



Civic Centre,
Arnot Hill Park,
Arnold,
Nottinghamshire,
NG5 6LU

Agenda

Appointments and Conditions of Service Committee

Date: **Monday 21 September 2020**

Time: **10.00 am**

Place: **Virtual Meeting**

For any further information please contact:

Alec Dubberley

Service Manager, Democratic Services

0115 9013906

Appointments and Conditions of Service Committee

Membership

Chair	Councillor John Clarke
Vice-Chair	Councillor Michael Payne
	Councillor Michael Adams
	Councillor Sandra Barnes
	Councillor Bob Collis
	Councillor Marje Paling
	Councillor Sam Smith

WEBCASTING NOTICE

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AGENDA

Page

- 1 Apologies for Absence and Substitutions**
- 2 To approve, as a correct record, the minutes of the meeting held on 24 June 2020** 5 - 6
- 3 Declaration of Interests**
- 4 Review of Flexible and Agile Working** 7 - 27

Report of the Service Manager Organisational Development.
- 5 Any other item which the Chair considers urgent**
- 6 Exclusion of Press and Public**

To move that under Section 100(a)(4) of the Local Government Act 1972 the public and press be excluded from the meeting during consideration of the ensuing reports on the grounds that the reports involve the likely disclosure of exempt information as defined in Paragraphs 1 and 4 of Part 1 of Schedule 12a of the Local Government Act 1972.
- 7 Response to GMB Charter to stop domestic abuse** 29 - 61

Report of the Service Manager Organisational Development.
- 8 Bereavement Leave** 63 - 78

Report of the Service Manager Organisational Development.
- 9 Authority to commence a formal consultation process; management rationalisation and re-organisation (“Phase 2”)** 79 - 176

Report of the Chief Executive.

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MINUTES APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

Wednesday 24 June 2020

Councillor John Clarke (Chair)

Councillor Michael Payne
Councillor Michael Adams
Councillor Sandra Barnes

Councillor Chris Barnfather
Councillor Bob Collis
Councillor Marje Paling

Officers in Attendance: D Archer

10 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

None.

11 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 12 JUNE 2020.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

12 DECLARATION OF INTERESTS.

None.

13 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

14 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(a)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12a of the Local Government Act 1972.

15 CONCLUSION OF PROCESS - RECRUITMENT OF CHIEF EXECUTIVE.

Consideration was given to a report of the Service Manager Organisational Development which provided supporting information on the process for interviewing candidates for the role of Chief Executive

Following the interview process it was

RESOLVED to:

- 1) Recommend to Council on 15 July that Mike Hill be offered the role of Chief Executive and formally designated as Head of Paid Service, Returning Officer and Electoral Registration Officer;
- 2) Agree that the starting salary to be offered will be at the bottom of the pay band, currently £112,363, subject to the pending national pay award and that future salary reviews will be carried out annually starting from 1 March 2021 in acknowledgement that the post holder has been undertaking the role in an “acting up” capacity since March 2020;
- 3) Inform the Monitoring Officer of the recommendation of the committee and ask that the Monitoring Officer implements due process to notify the executive and report to Full Council (with appointment to commence from the day following Council’s decision); and
- 4) Make a provisional offer of employment conditional on the approval of Council.

The meeting finished at 4.30 pm

Signed by Chair:

Date:



Report to: Appointments and Conditions Service Committee

Subject: Review of the Flexible and Agile Working Policy

Date: 21 September 2020

Author: Service Manager- Organisational Development

1. PURPOSE OF REPORT

For information, to report to committee on the effectiveness of the Flexible and Agile Working Policy that was formally approved by this committee in October 2019 and to recommend that the policy continues to be applied unaltered.

2. RECOMMENDATIONS

Committee is recommended to:

2.1 Note that the policy is reported to be effective and that there have been no adverse impacts on its implementation in terms of operational service delivery.

2.2 Confirm that the current policy should continue to be applied without amendment.

3. BACKGROUND

The current Flexible and Agile Working Policy was approved for implementation by this committee in October 2019. The policy updated and expanded upon the previous "Home Working Policy" that had been in existence for many years and had become outdated.

The new policy recognised the changes to technology that makes flexible and agile working not only possible but also effective and efficient. Many of the ideas contained within the policy have been adopted as recent events have demanded a fast and responsive change to the way that we have conducted our business.

