

WELSH GOVERNMENT
PEOPLE POLICIES AND PROCEDURES
FORMAL HOMEWORKING

CONTENTS

Scope

Roles and Responsibilities

The Policy

- Policy Statement
- What is a Homeworker?
- What options are available?
- Formal Homeworking
- Smart working
- Casual Homeworking
- Criteria for selection
- Costs
- How do I apply?
- Implementing the decision
- Flexible Working Hours
- Domestic commitments
- Appealing against the decision
- Timescale for processing the application
- Ending the homeworking agreement
- Mobility
- Equipment
- Security
- Attendance at an office/hub
- Environment
- Data Protection
- Health and Safety
- Mortgage and insurance
- Stationery
- Travel
- Discipline
- Review

Related Policies and links

[Guidance on safe use of laptops](#)

[Online DSE training](#)

[Smart \(Remote\) Working Checklist](#)

[Lone Workers Policy](#)

[Smart working intranet pages](#)

[Smart Working policy](#)

[Attendance Management policy](#)
[Performance Management](#)
[Security Policy](#)
[Working Hours policy](#)

Annexes

Annex A Homeworking Guidelines
Annex B Application Form.

SCOPE

This policy refers to **FORMAL** homeworking – where the employee spends **60% or more of conditioned hours working at home**. If an employee works from home for less than 60% of their time, they should refer to **Smart working policy and guidance**.

ROLES AND RESPONSIBILITIES

Employees are responsible for:

- Familiarising themselves and complying with the Smart Working and Working Hours policies;
- Agreeing with their line manager what approach can be implemented through a Workstyle Agreement where business needs allow;
- As part of the Workstyle Agreement, deciding if formal homeworking (60% or more of conditioned hours working at home) or Smart Working (less than 60%) will be part of that Agreement;

Completing the application for formal home working in consultation with the line manager to ensure all issues are carefully considered so the line manager can consider approving in principle a home working request. (This can be found in Annex B of this form).

- Completing the online Healthy Working training module and risk assessment (ensuring that the module relating to home working is chosen), so that due consideration is given to the suitability of home working for the individual and their team;
- Arranging for a dedicated 'Business' broadband and telephone line (if current home set-up is not suitable) once **formal** homeworking has been agreed. A request should be sent via MYIT;
- Ordering the 'Twinning' facility via MYIT to be able to make and receive work related calls where WG will be charged. For further information see - [Twinning FAQs](#);

- Confirming that they have the necessary home insurance and /or tenancy mortgage agreement to provide appropriate cover for homeworking;
- Working with their line manager to ensure all necessary actions are cleared.

Line managers are responsible for:

- Familiarising themselves and complying with the Smart Working and Working Hours policies;
- Giving due consideration to the suitability of home working both for the employee and the team concerned;
- Ensuring that all decisions on homeworking applications are appropriate, justifiable, consistent with previous decisions and based on the relevant policies, so that they can be explained to the employee and line management;
- Agreeing with the employee what approach can be implemented through a 'work style agreement' where the role is suitable
- Completing the application for formal home working in consultation with the employee to ensure all issues are carefully considered before giving approval in principle to a home working request.
- Ensuring that the employee completes the [Healthy Working](#) on line DSE training and risk assessment (to include the homeworking module), to ensure that all health and safety issues have been considered and dealt with and that this risk assessment is reviewed annually or when a change occurs;
- Meeting the employee to go through the requirements and application process for furniture, IT and telephony for formal homeworking;
- Ensuring that all ICT service requests are raised appropriately and that the employee is aware it is their responsibility to pay broadband costs except where a separate Business line has been installed for formal homeworking (see Section 18);
- Issuing an agreement for formal homeworking once all the formalities have been completed and furniture and IT equipment have been installed;
- Ensuring formal homeworkers do not feel isolated and arranging specific regular Catch-ups at an agreed location to maintain contact;
- Reviewing any formal homeworking arrangement with the homeworker on a regular basis (at least 6 monthly and preferably quarterly).

The Deputy Director is responsible for:

- Ensuring that all formal homeworking applications are dealt with fairly. If an application is rejected, the reasons must be justifiable, appropriate, in line with the relevant policies, and consistent with other applications.

