

## **FOR PUBLICATION**

### **HOME WORKING POLICY**

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MEETING: EMPLOYMENT AND GENERAL COMMITTEE  
DATE: 26 JANUARY 2015  
REPORT BY: GPGS  
WARD: ALL

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#### 1.0 **PURPOSE OF REPORT**

1.1 To provide information regarding changes to the Home Working Policy.

#### 2.0 **BACKGROUND**

2.1 The policy has been updated as part of the GPGS transformation project.

2.2 The council is seeking to roll out a flexible working solution to all employees who have been identified as able to work from home on one or more day per week.

2.3 The council has revised the Home Working Policy to reflect new ways of working, and provide procedural guidelines for employees to follow.

2.4 Any employee who has been identified as able to work flexibly ie from the Town Hall, satellite offices, or home will be required to read the policy and adhere to the regulations within it.

2.5 The policy has been developed following best practice and relevant Health & Safety legislation.

2.6 This final draft was presented and approved by the Flexible Working Group, Policy Working Group and the Council's Joint Consultative Committee.

### 3.0 **PROPOSED PROCEDURE**

3.1 The new policy and procedures document may be found at appendix A.

3.2 The policy has been amended to reflect the council's proposal to allow employees to work from home on a frequent basis.

### 4.0 **RECOMMENDATIONS**

4.1 That the revised Home Working Policy is approved by the Employment and General Committee.

### 5.0 **REASON FOR RECOMMENDATION**

5.1 To ensure that the Council's policies are up to date and reflect the needs of employees and the Council.

You can get more information about this report from Tara Eyre – 01246 345739, or email [tara.eyre@chesterfield.gov.uk](mailto:tara.eyre@chesterfield.gov.uk).