As we now begin to "reset" and consider how we might deliver services going forward, there is an expectation that the policy will be central to the way that service delivery is re-shaped. Where some working arrangements begin to be more embedded as "flexible and agile", the opportunity provided within the policy to vary and modify contractual arrangements will become more widely used to support these changes and improvements to efficiency.

When the policy was approved, committee asked that, "Minute 2) ... a report on how the new policy is operating is brought back to the Committee in one year." This is that report.

Senior Leadership Team and Service Managers have been consulted on the operation of the report. None of these senior managers felt that the policy to allow a greater flexibility and agility in the way that services are delivered presented problems to the efficiency of service delivery nor to the level of customer service offered.

Although recent months have been exceptional, and there is no suggestion that the current levels of flexible working are maintained, there has been a demonstration that flexibility and agility do have their place in service delivery. Indeed some services have reported an improvement in the metrics that reflect their performance.

4. PROPOSAL

It is proposed that the current Flexible and Agile Working Policy remains unaltered from the draft approved by this committee in October 2019 and that the committee confirms its continued support for its application.

5. ALTERNATIVE OPTIONS

As alternative options the committee could choose to ask that the policy be reconsidered and through full consultation process either be amended or withdrawn. If these options were to be exercised they would be somewhat at odds with the results of the consultation exercise that has suggested that from a management perspective the policy is fit for purpose and has not presented difficulty or detriment in terms of service efficiency or quality.

6. LEGAL IMPLICATIONS

There are none arising from this report

7. FINANCIAL IMPLICATIONS

This report deals with the policy as a strategic document; it does not deal with the acquisition of kit or supplies to support flexible and agile working either corporately or for any specific team. Such acquisition would be the subject of separate budget bids and normal process. As such, there are no particular additional financial implications identified from the general application of the policy.

8. EQUALITIES IMPLICATIONS

The policy recognises individual personal needs and in particular employees with disabilities. The law requires reasonable adaptation to working arrangements to be made for employees with disability and in this regard the policy is supportive and positive in its impact.

No negative equality impacts are identified.

9. CARBON REDUCTION/ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

No environmental sustainability implications are identified.

10. APPENDICES

Appendix 1; Current Flexible and Agile Working Policy

11. BACKGROUND PAPERS

11.1 Report to ACSC 29 October 2019 (Introduction of Flexible and Agile Working Policy)

Statutory Officer approval

Approved by: Assistant Director (Finance) and

Section 151 Officer

Date:

09/09/20

Approved by:

Monitoring Officer

Date:

09/09/20

FLEXIBLE AND AGILE WORKING POLICY

1. Policy objective

The objective of the policy is to define how posts that are suitable for flexible and agile working are identified and to set out appropriate implementation arrangements. The policy is designed primarily to address different working methods undertaken by workers who need access to IT and communications systems as an integral part of their job.

This policy is not designed to assess simple changes to working hours. These changes should be considered and addressed through other internal policy such as the Flexible Working Scheme and guidelines for Flexible Hiring and Working Practices, and relevant legislation such as the Equality Act 2010 and the Employment Rights Act 1996.

The Corporate Agile Working Strategy sets out the benefits of agile working both to the employee and to the organisation.

2. Definitions

Fully Agile Worker – an employee that spends much of their time working out in the community and does not need to undertake their duties in an office environment

Flexible Worker – an employee that spends most of their time working in an office environment although could work from other sites or occasionally (more frequently by agreement) work from home

Fixed Worker – an employee that is at a fixed location for the majority of their time and unable to undertake their duties outside of that location

3. Application

The Council will determine to which posts flexible and agile working practice are applied. Although the fundamental objective is to apply working methods that will improve the efficiency of the Council's operation and the service that it provides to its customers, the welfare of employees, particularly in regards to support of work/life balance will also be part of any consideration of case subject to their being no detriment to service delivery. Where there are additional costs associated with these working methods, these will be quantified and justified through a business case.

Employees in posts not identified by the Council as being suitable can ask for this assessment to be reviewed by their immediate line manager. Should there not be agreement then the Grievance Procedure should be used to determine a final decision about appropriate assessment.