The ICT Strategy & Services Team is responsible for:

Once formal homeworking has been agreed, sending a request for any additional IT kit that may be required (see section 16), via e-mail to the MyIT catalogue which will then be taken forward by ICT services.

The Health & Safety Team is responsible for:

- Checking and approving the formal homeworking area plan and placing a signed copy of the agreement on the individual's Personnel file.
- Arranging for a homeworker assessment to be carried out by the Workplace Adjustments Team, if required, where an application is made for health reasons, once all equipment is in place and the employee has started home working.

The Workplace Adjustments Team is responsible for:

- Arranging a homeworker assessment where an application is made for health reasons, if required, once all equipment is in place and the employee has started home working.

The Group Health and Safety coordinator (within the Operations Team) is responsible for:

- Ensuring home workers undertake a risk assessment review each year or sooner if a change in circumstances occurs.

POLICY

1. Policy Statement

- 1.1 Homeworking is one of a number of flexible working arrangements available to all Welsh Government (WG) employees in appropriate circumstances. The terms and conditions contained in the WG Terms and Conditions of Service Code and this Policy will apply to all employees on Welsh Government Terms and Conditions of employment.
- 1.2 This policy applies to all employees regardless of age, marriage (including equal/same sex marriage) and civil partnership, impairment or health condition, sex, sexual orientation, pregnancy and maternity, race, religion or belief, or gender identity or gender expression.

PROCEDURES

2. What is a Homeworker?

- 2.1 Homeworkers are employees who, for 60% or more of their contracted hours, are based at home for the purposes of their work with the agreement of the WG. Occasional, irregular working at home (such as to complete a piece of work or to reduce travelling before a meeting) is not considered homeworking in this policy, although the related policies on Security, Health and Safety, Lone Working and others will still apply. Regular homeworking that does not take up 60% of an employee's working hours is considered to be smart working and accordingly will need to take place under a Workstyle Agreement pursuant to the Smart Working Policy.
- 2.2 Homeworkers will be provided with the same managerial and organisational support as office based employees.
- 2.3 There are benefits to be gained by both the employer and the employee. The main benefits are:
 - Cost benefits in terms of office space and reduction in claims being submitted for excess fares, etc.;
 - Reduction in travelling (in some cases considerable) distances to and from work which saves money and time and reduces stress levels;
 - Retaining employees who might otherwise resign or transfer to another Division;
 - Better work/life balance for the homeworker.

3 What options are available?

- 3.1 There are two types of homeworking available to WG employees. They are **formal** (see para 4) and **Smart** (see para 5) working.
- 3.2 All homeworking agreements are voluntary, flexible working arrangements that require ongoing agreement between employees and their line managers. Formal and informal homeworking arrangements require specific criteria to be

met and agreements to be signed by the homeworker, their line manager and their Deputy Director before homeworking begins, and will also be subject to regular review (at least six monthly and preferably quarterly).

4. Formal Homeworking

4.1 The employee is based at home from where, normally, at least 60% of their contracted hours are worked. The basis of a formal homeworking arrangement is as follows;

- This is a contractual arrangement.
- All, or the majority of, the employee's work can be performed at their home.
- The way in which working time is split between home/office locations will be defined in the contract of employment.
- ICT equipment will be provided and supported by the WG (a list of supplied equipment is at Section 18.2.1).
- Payment for broadband services will be the responsibility of the employee if they already have existing suitable provision.
- Appropriate office furniture will be provided.
- The employee will be required upon request and with reasonable notice to attend essential meetings, performance discussions and training and development activities, by travelling to a Welsh Government office or other location, from time to time.
- Line managers may arrange from time to time to visit homeworkers at home or a mutually convenient location to discuss work-related issues.
- Where homeworkers regularly travel from home to a particular office base or other location, they may be considered to have a secondary permanent workplace and any travel and subsistence claims for visits to such destinations could be subject to tax and National Insurance contributions and must be claimed via payroll. Travel to their linked 'hub' office (usually the main office at which their line manager is based) is considered by HMRC to be ordinary commuting and will always be subject to tax and National Insurance contributions. (Further information can be found in the Travel and Subsistence policy and in the Guidance on HMRC Regulations);
- A Health and Safety risk assessment will be carried out by the employee and any recommendations made via the training module will need to be followed up by the employee in consultation with their line manager.
- The employee will undertake further assessments of risk, at least once a year or after any changes in their circumstances or working area, ensuring that any recommendations are completed.
- The homeworking arrangement will be reviewed on at least a six-monthly and preferably a quarterly basis to ensure that it continues to meet the needs of the business and the employee. A note will be taken of the discussion and agreed by both parties and any issues identified will be taken forward.

