

LANDFORD PARISH COUNCIL STANDARD OPERATING PROCEDURE

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|--------------------------|----------------------------|
| TITLE | Managing Homeworkers |
| NUMBER | HR 3 |
| DATE EFFECTIVE | 25 March 2019 |
| DATE LAST REVISED | June 2024 |
| DATE OF MEETING | 10 th July 2024 |

1. INTRODUCTION

Landford Parish Council (“the Council”) does not provide an office for employees which means the employee’s home is his/her designated office. The checklist in Appendix 1 should be used to make sure the employer and employee have everything in place for a successful homeworking environment; the Chair, HR Group will place a copy in the employee’s Personnel file as a record of actions taken.

2. FACILITIES

2.1 Equipment

All employees conducting office work will be provided with the following equipment:

- Laptop computer and mouse
- Mobile phone
- Computer screen and keyboard if required
- Printer/scanner if required

2.2 Working space

The employee must identify an appropriate working area that facilitates them being able to undertake his/her job in an efficient and professional manner. The working space will be quiet and sufficiently large enough to accommodate the use of the laptop computer, work files and the making and receiving of telephone calls regarding Parish Council business.

3. INSURANCE

The Council will put in place employers' and public liability insurance to cover employees working from home. The employee is advised to inform his/her household insurance company they are working from home.

4. EXPENSES

The council will reimburse all reasonable expenses incurred by homeworkers in the course of their duties, such as stationery, postage, printer ink, upon receipt of satisfactory invoices.

5. SECURITY

Homeworking employees will have appropriate storage for hard copy documents. The employee will ensure that documents stored at employee's home office are secure and kept in accordance with the Data Protection Act 1998.

6. AVAILABILITY

Employees may be contractually obliged to make themselves available to members of the public during agreed hours at premises designated by the Council. Meetings with the public or Councillors at the employee's home are to be avoided.

7. LINE MANAGEMENT

The employee's line manager/Chair will undertake 1:1s with the Clerk via telephone (occasionally it may be more appropriate to do the 1:1s face to face). The 1:1s will provide an opportunity to discuss any matters relating to the employee's role.

APPENDIX 1 - CHECKLIST FOR SETTING UP HOMEWORKING

| | ACTION | COMPLETED (Insert date & notes) |
|----|---|------------------------------------|
| 1 | Employee to make sure they have a suitable area at home to work | |
| 2 | Employer to provide employee with: <ul style="list-style-type: none"> • Laptop computer and mouse • Mobile phone • Computer screen and keyboard if required • Printer/scanner if required | |
| 3 | Employer to advise employee to check home insurance covers homeworking and a claim from a third party | |
| 4 | Employer to check its insurance covers business equipment in the homeworker's home and a claim from a third party | |
| 5 | Employee to carry out a health and safety risk assessment | |
| 6 | Employer to advise employee to tell their mortgage provider/landlord of their plan to work from home and to check they are allowed to under their mortgage or rent agreement | |
| 7 | Employer and employee to agree keeping in touch through, for example: <ul style="list-style-type: none"> • Phone/Zoom/email • Planned meetings | |
| 8 | Employer and employee to agree how often the employee will attend meetings | |
| 9 | Employer and employee to agree how performance will be monitored and managed | |
| 10 | Employer to advise on arrangements for claiming expenses, what can be claimed, how, when | |

| CONFIRMATION OF AGREEMENT OF HOMEWORKING ARRANGEMENTS | | |
|---|-----------|------|
| | Signature | Date |
| Employee | | |
| Employer | | |