

# WIRRAL COUNCIL

## EMPLOYMENT AND APPOINTMENTS COMMITTEE

27 JANUARY 2011

<b>SUBJECT:</b>	<b>AGILE WORKING POLICY</b>
<b>WARD/S AFFECTED:</b>	<b>ALL</b>
<b>REPORT OF:</b>	<b>DIRECTOR OF LAW, HR AND ASSET MANAGEMENT</b>
<b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<b>COUNCILLOR SIMON HOLBROOK</b>
<b>KEY DECISION?</b> <i>(Defined in paragraph 13.3 of Article 13 'Decision Making' in the Council's Constitution.)</i>	<b>YES</b>

### 1.0 EXECUTIVE SUMMARY

- 1.1 This report asks Members to consider the Council's Agile Working Policy and supporting documents, and seeks approval of the policies from Members.

### 2.0 RECOMMENDATION/S

- 2.1 It is recommended that the Employment and Appointments Committee:

1. Approve the Council's new Agile Working Policy and supporting documents.

### 3.0 REASON/S FOR RECOMMENDATION/S

- 3.1 The Agile Working Policy Framework will support the Council by facilitating a more diverse range of working models away from traditional fixed desk arrangements that enable increased productivity, greater efficiency and rationalisation of office accommodation.
- 3.2 There are a number of employees and teams across the Council that have already implemented agile working arrangements. However, an agreed and detailed policy framework to support agile working is not currently in place.
- 3.3 The Agile Working policies provide support to managers and employees who are involved in such arrangements and provide a framework of best practice for the implementation of future arrangements.

### 4.0 BACKGROUND AND KEY ISSUES

- 4.1. The objective of agile working is to maximise service benefits through greater efficiency, flexibility and productivity, whilst also providing potential benefits for the employee. Agile working relies on the use of technology to enable homeworkers and mobile workers to have access to the information they need to undertake their jobs.

- 4.2 The Agile Working Policy details the key concepts and provides an overview of the different models available. It is supported by a number of other policies that provide more detailed information and guidance to managers and employees on the following models:
- Home Working
  - Mobile Working
  - Hot Desking
- 4.3 It is anticipated that employees may work a combination of the above models within an agile working arrangement.
- 4.4 The policies have been developed by Human Resources with involvement from IT Services, Health and Safety and Asset Management.
- 4.5 The policies provide a framework for best practice support and guidance to enable change to working arrangement where there is a business case for such arrangements to be put in place.
- 4.6 Agile working will be driven by service review and change which will identify how services and jobs can be delivered in different ways to deliver benefits to the council and its employees.

## **5.0 RELEVANT RISKS**

- 5.1 The policy and procedures require appropriate risk assessments to be undertaken prior to implementation of agile working arrangements.
- 5.2 It is a key principle that agile working arrangements, including homeworking, is only implemented where there is clear and continuing benefit to the Council.
- 5.3 Managers have a clear responsibility to continue to effectively manage the performance of employees who work from home or for whom regular face to face contact is minimal. Guidance and training for managers will be available.

## **6.0 OTHER OPTIONS CONSIDERED**

- 6.1 N/A

## **7.0 CONSULTATION**

- 7.1 Full consultation on the current policies began with the Trade Unions in August 2010.
- 7.2 A number of points were raised by the Trade Unions, all of which have been considered and where agreed, these have been incorporated into the policy documents.

## **8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

8.1 None arising from this report.

## **9.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

9.1 The provision of ICT equipment are likely to be key aspects in the effectiveness of agile and homeworking arrangements. IT Services will advise managers on technology requirements prior to implementation.

9.2 Health and safety requirements will be identified, monitored and reviewed by both the employee and the Manager.

## **10.0 LEGAL IMPLICATIONS**

10.1 N/A.

## **11.0 EQUALITIES IMPLICATIONS**

11.1 There are no additional implications.

11.2 Equality Impact Assessment (EIA)

- |                                       |                 |
|---------------------------------------|-----------------|
| (a) Is an EIA required?               | Yes             |
| (b) If 'yes', has one been completed? | 19 January 2011 |

## **12.0 CARBON REDUCTION IMPLICATIONS**

12.1 Implementation of agile working arrangements is expected to reduce carbon emissions through reduced travel to and from work.

## **13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

13.1 There are no planning and community safety implications arising from this report.

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## **APPENDICES**

Appendix One: Agile Working Policy

Appendix Two: Homeworking Policy (with appendices)

- Appendix Two a: Homeworking Checklist
- Appendix Two b: Health and Safety Guidance
- Appendix Two c: Self Assessment Form
- Appendix Two d: Homeworking Agreement

Appendix Three: Mobile working Policy

Appendix Four: Hot Desking Guidance

## REFERENCE MATERIAL

There is no background information referred to or relied upon for this report.

## SUBJECT HISTORY (last 3 years)

<b>Council Meeting</b>	<b>Date</b>