5 Smart working

5.1 The employee is office-based but may agree with their line manager under a Smart Working Workstyle Agreement to work from home on a regular basis, or from time to time, for less than 60% of their contracted hours. For example, a

fixed pattern of homeworking, or a fixed number of hours worked at home every week, will be considered as informal homeworking, (and though this is a contractual change, does not require a written application to be agreed). Employees who agree with their manager to work at home on an informal basis will use the standard Welsh Government issue equipment. They will be required to bring equipment back to a WG office for IT support and maintenance as necessary. Further information can be found [here](#).

6. Criteria for agreement to Homeworking

6.1 Homeworking is an option available to employees as part of Smart Working and can be used, where business needs allow, as part of a Workstyle Agreement. Any employee can ask to work from home in accordance with this policy but homeworking is not a universal employee benefit or right. Managers have the discretion to decide:

- whether homeworking arrangements are feasible and right for their business;
- whether the post is suitable for this working arrangement;
- the period over which any homeworking arrangement may apply.

6.2 Each individual case will be considered on its merits but the following should be taken into account in deciding whether or not to approve either a formal homeworking arrangement:

- The operational needs of the Group, Division or Team;
- The particular circumstances (including the home environment) of the employee who is seeking a homeworking arrangement.
- The nature of the work and its suitability for such an arrangement;
- The resource implications of the arrangement when looked at individually or together with other working arrangements in the Welsh Government, Group, Division and Team;
- Consistency of approach across the Group, Division and Team;
- The performance and attendance record of the employee. If the employee has not received a satisfactory performance marking in their most recent check-ins, the reasons for this will be explored before consideration is given to suitability for homeworking. If homeworking is agreed, a satisfactory level of performance and acceptable level of work output must be maintained or the arrangement may be terminated;
- The likely effect on the employee of not having the same level of social and business interaction with colleagues because of their working environment;
- The likely effect upon the employee's team;
- Whether broadband services are already available at the employee's home.

7. Costs

7.1 The start-up costs for formal homeworking must be taken into account and fully considered by the Deputy Director before a homeworking arrangement is agreed by a manager. The costs will be met by the employing Division. If a

formal homeworker has opted to retain their existing broadband service for homeworking, they will continue to bear the costs.

- 7.2 If an application for formal homeworking is made as a result of an illness, injury or disability which requires working at home to aid recuperation and recovery, for a long or short term period, the costs will be met by the employee's Division. More information can be found in the [Workplace Adjustments Policy and Procedures](#). The Occupational Health provider will be asked to advise whether such arrangements should be put in place as a reasonable adjustment under the terms of the Equality Act 2010.

8. How to apply

- 8.1 When applying to work from home on a formal basis, the employee must complete the relevant application form at Annex B.

9. Implementing the decision

- 9.1 The final decision on all homeworking requests will be made by the appropriate Deputy Director. If a request for formal homeworking is agreed, the Corporate Shared Service Centre will provide advice and note approved homeworking applications. Should the request be rejected, the employee may appeal against the decision by following the procedures set out in section 13 below.

10. Working hours

- 10.1 All homeworkers, formal and informal, are covered by the WG's working hours policy. They will need to agree their specific working pattern with their line manager, taking into account business need, and record the hours agreed in their workstyle agreement.
- 10.2 Working from home may tempt some employees to work excessive hours when there is no set time to 'go home'. All working hours must be recorded in the flexi-time record or by other means. The Welsh Government has a legal duty to ensure their employees' health and safety and to follow the Working Time Regulations and line managers must ensure that employees working from home do not exceed their conditioned hours. Employees and managers must familiarise themselves with the Working Hours policy.

