainability and meeting our commitment to becoming a net zero council.

- To support the reduction of the council's property and asset bases for savings and efficiency purposes; reducing maintenance, operational and refurbishment costs.
- To maximise IT capabilities and the use of digitised processes to enable new ways of working in delivering excellent services to our customers.
- To support our employees to achieve flexibility, within and outwith work whilst making best use and of the council's assets, property and resources.
- To foster effective working relationships that build trust and support for employees to work remotely.
- To enable managers, through training and development/guidance, to manage and support employees to ensure effectiveness and productivity whilst working from home, encouraging positive health and wellbeing.
- To support homeworking arrangements as far as possible, whilst prioritising the needs of service users and providing customers and service users with continuously improving services.
- To ensure homeworkers are supported with ongoing personal and career development opportunities.

4. Homeworking Ethos

- 4.1 ***Supporting flexibility for personal needs;*** where, employees need to block time in their calendars during their working day to focus on pressing household needs, that's acceptable, provided it is in their diary with meetings and availability planned around it and it is reflected in a record of their working time.
- 4.2 ***Supporting non-camera ready moments;*** video calls are encouraged at all times and particularly helpful to connect with our colleagues, however if this is not possible on occasion due to home circumstances, then audio only is acceptable.
- 4.3 ***Being kind and considerate;*** as business meetings will take place in employees own homes, no adverse comments should be made about the surroundings or relating to family members.
- 4.4 ***Setting boundaries and preventing video fatigue;*** face to face meetings in person will not be expected to take place in the home; these should be conducted virtually, via the platforms made available by the council (e.g. Business Skype, Microsoft Teams etc.). Full or half day meetings should be avoided where practicable, with the recommended

maximum unbroken duration being 1.5 hours. Where longer meetings are required regular comfort breaks are recommended for all participants.

- 4.5 ***Know when to step away from your desk;*** whilst all employees are required to work their contracted hours, employees are encouraged to be clear about when their working day begins and ends and to take breaks to refresh. When the working day is over it is important that employees switch off and rest.
- 4.6 ***Taking care of ourselves;*** employees are encouraged to take care of their physical and mental health, take regular breaks and exercise regularly (see section 9).
- 4.7 ***Staying connected at work;*** employees are encouraged to interact with co-workers via the virtual platforms made available by the council to stay in touch and feel connected (e.g. Business Skype, Microsoft Teams etc.).

5. Factors for Success

- 5.1 Homeworking requires employees to utilise a number of skills to work effectively from home including time management, self-motivation, self-discipline, ability to work independently, meeting performance goals within set timescales and effective communication skills, all of which will be assessed as part of any homeworking arrangement being considered.
- 5.2 Managers must put in place any additional arrangements as required to ensure that homeworking colleagues are fully supported professionally and personally to deliver goals and outcomes.
- 5.3 Mutual trust, understanding and accountability between the employee and their line manager is essential for homeworking to be successful. Demonstration of core values as outlined in the East Lothian Way [here](#) , including integrity, trustworthiness and honesty are essential.
- 5.4 Contractual homeworking arrangements should, with the manager's approval, support employees to work flexibly during their normal working day. For example, by staggering their daily hours work pattern or 'signing off' for agreed short period(s) during the working day to attend to domestic matters or undertake minor elements of carer responsibilities, where not routinely required. Section 7 below outlines further information relating to caring responsibilities.
- 5.5 Measures should be in place to record and monitor hours worked in line with service needs and/or the council's Flexible Working Hours policy (where applicable). These must comply with the requirements of the Working Time Regulations.

- 5.6 New recruits, or those employees returning from extended periods of leave e.g. maternity, secondment, long-term sickness etc. who are contracted to work from home will require a robust induction/re-orientation plan, including completion of all H&S risk assessments (see Appendix 2). Consideration should be given to including scheduled time in the office upon commencement or return to connect in person with colleagues. Further induction guidance for homeworkers is available for managers on the Intranet [here](#).

