

FOR PUBLICATION

AGILE WORKING GUIDANCE

MEETING: EMPLOYMENT AND GENERAL COMMITTEE

DATE: 26 JANUARY 2015

REPORT BY: GPGS

WARD: ALL

1.0 PURPOSE OF REPORT

1.1 To create Agile Working Guidance for council employees and support agile working across the Council to enable managers and employees to maximise the potential of agile working.

2.0 BACKGROUND

2.1 These guidance notes have been created as part of the GPGS transformation project.

2.2 The Agile Working Guidance notes are intended for employees who conduct some or all of their work at an alternative worksite away from the employer's typically used office.

2.3 The agile working concept can be applied to a variety of alternative work environments. The work location might be: an employee's home, hot desking facility, traditional office or satellite location.

2.4 The purpose of the agile working guidance notes are to provide procedural guidelines for employees who will commence agile working once the introduction of the flexible working solution is in place.

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 guidance note may be found at appendix A.

3.2 The guidance notes have been created to enable the Council to take a more corporate approach to flexible working.

4.0 **RECOMMENDATIONS**

4.1 That the Agile Working Guidance 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 meet the needs of employees and the Council.

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