11. Domestic Commitments

- 11.1 Employees are expected to spend all time they record as working time carrying out the duties and responsibilities attached to the role which they are employed to do. Domestic and work commitments must be kept separate under any homeworking arrangement. Any employee who wishes to work from home under a formal arrangement, and who has childcare or other caring responsibilities, must make a written summary of how these responsibilities will be kept separate during time working at home in the Homeworking Agreement. This will form part of their overall agreement with line management which must be agreed before homeworking can begin. Formal

homeworkers must comply with the terms of their Homeworking Agreement and must inform line management of any changes to their care or domestic arrangements that affect that Agreement.

12 Appealing against the decision

- 12.1 In the event that an employee's homeworking request is declined, either by the line manager or the Deputy Director, the employee may appeal the decision in writing to the Deputy Director or Director. If that appeal is unsuccessful, employees may invoke the WG's Grievance Procedure if they are dissatisfied with the outcome.
- 12.2 In most cases, the employee should raise the grievance with their line manager in the first instance. Employees can also seek advice from their HR Business Partner or TUS representative.

13. Timescale for processing the application

- 13.1 The Welsh Government will consider any request for homeworking and make a decision within 8 weeks (or longer if agreed with the employee).

14 Ending the homeworking agreement

- 14.1 Homeworkers or WG may give a month's written notice to terminate a formal homeworking arrangement, including reasons for the termination. In the case of the homeworker, the written notice must be given to their line manager.
- 14.2 Homeworkers who terminate the arrangement will then work at their hub. Where management can demonstrate an essential business reason for this not being possible, they may place the former homeworker at another office, although this must be within reasonable daily travelling distance and not cause the employee any undue domestic problems. (Reasonable daily travelling distance is defined as one hour's travel each way using the individual's usual mode of transport.) Where a homeworker terminates the arrangement, the subsequent posting will be treated as a voluntary transfer.
- 14.3 If management terminates the arrangement, the homeworker will then work in the hub, or, where management can demonstrate an essential business reason for this not being possible, they may place the former homeworker at another office. This will normally be within reasonable daily travelling distance as set out in 15.2 above. If that is not possible, the subsequent posting will be treated as a permanent and compulsory transfer and may then qualify for Excess Fares Allowance.
- 14.4 If the reason for terminating the homeworking arrangement is that the current post is coming to an end and/or displaced due to restructuring, arrangements should be made to give as much notice as possible of the termination of the arrangement so that the homeworker might continue the arrangement whilst they are seeking a new post. When a new post is identified, the homeworking arrangement should continue on as close a basis as possible to what was previously in place if the new Division agrees and business needs permit. However, if the new post can only be carried out from an office base, a

gradual process of easing the individual back into an office environment should be considered and normally agreed. Business needs will be the main consideration, but account will be taken of any other pertinent issues such as reasonable adjustments for individuals with disabilities.

- 14.5 Termination of a homeworking agreement may be an outcome recommended resulting from disciplinary or performance proceedings.
- 14.6 If an arrangement is terminated, WG will make arrangements to collect all furniture and equipment it has provided. The employee must not attempt to move or dismantle IT or other equipment themselves. For all IT and telephony equipment returns, line management must raise a service request via MYIT. For furniture returns, line management must contact the Corporate Shared Service Centre. Where furniture and equipment is provided following the advice of OH or the Health and Safety team, employees should discuss the return or movement of this with the Health and Safety team.

15. Mobility

- 15.1 Save as provided for elsewhere in this policy or under the Smarter Working Policy, Employees who have agreement to work at home and whose statement of particulars of employment do not include a mobility clause (i.e. team support officers or those who work less than full-time hours) will not usually be required to work anywhere else for the hours they are contracted to work at home. Employees may agree to be posted elsewhere if they so wish.

16. Equipment

- 16.1 Where formal homeworking has been agreed, Welsh Government will provide the necessary equipment. No additional equipment will be provided for informal homeworking. All equipment provided for homeworking will remain the property of WG and will be recorded in the relevant Asset Register. Equipment must be used solely for WG business. The following equipment may be provided. The hardware provided will be:

- Office furniture, namely: Chair, desk, lockable pedestal
- 1 x laptop and docking station;
- 1 x standard monitor;
- 1 x keyboard
- 1 x mouse
- 1 x homeworking printer (black and white)
- 1 x BT Business telephone line (strictly for business use only) – if twinning cannot be used with current set up
- 1 x BT Business Broadband connection (strictly for business use only and only with the aforementioned ICT equipment provided by WG), unless the formal homeworker has chosen to use their existing broadband connection;
- Any other items deemed necessary as a result of a health and safety risk assessment/DSE assessment.