6. Measuring Success

- 6.1 The effectiveness of any working arrangements, particularly homeworking, should be measured in terms of outputs including meeting customer needs, delivery of key objectives and effective communications and relationships. This ensures a common understanding of the required quality and quantity of work, how that will be produced and in what timeframe.
- 6.2 An assessment can then be made as to how well the homeworking arrangement is operating, allowing for any additional support and adjustments to be put in place. As with all council employees, the need for ongoing and proactive use of the council's Performance Review and Development (PRD) framework alongside planned, regular one-to-one meetings; support and supervision meetings are essential in agreeing goals and measuring the employee's outputs, ongoing performance and general wellbeing.

7. Caring Responsibilities

- 7.1 Homeworking must not be seen as an alternative to making the usual day care arrangements for childcare and dependant responsibilities. Any arrangements that an employee would normally require to have in place to enable them to attend an external workplace e.g. office/site must remain in place throughout the homeworker's hours of work. Carer responsibilities for short periods may be undertaken during the working day with the line manager's permission, which would require the homeworker to sign off and record non-working time (see section 5.4).
- 7.2 Employees requiring time off to undertake substantial carer responsibilities should request time off under the appropriate policy including Family leave, Special Leave, annual leave or other leave provisions as appropriate.

8. Keeping in Touch – Communications and Meetings

- 8.1 It is important to agree the methods and timing of communications between the homeworking employee and the line manager and/or colleagues in order to ensure that workflow is smooth, timescales are met and the employee does not feel isolated or cut off from the rest of the team.

- 8.2 A variety of communication methods might be used in line with the IT Acceptable Use and Data Protection policies (e.g. virtual calls and meetings, telephone, email, text messages etc.). However, homeworking employees should be prepared with reasonable notice and as required, taking into account their home and administrative base locations, to attend face to face meetings or attend training/development courses i.e. within council offices/sites or externally as appropriate to their job role. In person business meetings at home should not take place with the possible exceptions relating to reasons of Health and Safety and/or health and wellbeing and absence management.
- 8.3 The council actively supports employees to ensure they are protected from harassment and abuse from co-workers and service users. The council's Domestic Abuse Workplace policy also outlines additional support available to our employees. Employees should discuss concerns in this regard with their manager or HR.
- 8.4 Line managers should be aware that misuse of communication tools, such as video-conferencing and instant messaging could facilitate forms of bullying, harassment and potentially sexual harassment. Line managers should therefore make every effort to ensure employees understand the conduct that is acceptable over these forms of communication, in line with the council's Code of Conduct for Employees policy which can be found [here](#) and the East Lothian Way [here](#) .
- 8.5 All participants should behave appropriately and professionally during virtual meetings with covert recording, screenshots or photographing of the meeting and/or participants strictly prohibited for personal or business use, unless prior consent is provided by all participants.
- 8.6 Formal requests regarding any type of covert surveillance must be submitted and approved in line with the Council's Regulation of Investigatory Powers (Scotland) Act (RIPSA) Policy and associated procedures.

9. Health & Wellbeing

- 9.1 It is recognised that homeworking can lead to loneliness and feelings of isolation if carried out for prolonged periods of time, which, if overlooked, can lead to feelings of stress and anxiety. Therefore, line managers play a key role in ensuring that they regularly check in with employees. Inclusion of a health and wellbeing goal or development of a Wellness Action Plan, which can be found [here](#) as part of the annual PRD process is encouraged to support this.
- 9.2 Additional health and wellbeing support is available for all employees and information can be found on the council's Well at Work page on the Intranet

[here](#) with details of the council's Employee Assistance Programme available [here](#). Your line manager and HR Adviser can also advise.

- 9.3 Whether contractual homeworking is at the request of the employee or the manager/council, consideration must be given to the type of home environment employees will work in. Caring responsibilities, multigenerational households, space constraints and noise levels are just some of the considerations that need to be taken into account when reviewing the Homeworking Request Form (see Appendix 1) and carrying out the homeworking H&S risk assessments for every employee.

