

Hawkinge Town Council



Working from Home Policy

Date of review -

Version	Purpose / change	Author	Date Adopted	Minute no
1	New issue	S Wills	09/02/2022	2313

Working from Home

Working from home is a very different way of working, which requires you to work independently using technology to remain in contact with the Town Clerk and colleagues. It requires trust, openness and transparency to ensure that homeworking is appropriate, not excessive, and not detrimental to performance or service delivery.

There is no absolute right to work from home and it is at the discretion of the Town Clerk or Chairman of the Council for the Clerk to limit or prevent home working in specific individual cases where trust or performance has been compromised.

Therefore, subject to approval in advance by the Town Clerk or in the Chairman of the Council for the Clerk, ad hoc home working is only supported by Council when it is appropriate or beneficial to do so. This would typically be on occasions when the diary is clear, and work requires concentration and no need to interact face-to-face with others. Another example might be where there is travel disruption due to adverse weather preventing the home to work journey being made.

Ad hoc home-working is most likely undertaken by 'office-based flexible workers' as long as it is irregular in nature. In this category, adopting a regular pattern of home working – for example assigning a set day each week as 'my working from home day' – does not fit within the principles of flexibility as it is too rigid an arrangement and as such will not be approved.

It is important that you make it clear to your colleagues when you are working from home and maintain good and regular communications via email or telephone. When working from home this must be in accordance with the core hours to ensure communication and completion of projects within set deadlines.

If you work from home, you will need to access the Council's IT systems using a Council laptop (that you will have been provided with) via a secure VPN gateway.

The council may consider the maintenance, replacement, or repair of any personal equipment that is used, including telephones and broadband lines and may reimburse costs incurred as a result of ad hoc home working.

You must ensure that information and equipment are kept securely and comply with all Council's policies particularly the Information Security Policy.

If you are unable to work at home, you should return to the office at the earliest opportunity.