Standard software conforming to the current standard build, including Microsoft Office and e-mail, will be provided. If other software is required, this

must be purchased via MYIT, where an official quotation can be raised for the purchase of any software that is deemed appropriate.

17. Security

- 17.1 In addition to the general security obligations of all employees, homeworkers are subject to the requirements regarding protectively marked material set out in the WG Security Policy. All computer equipment may only be used and accessed by the delegated homeworker.
- 17.2 If required by WG for health and safety, security or similar purposes, homeworkers are expected to allow access to the part of their home used for official business to the homeworker's line management and other officers of WG on official business. Any such visits to the employee's home will take place during the working hours set out in the Homeworking Agreement, following reasonable notice.

18. Attendance at an office

- 18.1 Homeworkers will be required to attend their WG linked 'hub' office (normally the office at which their line manager is based) or other locations notified to them for regular meetings to update them on developments, training, to ensure sharing of knowledge and experience or for performance check-ins. Normally these occasions will be agreed in advance but there may be emergency or critical situations when homeworkers will be required to attend and work from an office for a set period and potentially at short notice. Such emergency or critical situations will be determined by the Deputy Director and, wherever possible, homeworkers will be given two weeks' notice of a requirement to work from an office. Any ongoing requirement will be reviewed on a monthly basis.
- 18.2 Homeworkers may be requested to attend ad hoc meetings at their hub office, other WG offices or other locations. Attendance at such meetings will be by agreement between the homeworker and line management. Agreed dates can be varied with the agreement of the homeworker and line management.
- 18.3 The hub can be varied with the agreement of the homeworker and line management but not for the purpose of avoiding any tax and National Insurance contributions relating to the HMRC regulations.

19. Environment

- 19.1 The home working environment should always provide a healthy and safe space for the work to be carried out. Allocation of a designated space is essential, the adequacy of which will be a key factor both in the risk assessment and final decision making process for formal homeworking and as part of the risk assessment for any type of homeworking.

20. Data Protection

- 20.1 For data security reasons, only WG software must be used and equipment must only be operated by the employee. No unauthorised software should be loaded. Employees must protect all confidential information and make sure it is disposed of in a manner agreed with the manager and consistent with the WG Security Policy. The employee and line manager need to consider specifically how they will comply with confidentiality issues, the GDPR and the Data Protection Act 2018 as part of the formal homeworking/individual workstyle agreement.

21. Health and Safety

- 21.1 WG's Health and Safety policies apply to all employees and they are obliged to co-operate with the business to enable it to perform or comply with any duties or requirements it has in respect of health and safety. Legislation imposes a duty on employers to take steps to protect the health, safety and welfare of its employees regardless of where an employee is based.
- 21.2 Health and Safety Risk Assessments must be carried out by all employees who work from home.
- 21.3 For formal homeworkers, when the installation of all equipment (including broadband services) is complete and the homeworking arrangement has started, the employee must carry out a self assessment of risk to establish any risks that may arise as a result of the work activity and the workplace.
- 21.4 The employee must work with their line manager to take forward any actions arising from risk assessments. Employees will only be able to work from home where the accommodation is suitable and any risks or hazards can be reduced to the lowest level that is reasonably practicable. There may be circumstances where potential risks or hazards are considered too high for a home working agreement to be agreed. If, in specific circumstances, the potential risks are considered too high to be agreed once the items are in place, management may have to refuse to allow the home working arrangements to proceed even when they have been agreed in principle. This is because the Welsh Government has to take into account the duty of care owed to potential home workers.

22. Mortgage and Insurance

- 22.1 Employees should check with their mortgage lenders/landlords and home buildings/contents insurers to clarify whether homeworking would place any restrictions on their cover. As the items provided for homeworking belongs to a third party, this should be specified to the insurer. It is possible that working from home would increase the premium and, if this did happen, the cost would be borne by the employee. Employees are responsible for notifying their mortgage lenders/landlords and home buildings/contents insurers of their particular homeworking arrangements. They will also need to confirm that they have insurance cover once this has been arranged on their homeworking/workstyle agreement.
- 22.2 Should furniture or equipment owned by WG be stolen or damaged (other than due to fair wear and tear) and the homeworker claims for replacements

on their home insurance, any monies received must be reimbursed to WG who will be responsible for providing replacements via the Shared Service Centre.