Changes made to working arrangements and workplace location will be made through contractual variation. Although new flexible or agile working arrangements might be suggested by either the employee or the organisation, there is no requirement for an employee to change their work base through the application of this policy. This does not mean that the council cannot require an employee to adopt new or revised methods of work such as the introduction of new technology or more efficient processes. The terms shown in the contract document at Appendix A will be applied to posts that are not fixed (as described in section 4). Employees may challenge the application of these terms where it is a change to existing terms; this would be done through the Grievance Procedure. A minimum of 12 weeks' notice will be given of contractual change unless there is agreed variation by both employee and employer. This period of notice of change will continue to run during any challenge process.

The needs of employees for whom a change to working arrangement or workplace may present particular difficulty due to a disability defined under the Equality Act will be properly assessed through discussion and, where appropriate, referral to an occupational health consultant. As defined by the Council, appropriate and reasonable adaptation will be supported to ensure effective and safe working.

When making decisions about implementation of working practices the Council will have regard to relevant legislation that may include, but not be limited to:

- Equality Act 2010
- Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and subsequent UK legislation
- Health and Safety at Work Act 1974 and associated and subsequent legislation and guidance.
- Sex Discrimination Act 1975
- The Management of Health and Safety at Work Regulations 1999 (Management Regulations) and subsequent UK legislation
- Human rights Act – Article 8 – Right to respect for Private and Family Life and subsequent UK legislation

4. Suitability

Post suitability

When an employee asks for agile working to be applied to their post or when a manager considers agile working in certain jobs to be potentially beneficial to the organisation, a post (or group of similar posts) will be assessed against a standard set of criteria to determine suitability for flexible or agile working. Form FW1 will be completed by a manager familiar with the work of the posts being considered. This assessment process allows input from post holders. The final decision about suitability and the details of implementation will be determined by the manager, subject to any appeal being lodged by an employee through the Grievance Procedure.

Employee needs

Once a post is determined as being suitable for flexible or agile working in principle then an assessment of each employee's personal requirements will be undertaken (on form FW2). In addition to this assessment and when there is particular need identified, a personal risk assessment/ workplace assessment will be undertaken.

Contractual variation to reflect a flexible or agile working arrangement will only be made following confirmation by a manager that the information obtained through assessments on forms FW1 and FW2 and any other risk and workplace assessment demonstrate that the arrangement is efficient and effective from the employer's perspective and safe from an employee's perspective.

5. Flexible and agile working; key principles

As part of any long-term arrangement that allows or requires an employee to work in a flexible or agile way, the following principles will apply;

The employee will:

- Comply with Health and Safety guidance in accordance with legislation and local policy and practice and undertake any necessary training required.
- Raise any health and safety concerns with their manager at the earliest opportunity.
- Raise issues of concern about the performance, safety or security of equipment provided by the Council at the earliest opportunity.
- Ensure where they have access to sensitive, confidential or personal information (both paper and electronic media) in or from their homes, vehicles or at remote sites, that it is stored and accessed securely and that access and viewing is limited to the authorised person only.
- Arrange for personal and confidential paperwork that is waste to be shredded at home or the Council's office and ensure that prior to this any physical information is stored securely and confidentially.
- Only share business contact details with others (not home or personal contact details).
- With reasonable notice, allow access to their property for necessary equipment maintenance checks and supervisory meetings to take place.
- Ensure that the working environment is safe and that adequate first aid and emergency contact arrangements are in place.
- Ensure that any requirements are met in respect to: home, contents and personal insurance, business rates or other taxation, planning permissions or any other similar considerations.
- Be free from the responsibility of providing ongoing care at home for dependents whilst working at home unless breaks from work can be accurately documented and do not lead to service delivery standards being adversely affected.

The employer, through the employee's line managers will:

- Ensure that appropriate workplace and risk assessments are undertaken to ensure the employee's safety.
- Determine the equipment to be used to support flexible or agile working.
- Ensure that necessary checks of electrical equipment supplied by the employer are undertaken
- Define the accident reporting procedure.
- Define general sickness and other relevant reporting procedures and any variations to these that are necessary due to the working arrangements. These variations will be confirmed in writing.
- Ensure the employee is managed and supported properly through the application of the policies of the Council and general practices that reflect the spirit and culture of the organisation. Communication with a flexible or agile employee will be appropriate, timely and thorough.
- Ensure that employees' private lives are respected.

6. Equipment

As part of any long-term arrangement that allows or requires an employee to work in a flexible or agile way, appropriate equipment will be provided as required. This equipment remains the property of the Council and will be returned to the Council and the end of the working arrangement.