10. Responsibilities

10.1 Key Responsibilities of Managers Include:

- The health, safety and welfare of all employees as far as is reasonably practicable.
- Regular communication and information sharing, one-to-one meetings and support and supervision meetings undertaken.
- Robust annual Performance Review and Development processes, including provision of appropriate training and development.
- All appropriate risk assessments are to be effectively carried out, putting in place appropriate controls and remedies as required and prior to homeworking commencing.
- Seeking advice from Health and Safety and Human Resources to deal with problems identified in the risk assessment.
- Ensuring regular, appropriate contact to ensure that standards of health and safety are being maintained in line with risk assessment arrangements.
- Maintaining regular contact during the working week with homeworkers.
- Taking action or seeking advice to support homeworkers displaying symptoms or behaviours that may be indicative of physical health, mental health and/or wellbeing challenges.

10.2 Key Responsibilities of Homeworking Employees Include:

- To work in a way that aligns with our Code of Conduct for Employees which can be found [here](#) , and uphold and demonstrate the council's values and behaviours as outlined in the East Lothian Way which can be found [here](#) .
- To be contactable for service users, colleagues and customers during the working day; keeping electronic calendars up to date to show availability.
- To undertake all training and direction received and to actively engage in regular, robust support and supervision meetings and Performance Development and Review processes.
- To work in line with the Data Protection Act 2018 the General Data Protection Regulations; keeping confidential and secure all council

information electronically or in hard copy; ensuring sensitive and confidential video calls/meetings and conversations cannot be overheard.

- To ensure that all council records are managed and stored in approved council systems. This applies to all recorded information created and received in the course of council business.
- In line with the Health and Safety at Work Act 1974, ensure health, safety and welfare of self and others whilst working at home, see section 14 below.
- To report any problems immediately to the line manager where unable to continue to follow the agreed homeworking arrangements, training and direction.
- Maintain regular contact with the line manager and colleagues.
- Follow all council policies and procedures under which all employees will be held accountable.

11. Technology and Equipment

11.1 Homeworking Technologies

- Employees should only use council-issued devices for homeworking. Use of personal devices is not permitted, except in exceptional circumstances and with the agreement of the Head of Service. Please refer to the council's IT Acceptable Use and Information Security Policies for more details.
- IT Services offer a number of evolving hardware and software solutions to support employees who are homeworking and already have suitable broadband connectivity at home. Full details can be discussed with your line manager and IT and include:
 - Accessing the full functionality of the corporate and schools networks, as required, over home broadband:
 - Connecting a council laptop over direct access - this is available to all laptop users
 - Video conferencing through the council's approved telecommunications systems for licenced employees
- All equipment provided must be used in accordance with instructions, safe methods and systems of working and must be returned at the end of employment, or at the end of the homeworking arrangement.
- Equipment provided by the council to homeworkers should only be used for work purposes by the employee and should not be used for household or personal purposes.

11.2 **Workspace equipment**

- The council is committed to providing employees with the necessary IT equipment to facilitate homeworking e.g. laptop, mouse, docking station, large screen, earphones etc.
- Where, as part of the risk assessment process, homeworkers do not have their own suitable workstation at home i.e. desk and chair that meets H&S assessment criteria requirements, a chair and/or desk will be provided by the council.
- Homeworkers should ensure that all provided equipment is well maintained.

11.3 **Electrical Testing of Equipment**

- All homeworkers must ensure that their council provided electrical and IT equipment is made available for PAT (portable appliance testing) as required.

12. Working Securely

- 12.1 Homeworkers will require access to the council's networks when working from home and it is the responsibility of the employee to provide and pay for a suitable internet connection.
- 12.2 In the event that the employee's internet connection ceases to work then the employee will be required to work from another suitable location, most likely the administrative base stated in the employment contract or alternative council office or site. Where this is not possible, the employee will need to discuss alternative non-pc work options and/or leave arrangements with their line manager.
- 12.3 In the event that there is a problem with a homeworker's council supplied hardware then the employee is responsible for reporting the fault to the IT Service Desk and may be required to take the hardware into the office to be fixed. Where it is not possible to fix the faulty equipment or immediately provide a suitable replacement the employee will be expected to work from the administrative base stated in their contract or another agreed location, until such time as a working device can be provided.
- 12.4 Personal/home telephone numbers and/or contact details of homeworkers must not be given out to service users or members of the public for use relating to work and council business. Homeworkers requiring support to enable them to make calls via council devices and systems, should discuss this with their manager and contact the IT Service Desk.