23. Stationery

- 23.1 All stationery will be supplied by WG. Orders and arrangements for the delivery and collection of stationery should be made with the line manager. All stationery should be stored and used in a confidential manner and for WG business only.

24. Travel

- 24.1 Formal homeworkers whose place of work is their home for all their contracted hours will be eligible to claim for travel (and subsistence where appropriate) to the linked hub or any location where they are required to attend for meetings in connection with their work activity, performance check-ins or training and development activities. Journeys to the hub are considered by HMRC to be ordinary commuting. Claims for such journeys are subject to tax and National Insurance contributions and must be made via payroll. Depending on the regularity of visits to other locations, these may be considered to be secondary permanent workplaces and any travel and subsistence claims may also be subject to tax and National Insurance contributions and payable via payroll. The mileage and subsistence limits in the Travel and Subsistence policy will apply to any travel claims whether taxable or otherwise.

25. Discipline

- 25.1 All obligations imposed on employees under the Terms and Conditions of Service Code relating to homeworking will be enforced through the disciplinary procedures set out in the Personnel Management Chapter of the WG Terms and Conditions of Service Code and all WG People Policies and Procedures

26. Review

- 26.1 This revised policy will be reviewed annually.

Annex A

FORMAL HOMEWORKING GUIDELINES

Getting Started

If formal homeworking is to be successful for employees and line managers it needs to be thought through carefully right from the start. Specifically, the employee, their home and their role will need to be considered against certain criteria. In addition, but no less important, the line manager will need different skills for managing employees with whom there is no daily face-to-face interaction.

The following sections summarise what is contained in the “Consideration for a formal/informal homeworking arrangement” document which guides employees and their line managers through the issues which should be considered.

The Role

Not all jobs will be suitable for formal homeworking. Suitable roles are likely to be those which contain some of the following:

- Work which can be done in isolation or have clearly defined areas of individual work.
- Non-customer face to face work.
- Work which can be measured in specific instalments.
- Work which requires frequent periods of uninterrupted concentration.

The Employee

If formal homeworking is an option, employees should first consider:

Health Issues.

Are there any health issues that need to be taken into account which could pose a risk if you work from home in isolation from others?

Working Style. You should think about your preferred/actual working style and whether you believe you are suited to working in isolation and from a home-based environment.

Self-discipline. Personal characteristics which are important for successful homeworking will be demonstrated by people who are well organised, effective time managers and are able to work without supervision, whilst avoiding the temptation to work long hours.

Adaptability. Homeworkers need to have an adaptable approach to their role. Even a homeworker who is based at home for all their contracted hours will need to have a flexible attitude to attending work-related events e.g. training or travelling to meetings and courses, from time to time.

Environment. The suitability of your home as a working environment and health, safety and security requirements will need to be carefully assessed as part of the decision-making process.

Work/life balance. For some people, this type of working arrangement will enable them to achieve an appropriate balance between their work and

outside work activities. However, homeworking is not designed for employees to care for a member of the family whilst working at the same time, although there may be some flexibility over the hours in which the work must be done and this would be agreed with your line manager.

Self-development. Training issues assume a greater level of importance for homeworkers. Since they are detached from the workplace, contact is often limited and managers will need to make sure that homeworkers are provided with the necessary support and “tools for the job”. However, you should take responsibility for your own development and consult with your manager on training and development needs for your role and the environment in which you work.

The Manager

In many cases managers need to change traditional styles of people management as people work in more flexible ways. Trust can become a real issue when the manager is unable to physically monitor and observe employee productivity and approach to work. Line managers need to be as flexible in their attitude and approach as the people they employ and be aware of the impact they can have on the success of this working arrangement. As a manager, you should consider the following:

Communication. What, how and when will information that is communicated to or from office-based employees be provided to or from the homeworker? Managers will need to make full use of telephone and e-mail communication and make the most of opportunities when they are face-to-face with the homeworker. Visits on at least a quarterly basis to the person’s home (during contractual hours) or a mutually convenient location are a key part of the communication process.