The employer will:

- Where an employee does not have adequate provision, provide suitable furniture and facility for information storage to meet any requirement of the Council if costs are deemed to be reasonable and proportionate to support the arrangement.
- Provide appropriate equipment to allow remote access to required IT systems and to ensure that proper communication can be maintained with each employee. Any supplied ICT equipment should only be used for work purposes.

The employee will:

- Where it is possible and it is safe to do so, set up any equipment or furniture at the chosen flexible work location. If it is not possible for the employee to set up the equipment themselves they should notify their manager who will, subject to the cost being justifiable as part of the business case to allow the flexible arrangement, arrange for an appropriate officer to visit the flexible location to assist with set-up.
- Make proper arrangements to ensure reasonable security of equipment and data (stored on any medium in any location).

- Ensure that software and security updates are maintained at the required frequency either through remote access or by connection with networked docking stations as appropriate.
- With reasonable notice, return IT equipment to the main council offices or other notified location as and when required by the manager to make necessary repair or to apply necessary hardware or software changes.
- Ensure that security upgrades are applied to software as required by the council. This may require return of IT equipment by the employee to a notified location at a specified frequency in order to “dock” the device to provide a direct link to council servers.
- In the event that IT systems cannot be accessed remotely, report immediately to a work base nominated by their manager in order to continue service delivery.
- Make provision to meet the cost of damage to furniture supplied by the council arising from negligent use.

7. Contractual arrangements

Employees’ statements of terms will reflect their working arrangements.

All employment policies of the Council apply to flexible, agile and fixed work place workers.

8. Costs and reimbursements and working time

- Costs

The employer will not meet any additional costs for which the employee may become personally liable which might arise as a consequence of the employee working from home, including such things as heating, lighting, insurance, broadband or telephony contracts or business rates. If supported by a business case to allow the arrangement, equipment necessary to allow effective and safe home working will be provided by the employer including appropriate ICT equipment and if not already in place, adequate furniture.

- Travel

The work base of employees working under flexible or agile arrangements will normally be considered to be the Civic Centre. Occasionally another work base will be identified if the function is mainly sited elsewhere as an administrative base.

When an employee is a “fixed worker” their main place of work will be identified as the main work base except in the case of an employee working from home as a fixed location in which case the main work base will be considered to be the Civic Centre. For the purposes of travel claims, the base will also be considered to be the Civic Centre and mileage claims will be based on the normal claim arrangements.

The employee may not claim for travel from home to office base when required to attend for events including but not limited to meetings or training events.

- Working Time

The decision to apply the Flexitime Scheme will be determined by managers irrespective of whether a job is considered to be fixed, flexible or agile in nature. Appeals against any such determination can be made through the Grievance Procedure.

Any fixed patterns and times of work will be determined by the worker's line manager and will take account of any need to provide cover (even if remotely), to be contactable at certain times or on certain days, or when work is only available at certain times. Other than these constraints and those described in the Flexitime Scheme, including observing the Working Time Directive, a flexible or agile worker can work hours that suit their particular needs as long as there is no adverse impact on service quality. All employees are required to record hours of work properly and to attain agreed levels of output and performance.

9. Monitoring and evaluation of working arrangements

In cases where a line manager determines that service quality is suffering due to a particular working arrangement being applied (flexible, agile or fixed working) then following appropriate discussion and reasonable attempts to rectify problems, the arrangement will be varied to a more suitable one determined by the manager. Unless both parties agree a longer period, one month's notice will be given of this requirement to change working method. Any appeal against this decision should be made through the Grievance Procedure.

Although not required, a manager may agree to a changed working arrangement for a trial period where there is doubt about suitability of the role to be performed in this way.

As well as the impact on service delivery and the corporate aims of the organisation, the costs, both short and long-term, will be taken into account as part of the overall business decision about applying a particular working arrangement.

August 2019

V6

Assessment to determine suitability of post for flexible or agile working

This form allows assessment of posts for the general principles of working arrangement. Employees' individual requirements will be identified on form FW2.