13. Data Protection (GDPR)

- 13.1 Employees working from home must continue to actively observe the principles of the Data Protection Act and General Data Protection Regulations (GDPR). Changes in the way information is being processed and accessed introduces privacy risks to our service users and employees personal data.
- 13.2 Employees must consider the same kinds of security measures for homeworking that they would use in normal circumstances and make themselves aware of their responsibilities as outlined within the Data Protection Policy and Information and Records Management Policy. Further information can be found on the Intranet [here](#) and [here](#) respectively.
- 13.3 It's essential that all data breaches continue to be immediately reported to the Data Protection Officers mailbox at DPO@eastlothian.gov.uk or the IT Service Desk within 24 hours, as there is a requirement to report certain incidents to the Information Commissioner within 72 hours. It's also important that the council responds to requests for information from the public by following our Subject Access and Freedom of Information guidelines.

14. Health & Safety Requirements

- 14.1 All employees have a duty of care regarding their own health & safety and that of others, therefore must:
- Complete a Display Screen Equipment (DSE) personal work station assessment, with their manager's support (see 15.2 below).
 - Comply with all Health & Safety practices relating to their role and working environment.
 - Ensure that they follow all procedures related to their work activities.
 - Act in such a way as not to put themselves or anyone else affected by their work at home at risk (see 16.3).
 - Take reasonable care of their own safety and that of others and must cooperate with the council so far as necessary to enable them to meet their own obligations.
 - Ensure that they report all faults or hazards which may put them and others at risk.
 - Ensure that they report all accidents and near misses.
 - Notify their line manager should any musculoskeletal, health, or mental health and wellbeing issues arise during or as a result of homeworking.

15. Display Screen Equipment (DSE) Assessment

- 15.1 Assessments will be required for all homeworkers who use display screen equipment. This must cover all display screen equipment used at their

homeworking location for work purposes including the use of any portable devices used such as laptops.

- 15.2 Homeworkers should complete the council's DSE Personal Assessment Form which can be found [here](#) . Further helpful information regarding DSE and homeworking can be found on the Health & Safety Executive site [here](#) .
- 15.3 DSE Assessments may require photographs of workstation set up to be taken for review by local DSE Assessors.

16. Risk Assessment

- 16.1 All Risk Assessments should be undertaken and discussed between the employee and line manager.
- 16.2 The council is required to assess the risks of work activities carried out by homeworkers (see 14.1) including lone working in line with the Health & Safety Management Arrangements – Lone Working the form for which can be found by logging on to the Sphera system [here](#) .
- 16.3 Employees who homework also have a duty to take reasonable care for their own health and safety and that of others. This includes other people in the home workplace such as family members, neighbours and visitors.
- 16.4 Homeworkers must complete the H&S Assessment Checklist which can be found [here](#) and return this to their line manager for review and discussion.
- 16.5 In some circumstances, a home visit by the manager or H&S specialist as part of the risk assessment process may be required and would be arranged in consultation with the employee.
- 16.6 These risk assessments should be revisited as required, and should there be any changes to ongoing homeworking arrangements. These must always be signed off by both the employee and their line manager.
- 16.7 The council is committed to its duty to fulfil the requirements of the Equality Act 2010. Where reasonable adjustments are already in place, e.g. at an employee's workstation, such as ergonomic and/or personalised equipment, that same help, support and protection shall be afforded to homeworkers.
- 16.8 Additionally, line managers should consider whether further assessments are required via Sphera Cloud, the council's Health and Safety Management System. Further information on Sphera Cloud can be found [here](#) .

17. Working Time

- 17.1 For the purposes of health and wellbeing, it is essential that the limits of working time are established to ensure that employees do not work in

excess of their maximum working hours, also that they take minimum work breaks as set out under the Working Time Regulations 1998. Working time should be recorded on the appropriate Flexi Recording Sheet [here](#) , or other appropriate record sheet.