Performance management. The principles of performance management in WG are the same for homeworkers as for office-based employees. However, the approach to managing the homeworker’s performance and providing feedback will inevitably change. The emphasis is likely to be on output and targets and more short term objectives will probably be more appropriate, so that productivity is monitored regularly.

The level of management checks of homeworkers may need to change to ensure that the level and quality of output is maintained. Such checks may include visiting the homeworker at home.(as per para 19.2) If part of a homeworker’s role is to undertake visits, they will need to ensure that their line manager is aware of their planned whereabouts.

It is expected that the individual will inform the line manager if they find their workload is insufficient or excessive.

Homeworking may not be suitable for individuals who have not achieved satisfactory performance markings in their most recent performance check-in, but the reasons for this would be explored prior to a consideration being given to suitability for homeworking or to any decision to revoke or curtail homeworking. This applies if a lower marking was awarded for developmental needs or where performance has dipped.

Attendance management. Managers will need to ensure that attendance is still managed in accordance with the attendance management policy. Homeworking will not normally be considered as an alternative working arrangement for employees who are unfit for work but could be appropriate where there is a temporary barrier that could prevent an employee from physically attending the office. In such cases, medical advice should always be taken.

Homeworkers will be required to complete flexi records and account for their time in the same way as employees who are office-based.

Monitoring. Health and safety legislation requires employers to know, within reason, where their employees are during a working day. This is particularly important when the employee is in a mobile role, where visiting customers and extensive travelling is a part of their role.

Managers should make sure that they monitor how well the homeworking arrangement is working. This should take into account whether it continues to be an effective way to meet the needs of the business and whether it is working for the employee. A monitoring meeting should take place at least every six months and preferably quarterly. A record of the discussion should be made and agreed between both parties and action taken as appropriate to deal with any issues that arise.

Relationships. Employees and managers working remotely from each other require a high degree of trust on both sides. The relationship will be different because the employee will not normally be involved in the day-to-day conversations of a team of colleagues. Support needs to be available and consistent.

Team membership. All employees must be treated as equal members of the team and not excluded from team meetings, updates, training and development activities or opportunities for promotion or alternative work.

ANNEX B

Part 1 - Employee Information:

This application is for formal homeworking

Name:	
Division:	
Grade:	
Office telephone no:	
Home Address:	
Post Code:	
Home telephone no:	
Name of line manager:	
Grade:	
Office telephone no:	

Part 2 - Background Information:

What is/are the reason(s) for the application?	
Do you have any disabilities that are relevant to this application? Do you currently have reasonable adjustments made to your work or working area?	
Are there any issues that might restrict homeworking, such as lease restrictions?	
Do you have any care responsibilities at home? If yes, please summarise the arrangements you have made for these to be carried out while you are working. Please include any back-up arrangements you have made, e.g. if a childminder is sick, if a carer cannot visit, etc.	

Part 3 - The Job:

<p>How is the job carried out? Consider the amount of time the job requires the employee to be:</p> <ul style="list-style-type: none">• Working alone at a desk, on a PC, telephone contact, scheduled meetings, etc• Contact needed with other employees, customers and• stakeholders, face to face, telephone or e-mail.	
<p>Which of your duties could be carried out at home? How much of your working week do these take up?</p>	
<p>Which of your duties can <u>only</u> be carried out on WG premises? Eg access to files, incoming/outgoing mail. How much of your working week do these take up?</p>	
<p>Will you need any specific equipment at home?</p>	
<p>Will home working affect other members of your household?</p>	

Part 4 - The Manager's Role

<p>Have you discussed how you will oversee the employee's performance? What have you agreed?</p>	
<p>Have you discussed and agreed where the employee will be, how you can get in touch with them, and when they will need to come into the office (or their hub)? Please provide details</p>	
<p>How will you make sure that they continue to feel part of the team and are kept up to date? How will information be provided to the homeworker? How will you ensure that the employee is included in team meetings, updates, training and development activities and opportunities for promotion or alternative work, without requiring frequent attendance at an office??</p>	
<p>Have you discussed any issues that might affect the employee working away from the office? What have you agreed to overcome these?</p>	
<p>Are there any business needs that will be affected by this application? What have you agreed to overcome these?</p>	
<p>Do you believe that the employee understands all the issues involved in homeworking and will be able to perform effectively? If not, explain your reasons.</p>	