Service:	
Team:	
Posts being assessed; post names and generic post reference (single or multiple posts of similar type):	
Total number of posts covered by this assessment:	
Manager completing assessment:	
Proposed start date for arrangement:	

The post(s) is best be described as (select one):	
Fully Agile Worker – an employee that spends much of their time working out in the community and does not need to undertake their duties in an office environment	Yes/ No
Flexible Worker – an employee that spends most of their time working in an office environment although could work from other sites or occasionally (more frequently by agreement) work from home	Yes/ No
Fixed Worker – an employee that is at a fixed location for the majority of their time and unable to undertake their duties outside of that location (the fixed location may be a specific office, a series of refuse rounds, a range of grounds maintenance sites or a leisure centre- essentially the work has to be done at a specific place and there is no possibility to vary this). <i>If answered yes to this statement then no further action is to be taken; just sign off the form. Standard risk-assessments will need to be completed for posts and post holders; no additional process is required.</i>	Yes/ No
What benefits will this arrangement bring to service delivery?	

What problems do you anticipate this arrangement would bring to service delivery? How might these be overcome?

How will performance targets and service delivery standards be specified and monitored?

What standard IT and communications equipment and software/ system access will be required to support this working arrangement? Include numbers of posts that this will be provided for. Guidance can be given by your service manager, finance business partner or Service Manager for Customer Services & IT

Will the standard costs of IT and communications equipment and software needed for this post(s) be met from budget (one off and ongoing)? Guidance can be given by your service manager, finance business partner or Service Manager for Customer Services & IT

Yes/ No

If "No"; how much is this shortfall in funding and how will this be met?

What financial savings might be made? Quantify if possible.

In summary; based on the above answers, is the proposal for this working arrangement fully funded?

Yes/ No

Over what timescales does the equipment need to be supplied and installed?

Starting when?

For this post(s) are there particular hours or work patterns that need to be applied?	Yes/ No
If No; the full flexitime policy of the Council will apply to post holders.	
If Yes; what are the required working times or arrangements:	
Other comments or considerations relevant to the arrangement.	

Assessment sign-off

The working arrangement appropriate to this post (s) is as **a fully agile worker/ flexible worker/ fixed worker**

Manager's Name (print):	
Signature:	Date:

Send the completed forms FW1 and FW2 to HR (psd@gedling.gov.uk). You should retain risk assessments with your own departmental records and review these regularly. Your assessment decision will be confirmed in employees' statement of terms (employment contract).

Assessment to identify employee needs to undertake flexible or agile working

Section A to be completed by a team manager then Section B to be completed by employee (post holder) and returned to line manager. Your views will be taken into consideration when assessing the working arrangements that might best apply to your post.

Section A

Post (title and reference):	
Post holder's name:	
Service:	
Team:	
Manager completing assessment:	
Proposed start date for arrangement:	
<p>As a general principle, the post that you currently occupy has been determined as being suitable to be undertaken through a working arrangement best be described as:</p> <p>Fully Agile Worker – an employee that spends much of their time working out in the community and does not need to undertake their duties in an office environment Yes/ No</p> <p>Flexible Worker – an employee that spends most of their time working in an office environment although could work from other sites or occasionally (more frequently by agreement) work from home. Yes/ No</p>	
<p>Before considering working patterns it may be appropriate to discuss the employee's preferences as this may help to inform your assessment below.</p> <p>The proposed working pattern for this arrangement is (tick one):</p> <p><input type="checkbox"/> Fully flexible working times over ____ days on these days: Mon/ Tues/ Weds/ Thurs/ Fri/ Sat/ Sun</p> <p><input type="checkbox"/> Other arrangement as follows:</p>	

Section B

In terms of your personal preference, generally would you prefer to work in the flexible or agile way described above?

Yes/ No

If Yes, complete this form and return to your manager.

If No, do not complete the remainder of the form but simply sign and return to your manager. Currently employees will not be contractually required to undertake a flexible or agile working arrangement against their personal preferences. The Council may need to review this principle should the needs of the business change in the future.

Purely from the perspective of the job, as a general principle do you agree with this assessment of how your post might best be undertaken?

Yes/ No

If No;

State the reasons for your view:

Identify what would need to happen to make the post suitable to be undertaken within the terms of the above definition?

In order to undertake your duties under the working arrangement proposed, appropriate IT equipment and software would be provided to allow you to access necessary systems and to communicate effectively with others.

Are there any additional hardware or software requirements that you would personally need due to a disability defined under the Equality Act (2010) to undertake your duties efficiently and effectively? If so, what are these requirements?

If you were to work at a location other than an office at a Council workplace, would you require additional furniture, equipment, supplies, storage or anything else to enable you to undertake your duties efficiently and effectively? If so, what?

