

TITLE: REVIEW OF HOME WORKING POLICY

Committee: Regulatory & Support Services Committee

Date: 7th December 2015

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[Q142]

1.0 ISSUE

1.1 To review the Council's Home Working Policy to ensure that home working arrangements are consistently being applied, working effectively and that the scheme continues to comply with relevant legislation and/or guidance.

2.0 RECOMMENDATION(S)

2.1 That the Committee notes the content of the information report.

3.0 BACKGROUND/OPTIONS

3.1 The Council's new Home Working Policy was introduced in January 2015. Since its implementation, 13 requests have been received from members of staff wishing to work from home, see table 1.

Table 1: ECDC employees who have requested home working

Name	Job Title	Department	Request	Decision
Amanda Apcar*	Principal Solicitor	Legal Services	Ad-hoc working from home	Agreed with trial period
Allison Conder*	Principal Leisure & Community Services Officer	Commercial	Ad-hoc working from home	Agreed with trial period
Jason Johnson	Senior Building Control Surveyor	Building Control	Ad-hoc working from home	Agreed with trial period
Claire Braybrook	Technical Officer	Environmental Services	Ad-hoc working from home	Agreed with trial period
Duncan Hones	Building Control Surveyor	Building Control	Ad-hoc working from home	Agreed with trial period

Nigel Harper	Senior Building Control Surveyor	Building Control	Ad-hoc working from home	Agreed with trial period
John Jeffery	Building Control Surveyor	Building Control	Ad-hoc working from home	Agreed with trial period
Rebecca Saunt	Senior Planning Officer	Planning	Ad-hoc working from home	Agreed with trial period
Julie Barrow	Planning Officer	Planning	Ad-hoc working from home	Agreed with trial period
Kayleigh Maguire	Energy Efficiency Officer	Environmental Services	Ad-hoc working from home	Agreed with trial period
Andrew Phillips	Senior Planning Officer	Planning	Ad-hoc working from home	Agreed with trial period
Lucy Flintham	Office Supervisor	Planning	Ad-hoc working from home	Agreed with trial period
Hetty Thornton-Barton	Performance Management Officer	Performance Management	Ad-hoc working from home	Agreed with trial period

*Staff no longer employed by ECDC.

3.2 In all cases, trial periods have been agreed for 12 months.

3.3 The HR team conducted a short survey on home working for employees accessing the scheme, 8 responses were received. The main findings from the survey are summarised below in table 2.

Table 2: Survey results of staff accessing the scheme

How often have you used the working from home facility since your application was approved (i.e. once a week, once a month)?	Once (1) Once a month (2) Twice a month (4) Three times a month (1)
What have you used the working from home process for (i.e. writing reports)?	<ul style="list-style-type: none"> ▪ Checking Building Control applications ▪ Reading planning reports/ documents from developers ▪ Reviewing and responding to environmental health inspection reports

	<ul style="list-style-type: none"> ▪ Emails ▪ Transferring information to an excel database ▪ Online research
What has been your experience of working from home (i.e. successful, productive or not at useful as thought)?	<ul style="list-style-type: none"> ▪ Useful and productive as no distractions ▪ Some tasks can be done quicker, others not so
Has there been any IT or other issues that you have encountered?	<ul style="list-style-type: none"> ▪ Some IT issues which were quickly resolved
Do you consider there are any drawbacks to working from home?	<ul style="list-style-type: none"> ▪ No drawbacks – still available via email ▪ Lack of social interaction
Any other comments you wish to make?	<ul style="list-style-type: none"> ▪ Regular home working should be encouraged ▪ Cost effective, productive and efficient way of working ▪ A positive option for getting through a large volume of work without interruption and having to waste time travelling to the office ▪ Policy and procedure is outdated – should be encouraged to frequently work from home and hot desk in the office

4.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

4.1 There are no financial implications associated with this report.

4.2 An Equality Impact Assessment (EIA) is not required.

Background Documents

Home Working Policy

Home Working Applications
Received by HR

Location

Room 118,
The Grange,
Ely

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