Part 5 - The Employee

Are you, self-motivated, and able to cope with minimal social contact?	
Will you be able to balance work with domestic responsibilities? Will you be able to devote full attention to their work? (Although there may be some flexibility over when the work is done, homeworking should not be carried out at the same time as another task, e.g. caring for a family member).	
What information on keeping work and other responsibilities (to include any caring responsibilities) separate during time working at home will be provided (where relevant)	
How will you ensure a healthy work life balance?	
Can you demonstrate an awareness of your obligations under health and safety legislation?	
Are you willing to attend meetings, courses, etc. when required?	
If you are a line manager, how will continue to undertake your line management duties?	
Are there any other considerations in relation to the suitability or otherwise to a homeworking agreement?	

Part 6 – Health and Safety

The home must provide a safe and healthy working environment. Adequate consideration must be given to all health and safety requirements, whether it is a formal or an informal homeworking arrangement. Applicants must have read the Health and Safety guidance and completed the appropriate online training modules.

Please indicate the position of all furniture, equipment, windows, doors, electricity and telephone/broadband points.

Where in the home will you work?	
Will this room/space only be used for work, or will it be used by others? If so, when?	
Is there enough room for a suitable work surface/desk, storage and chair, and enough space to get in and out of the work area easily?	
Will this space and equipment be secure, and will the work remain confidential?	
Is the likely noise level within the home environment conducive to work?	
Is the employee likely to be disturbed by other occupants? If yes, what measures could be taken to minimise the distraction?	
Detail any other considerations in relation to the suitability of the home environment to a homeworking arrangement. Consider any potential Health and Safety risks or hazards.	

Health and Safety team approval? Yes / no
If no then please state reasons

H & S team member name

Signed

Date

PART 7 - SUMMARY AND RECOMMENDATION

Having considered the issues within this document, the following recommendation is made to the Deputy Director:

Either:

I recommend that a formal homeworking arrangement be adopted for this employee.

OR

A formal homeworking arrangement is not recommended for this employee because:

(please give reasons for any recommendation not to approve formal homeworking)

Name of line manager
Signed
Date:

Declaration by employee:

I confirm that I have discussed and agreed the contents of this form with my line manager. I confirm that the information documented on this form is correct to the best of my knowledge. I have read and understood the Homeworking Policy and guidelines.

Name of employee
Signed:
Date:

Deputy Director's decision:

I approve/do not approve* the application for a formal/informal* homeworking arrangement. (*delete as appropriate)

Name of Deputy Director:
Signed:
Date:

The line manager and employee should retain a copy of this form

Annex C

HOMEWORKING AGREEMENT

This AGREEMENT is made the day of

BETWEEN the Welsh Government (“the Employer”) and (insert name of employee) (“the Employee”).

IT IS AGREED that the existing contract of employment between the above named Employer and Employee contained in the letter of appointment dated will continue under the same terms and conditions contained in the said contract except that:

The terms and conditions for homeworkers contained in the WG's Homeworking Policy and as amended from time to time will apply. Amendments will be notified to the Employee.

The Employee's place of employment shall be (specify place) for days in the working week. For the remaining days of the working week the employee's place of work will be that specified in the letter of appointment on

The Employee will attend at (present hub office) on (attendance dates) (Do not include this provision if only working at home for part of the week).

If the Employee has childcare responsibilities or is responsible for the care of a dependent family member, that employee will make a written statement outlining their care plans for the dependant person during those working hours which are to be undertaken at home. This statement will be set out as a schedule to this agreement and signed by the Employer and by the Employee.

This agreement revokes all previous homeworking agreements.

Signed by(Deputy Director)

On behalf of the Employer

Signed by

The Employee

Annex D

ARRANGEMENTS FOR UNDERTAKING CARING RESPONSIBILITIES

(Complete and delete as appropriate).

I have care of child(ren) aged
and/or
I have care of (a) dependent member(s) of my family.

My arrangements for care of those for whom I have a caring responsibility during my agreed working hours which are to be undertaken from home are as follows:

I will follow and observe the care plan outlined in this statement and will inform my employer of any change in my caring responsibilities.

Signed (Employee)

Agreed on behalf of the Employer by

Date