

Homeworking Checklist

Appendix Two A

(For Regular and Permanent Homeworking)

To be completed during or following discussion between employee and line manager. Once completed to be authorised by Head of Service.

Employee name:	
Payroll No:	
Section:	
Department:	
Post Title:	
Post Number:	
Manager name:	

Business Case

What are the expected business benefits, savings or efficiencies of the proposed homeworking arrangements (For example, office space)?
What are the expected benefits for the team/service?
What are the expected benefits for the employee?
Are there any obvious or potential disadvantages to the homeworking arrangement?
What are the anticipated set-up costs?
How will the proposal affect access to services by customers? (internal and

external).

Managing Homeworking

Please describe the proposed number of hours and likely pattern of work at home or on visits (days, times, hours worked).

Please describe the proposed likely pattern of work at the office (days, times, hours worked).

Are there any peak periods in workload for the team / service where it may be necessary to switch from homeworking to office-based work temporarily? When are these anticipated?

There may be occasions where attendance in the office is required at short notice. Are there any reasons why this might not be possible?

How will the time worked be recorded and monitored? If there is to be some flexibility in the working hours, are there any times in which the employee must be contactable? Please provide details.

How will the change in work location and/or pattern impact on or affect the rest of the team or dependent services?

Managing Performance and Output

How will work be collected / received / allocated?

Can the work of this post be measured? Is it output based?

Can, SMART (Specific, Measurable, Achievable, Realistic, and Timely) work objectives been agreed specifically with homeworking in mind? What are

these?

How will the performance, competence, capability and conduct of the employee continue to be managed in a homeworking arrangement?

If the employee manages staff, please describe the arrangements for the support/ supervision of staff, and for measuring the performance and output of staff.

Are arrangements and facilities in place for the employee to hotdesk when they are required to work in the office?

Has a clear procedure been agreed for terminating the arrangements if either side has cause to? (For example, if business needs change, home circumstances change, or if the homeworking arrangements are not successful).

Managing Communication

How will team and corporate communications effectively reach the homeworker?

Please confirm the hours of work when the homeworker will be contactable.

Post should always be received via the office as opposed to using the home as a business address. Please confirm the arrangements for delivery / collection of post.

Are there regular one to one, team or departmental meetings that the employee must attend? Please provide details, including the arrangements of how these will take place.

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The Home Environment

Is there a suitable 'office space' (separate room or dedicated space) available for homeworking without interruptions or distractions?
Is there appropriate furniture or equipment in place to enable the duties of the role to be fulfilled? (For example, telephone, desk / table, chair, filing cabinet / secure storage, personal computer, printer, fax etc).
Are there any further items of furniture or equipment required? What are the estimated costs?
Do you anticipate any reasons why the appropriate health and safety requirements can not be met? (See Appendices B and C).

Information Technology

Can all IT requirements be met to enable the employee to work at home without any negative impact on their effectiveness?
Does the employee currently need to access any office based documentation that they currently rely on as part of their role?

Managing Security

How will the security of Council equipment and information / documentation stored at home be ensured?
How will it be ensured that no-one other than the homeworker has access to Council information (electronic and hard copy), or Council services / resources (internet access, telephone, printing etc)?

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Personal Development

Are there any training or other development needs (including IT) arising from the potential homeworking arrangement?
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	Yes	No
Can health and safety requirements be met (See Appendices B and C)		
Can IT requirements be met*		

*Requires discussion with IT.

	Yes	No
From the discussion and information provided above is there agreement that the proposed homeworking arrangement will bring business benefits and should be progressed?		

Three month review date:	
Six month review date:	

Signed

_____	Post holder	_____	Date
_____	Line Manager	_____	
_____	Head of Service	_____	