- 17.2 A minimum break of 30 minutes must be taken by all employees who work more than 6 hours per day.
- 17.3 Line managers are required to make it very clear to their homeworking employees that employees are responsible for regulating their own working time and taking appropriate breaks.
- 17.4 Click [here](#) for further information on the Working Time Regulations 1998.

18. Important Terms and Conditions

- 18.1 The contract of employment for homeworkers, will reflect two bases; the employee's normal place of work i.e. their home address, and an administrative base i.e. the council office address which will be used for the purposes of business travel expense claims, any remote working/hot-desking as required and for any postal mail.
- 18.2 Employees whose normal place of work is at home, will be expected to attend council offices or other work settings from time to time as required (e.g. to attend work related and/or team meetings, training etc.).
- 18.3 In line with council policy, business journeys should be kept to a minimum and alternatives actively considered such as virtual meetings using IT platforms provided e.g. Business Skype, Microsoft Teams etc.
- 18.4 Travel expenses incurred for journeys from home to the designated administrative office base, where required, cannot be claimed as travelling expenses as this is regarded for tax purposes as personal commuting. Any additional costs of approved business journeys to other work locations will be reimbursed in line with relevant Council travel and subsistence policies; see [here](#) . Work bases are determined in relation to the place where the service and fixed based colleagues work from.
- 18.5 It is recognised that contractual homeworkers may incur additional one-off or ongoing household costs as a result of their contractual homeworking arrangements. Therefore, employees who are contracted to work from home can claim £156 tax free per year (pro-rata) directly from the council towards homeworking expenses. This will normally be paid in monthly instalments.
- 18.6 All homeworking arrangements must be regularly reviewed to ensure mutual benefit to the council, service users and the employee and

arrangements may be withdrawn with the provision of 12 weeks' notice by the council (see 2.8).

- 18.7 Homeworkers who wish to cease contracted homeworking arrangements must make an application under the council's Worksmart policy for consideration, understanding that any such request may not be supported and reverting to or commencing office based working cannot be guaranteed.
- 18.8 Employees can make applications for contractual homeworking using the form in Appendix 1 which should be completed using the e-form, under the 'Forms' Section [here](#) . All other flexible working requests e.g. compressed hours, part-time working or hybrid working etc. should be made via the Worksmart Policy.
- 18.9 All other terms and conditions of employment as outlined in employment contracts remain unchanged by homeworking arrangements.

19. Carbon Footprint

- 19.1 The council encourages home workers to consider their home energy use and carbon footprint. The following links provide information on saving energy and reducing home energy costs, as well as additional ways to reduce your carbon footprint:
- [Home Energy Scotland](#)
 - [Net Zero Nation](#)

20. Insurance

- 20.1 Prior to commencing contractual homeworking, employees are advised to notify their household insurers for buildings and contents, as it may be a 'material fact' that the insurers need to know about their policy-holders working from home arrangement. Employees should make clear that they are homeworking and not running a business from home. Additional premiums may be incurred, but, in the main, this is unlikely. Any additional costs will be the responsibility of the employee.
- 20.2 Homeworkers will not be asked to insure any council equipment provided and must adhere at all times to the relevant guidance issued to ensure that council equipment and data is secure at all times. Damage to council equipment will normally be covered by the council's own insurance.

21. Mortgage, Lease or Tenancy Agreements

- 21.1 Homeworking sometimes has implications for mortgage, lease or tenancy agreements. In most cases there is no issue, however it is the homeworker's responsibility to check if there are any restrictions that might prevent them from working from home, prior to commencing homeworking.

22. Moving Home

- 22.1 Homeworkers must give advance notice to advise their line manager if they are moving home, due to the home address being named as the contracted place of employment. The line manager will then decide if the homeworking arrangement can continue from the new location subject to new risk assessments being satisfactorily completed.
- 22.2 Where agreement is reached to continue homeworking the employee is expected to take due care in moving and re-installing any equipment provided. Any costs connected with moving the equipment would be the responsibility of the employee.