Attached are standard DSE and risk assessments for flexible and agile working (forms available from AssessNET).

Yes/ No

Confirm that you have completed and attached the self-assessment relevant to your post

Due to your own personal circumstances are there other issues that your manager needs to be aware of that may need to be considered in addition to this assessment?

Yes/ No

If Yes, you should summarise here any additional considerations for working arrangements that arise from any health or social needs:

Are you able to accommodate the working pattern proposed in Section A?

Yes/ No

If No, your manager will discuss this with you prior to completing a final assessment of your post's suitability for flexible or agile working. Efforts will be made to accommodate your personal preferences or needs where reasonably practicable and the business need can be met, in particular those relating to health issues. If you answered No, what would be your preferred pattern of work:

List the other locations at which you expect to undertake work and estimate the proportion of time each week that you might spend there:

Location	%
Council premises	
At home	
Another office site	
Mobile (car/ on site/ clients home)	
Shared public area (café etc)	
Other:	

You are advised that there may be financial or insurance liabilities that arise from using your home as a work base. You are personally responsible for ensuring that you have discharged these liabilities. You are advised to:

- Check with your rental/mortgage providers to ensure they permit home working.
- Arrange appropriate insurance cover to allow you to work from home.

- Check with your local authority to determine if you would be liable for Business Rates and make arrangement to pay these if appropriate.
- Ensure that you meet any other tax obligations arising from using your home to work from.

Sign your name below to confirm that the details above are correct.

If you do wish to have access to flexible or agile working arrangements, by signing below you also confirm that you will put into place the necessary financial and insurance arrangements as described above prior to the start of the arrangement.

Print your name:

Signed:

Date:

Give the completed form to your manager who will use it as a basis for further discussion and completion of the manager’s form used to assess the suitability of your post for home or remote working. This assessment will also take account of your particular personal circumstances that you have detailed on this form when determining the suitability of the arrangement.

Manager’s Checklist

Task	Confirm
Relevant H&S risk assessments for the each employee undertaking work from a home or remote location have been formally documented.	Yes/ No
A Flexible/ Agile Workstation Assessment Form has been completed by each employee and where appropriate a DSE assessment has been conducted (both forms available on AssessNET). Normally a home workplace assessment will be completed by the employee themselves. If issues are identified in this assessment then a manager may need to carry out a site assessment	Yes/ No
The team member has confirmed their wish to participate in flexible or agile working. If No, discuss with the employee and review decision if appropriate.	Yes/ No
The comments (on FW2) made by employees holding this post(s) have been considered and the working arrangement identified as suitable at the start of this WF1 form reflects an agreed working pattern. (Requests for a different pattern of work to that proposed made due to a reason of disability should be considered as a potentially reasonable adaptation under the Equality Act.). If an agreed pattern of work cannot be identified then answer “No”.	Yes/ No
The arrangement will support efficient service delivery	Yes/ No
The arrangement will deliver good customer service	Yes/ No
The required hardware, software and communication equipment can be provided and installed within an appropriate timescale.	Yes/ No
The equipment identified on the WF1 and WF2 forms and determined as necessary can be funded from existing budgets	Yes/ No
Adequate arrangements for information, document and equipment security will be in place at the start of the working arrangement	Yes/ No
All answers to the above questions are “Yes” and the working arrangement identified as suitable for this post should be applied contractually. If “Yes” the assessment will be kept on post and personal files and a letter of contractual variation will be issued to the post holder.	Yes/ No

If "No" the manager should notify the team member verbally (and in writing if requested to do so) and the forms will be kept on the post file but no contractual changes will be made.	
--	--

Manager's name (print):

Signed:

Date:

Send both of these forms FW1 and FW2 to Personnel.

Appendix A



Variation to standard contractual terms - flexible and agile workers

This variation will be issued to:

- New holders of posts that are identified as being suitable for flexible or agile working
- Existing holders of posts that are identified as being suitable for flexible or agile working and who wish for these changed arrangements to apply and this has been agreed

Name	
Post title:	
Post reference number:	
Nature of variation:	<Flexible>/< agile> working arrangements apply to this post.
Date of Start (Employment with Gedling BC):	
Date of Start of variation to standard terms:	
Date of issue of contractual variation:	

Unless specified below as a specific variation, the general terms of employment identified in your full Statement of Terms (employment contract) will apply including those terms covered by national agreement, local policy and personal arrangement. Specifically the Flexible and Agile Working Policy applies to holders of this post.