23. Planning Permission

- 23.1 Planning permission may need to be considered by homeworkers in relation to working from home. There may be a planning condition imposed on the original planning permission for the property, which could prevent homeworking that the employee needs to check prior to commencing homeworking.
- 23.2 Otherwise, planning permission would only need to be sought if the change of use to working from home would change the overall character of the property e.g. a marked rise in traffic or people calling, or disturbance to neighbours at unreasonable hours. All of these situations are highly unlikely given the nature of council roles suitable for homeworking and where the guidance in this policy is adhered to.

24. Tax & HMRC

- 24.1 The council pays an annual amount equivalent to 50% of the HMRC maximum allowance for homeworkers which is currently £156 (pro rata for part-time employees) in recognition of homeworking expenses i.e. additional costs such as heating, lighting, home contents insurance or new broadband connection, which is non-taxable. This payment will be reviewed in line with any increases made by HMRC.
- 24.2 HMRC state the employees cannot claim tax relief if they choose to work from home. For further detailed information regarding homeworking and tax relief visit: <http://www.hmrc.gov.uk/incometax/relief-household.htm>.
- 24.3 Employees are advised to contact HMRC in regard to queries relating to their personal homeworking arrangements and tax implications.

25. Appeals Process

- 25.1 The employee may formally appeal against the Homeworking application decision or decision to terminate the working arrangement in writing to their Head of Service within 14 days of receiving the notification of the

decision from their manager. The reasons for any appeal should be clearly outlined.

- 25.2 A hearing will normally be convened within 14 days of the appeal being received. The Appeal Panel will normally consist of a manager more senior than the line manager who made the original decision and a member of the HR Team, neither of whom should have been involved in the original decision making.
- 25.3 The employee may be accompanied by a work colleague or Trade Union Representative at the hearing. The hearing will be chaired by Head of Service (or their nominated senior manager representative).
- 25.4 The final decision will be given in writing within 14 days of the appeal being heard. Following which, there will be no further right of appeal.

26. Review

- 26.1 This Policy is a formal council policy and may be reviewed by the council, in consultation with the Trade Unions, at any time and in the light of operational requirements.

**Head of Corporate Support
April 2022**



This application form should be completed using the e-form which can be found under 'Forms' Section [here](#)

HOMEWORKING REQUEST FORM

This form should be completed by the employee and discussed fully with the line manager. In line with the council's Homeworking Policy full consideration will be given to each application and a response will be provided within 28 days.

Section 1 Employee Details			
Name		Job Title	
Payroll No.		Dept./Division	
Business Unit		Line Manager	
Weekly Hours		Temp or Perm	
Section 2 Employee Information (to be completed by employee)			
1.	<p>Describe how your job role, and ability to effectively deliver work performance goals would be suited to homeworking?</p> <p>Give examples of how you have ensured the following in your working day: time management, self-motivation, self-discipline, ability to work independently, meeting performance goals within set timescales and effective communication skills.</p> <p>How will you ensure your ongoing positive health and wellbeing whilst homeworking. Are there any underlying health and wellbeing concerns that you require support with e.g. reasonable adjustments? (Consider OH referral)</p>		

2.	What arrangements, if any, will you make to ensure that there are no competing demands on your home and work responsibilities?
3.	Is there adequate/suitable/confidential space within the home office, which meets with health and safety standards for home-working? Please describe the space available.
4.	How will you have the ability to manage the technology required, on a day to day basis, and to deal with minor problems?
5.	Do you have a broadband connection at home? Does your broadband ever crash – if so, how often and for how long?
6.	Is there anyone else at home who will be accessing your broadband during your normal working hours, if so, how often and for how long?
7.	Your attendance may be required from time to time at Council Offices or other locations for essential interaction with colleagues, meetings or any training/development courses. Please indicate if there would be any difficulties in you being able to get to other work locations during your normal working hours within a reasonable journey time

I wish to work my normal contracted hours and work pattern Yes/No OR I wish to request a change to my work pattern as follows:

Day	Monday	Tuesday	Wednes day	Thursday	Friday	Saturday	Sunday
A.M.							
Total Hours							
P.M.							

Total Hours							

Section 3 Suitability of The Post/ Employee/Management Arrangements (to be completed by the line manager)

1.	Is face to face contact with customers' core to the role? If so, can this face to face continue via homeworking? If not what arrangements could be put in place to ensure good service to customers?
2.	What impact would there be to the cost and/or level of service?
3.	Does this job have clearly defined areas of individual work – what are they?
4.	What type of sudden changes in priorities could apply to this job where homeworking would have an adverse impact on service provision?
5.	What objectives and measurable outputs have you or will you establish with the employee if the application is successful? Note Performance Review Development and regular support and supervision arrangements must be in place prior to homeworking being approved.
6.	What arrangements would be in place for providing supervision and guidance?
7.	Is information available electronically and can systems be remotely accessed whilst homeworking?
8.	If applicable, what arrangements would you make to enable access to physical resources that are necessary to perform duties, particularly where those resources are shared and/or confidential?

9.	Is the employee currently involved in any ongoing disciplinary proceedings, not yet concluded, relevant to their performance or conduct? If so please outline the key issues.
10.	Has the employee got any "live" disciplinary warnings on their personnel record? Please outline.
11.	What security and confidentiality issues have been considered, discussed and addressed with the employee (for both manual and computerised information and if relevant in relation to the GDPR, Data Protection Act and Freedom of Information Act)?
12.	What arrangements will be in place for the employee to record hours worked?
13.	What arrangements will be put in place for employees who live a significant distance from local authority offices should the homeworking arrangements break down e.g. broadband, electricity outage, etc.
14.	Have training needs been identified and arranged (e.g. homeworking induction; time management, communications), that should take place before the employee can undertake this role at home?
15.	Have you considered any non-office related responsibilities of the employee that need to be re-assigned, e.g. fire warden, first aider duties?
16.	Can you confirm that there is no overall increase in workload for any other colleagues as a result of the employee working from home?
17.	Have other team members been consulted with regard to the impact that a successful application would have for them/the service? What response did you receive?
18.	Would the Flexible Working Hours (Flexitime) Policy be applicable to this post if the homeworking application is approved?

Employee Declaration and Signature

I have fully read and understood the council's Homeworking Policy. I confirm my understanding that should my application for contractual homeworking be successful, this will be a permanent arrangement resulting in the issue of a variation of employment contract.

I understand these homeworking arrangements may be subject to change (e.g. change of contractual base) by provision of 12 weeks' notice by the council **or** a successful application by me to cease contractual homeworking arrangements via the council's Worksmart Policy.

Name:**Designation:****Signed:****Date:****Application Recommended for Approval by Line Manager:****YES/NO (please circle)****Name:****Designation:****Signed:****Date:****Reasons for Decision:****Application Approved by Service Manager:****YES/NO (please circle)****Name:****Designation:****Signed:****Date:****Reasons for Decision:**

Appendix 2

Health and Safety Information and Forms for Homeworkers

- East Lothian Council's Health and Safety policy can be found [here](#)
- Full access to all Health and Safety forms, guidance and information relating to homeworking can be found [here](#)
- Access to Sphera Cloud - this can be accessed by managers via Sphera Cloud by logging on [here](#)

All other Health and Safety information, including guidance, forms and risk assessments can be found [here](#) including:

- (1) Health & Safety Management Arrangements – Display Screen Equipment: DSE Workstation Assessment Form is [here](#)
- (2) Health & Safety Management Arrangements – Lone Working: Sphera this can be accessed by managers via Sphera Cloud by logging on [here](#)
- (3) Health & Safety Management Arrangements – Incident reporting and investigation [here](#)
- (4) Health & Safety Management Arrangements – Assessing risk [here](#)
- (5) DSE Personal Assessment form [here](#)
- (6) Management Arrangements for DSE Equipment – [here](#)
- (7) H&S Induction Checklist for new employees [here](#)