Specific terms and conditions applying to your post are as follows:

Working Hours and Work Pattern

Your normal working week is one of < > hours.

Your times and pattern of work will be determined by your manager after consulting you. The Council's flexitime scheme <applies/ does not apply> to this post. If there are any specific days or times that you are required to undertake work these will be detailed in this section:

<There are no specific requirements> <You are specifically required to work within the following pattern :>

Any arrangement may be varied by your manager with three months' notice unless a shorter period of notice is mutually agreed.

Normal Place of Work

Your formal work base is defined as any location operated by the Council as a normal place of business. The Council reserves the right to reasonably require you to work temporarily or permanently at other places of work. Any change proposed to a place of work will be subject to consultation with you and with appropriate trade unions where it is proposed to re-deploy for a period exceeding 3 working days or on a permanent basis. As you occupy a post that is determined as one that can work in flexible or agile ways as defined in the Flexible and Agile Working Policy, you may work in other locations away from this work base in accordance with the policy.

You may be required to attend at Council offices for meetings, training events or similar activities. Reasonable notice will be given of any requirement to attend this at these workplaces.

With reasonable notice, attendance at other locations in connection with the business need will be required from time to time. You will be expected to make arrangements to attend. Transport and travel costs for journeys between your home, or other location from which you might choose to work, and Council offices will be met by you. Costs for other travel will be based on the shortest of the distance between your home (if that's where you start your journey) and destination or from the Council office that is considered to be your formal work base and destination, in accordance with normal transport policies of the Council.

Reporting Requirements

Reporting requirements will apply to you within this flexible or agile working arrangement as they do to other employees; this includes the reporting of holiday requests, sickness absence and accident reporting.

In order to facilitate communication, supervision and monitoring, you are required as a minimum to make contact on the following basis:

Contact Type	Frequency	When (day/time)
• Phone call or e-mail to your line manager:	< >	< >
• Attendance at workplace identified above:	< >	< >
• < Other >		

Accidents and sickness absence are to be reported to your line manager at the first opportunity and in accordance with the Council's policies.

Equipment and confidential information

You have been provided with the following resources in order to undertake work in a flexible or agile way. The responsibility for general care and appropriate routine maintenance of this equipment is yours.

You are required to ensure that physical and virtual (computer-held) data is stored and transmitted securely. You are required to use the equipment and facilities identified in the assessment forms (forms FW1 and FW2) for this purpose.

Any equipment supplied remains the property of Gedling Borough Council and will only be used for Council work purposes unless express written consent is received to the contrary. Although the Council will insure any equipment supplied to you, any costs of repairing or replacing furniture or equipment that arise from negligence will be met by you as the employee. You also agree that the Council may make deduction direct from your pay without further request for authority in order to reclaim costs arising from such negligence. Should you leave the Council's service or no longer require this equipment you will return or allow the collection of all of these items and any relevant documentation or information in your possession.

Access

You consent to service providers or employees of the council, with reasonable notice, accessing your property or other location from which you might work to undertake necessary assessments (such as health and safety), conduct modifications to and maintenance of equipment and to collect or deliver work as necessary.

Health and Safety

As a flexible or agile worker you will continue to work within the Council's Health and Safety Policies and will report appropriately within these. The Council will continue to recognise its duty as an employer.

Insurance and Mortgage

As a flexible or agile worker, should you work from a location other than a Council office you agree to notify any agency or business with an interest in that location or premises of this activity; this includes a mortgage lender, landlord and any insurer. There will be no additional allowance payable to you for additional personal costs arising from this working arrangement.

Business rates

Although working from home or a location that is not a normal work base of the Council should not normally attract a charge for business rates, you are advised to satisfy yourself that this is the position. No additional local taxation charges will be met by the Council.

Tax

You are recommended to inform the Tax Office of any working arrangement that may affect your personal tax position. There will be no additional allowance payable to you for additional personal costs arising under this heading.

Employee Statement of Acceptance

I agree to the terms, conditions and requirements described in the above Notification of Contractual Variation and acknowledge that these add to and modify existing terms and conditions of employment already laid out in the appropriate National Conditions of Service, Local Conditions of Service as defined in the Employee Handbook and my personal Statement of Terms.

Name (printed):

Signed:

Dated:

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