

# **BRECKLAND DISTRICT COUNCIL**

## **Report of Assistant Director of Commissioning**

**To: General Purposes Committee 27<sup>th</sup> February 2013**

**(Author: Rod Urquhart – ARP Operations Manager)**

**Subject: ARP Homeworking / Home Enabled Policy**

### **Purpose:**

To gain approval to changes in working practices in order to maximise service efficiencies and harmonise officer's terms and conditions.

### **Recommendation:**

**To approve the new ARP Homeworking & Home Enabled Policy**

## **1. BACKGROUND**

Currently ARP has three different schemes operating for agreeing home or home enabled working. Managers have to be conversant and apply them appropriately to each member of staff. This gives rise to operational inefficiency and staff feelings of differential treatment

The ARP HR Group have considered the need for a single policy on home working arrangements as having significant priority and that has been agreed by the Joint Committee.

The HR and ARP team, including Unison representation, have looked at the options and proposed a new scheme taking in to account the existing schemes in the Partner Authorities. The proposed home working and home enabled schemes, as with the current Partner schemes, is not contractual and may be withdrawn or amended with appropriate consultation and notice. Details of the proposed scheme are shown in Appendix A to this document.

The policy changes were considered and agreed by the ARP Joint Committee on 13<sup>th</sup> December 2012, it was also requested that the new policy be ratified by each host authority's relevant committee. The report was presented to the Local Joint Consultative Committee on 14<sup>th</sup> February 2013 where the recommendation was approved.

This scheme is proposed for all staff working in the ARP and does not affect any staff in the home Authorities

## **2. OPTIONS**

Look at current arrangements for the Partners and come up with a workable version for ARP, that staff appreciate whilst at the same time service is not disaffected.

To do nothing and continue to have staff working on different arrangements and managers having to deal with different rules.

## **3. REASONS FOR RECOMMENDATION**

To provide managers and staff with a single policy for agreeing working arrangements to promote effective working patterns and the same treatment for staff within teams and across ARP

#### **4. EXPECTED BENEFITS**

It is anticipated that this will increase efficiencies by increasing productivity of managers dealing with the requests and a potential reduction in costs for those officers taking up homeworking.

#### **5. IMPLICATIONS**

5.1 **Legal**  
None

5.2 **Risks**  
None

5.3 **Financial**

The new scheme will be cost neutral (worst case) and likely to produce savings against budgeted costs.

5.4 **Timescales**

There will be a transitional phase, where by new applicants will be considered. It is anticipated this will run through to 31<sup>st</sup> March 2013. Additionally the HR team will be involved, with other stakeholders for any consultation that needs to be undertaken, in respect of any changes to existing homeworkers.

5.5 **Equality and Diversity**

An Equalities Impact Assessment is being undertaken

5.6 **Stakeholders / Consultation**

The HR Teams will be undertaking a consultation with affected staff in conjunction with Unison.

5.7 **Contracts**  
None

5.8 **Section 17, Crime & Disorder Act 1998**  
None

#### **6. WARDS/COMMUNITIES AFFECTED**

Background papers:- *None.*

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#### **Lead Contact Officer**

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#### **Director/Officer who will be attending the Meeting (*mandatory field*)**

Name/Post: Rod Urquhart / Operations Manager (ARP)

#### **Appendices attached to this report:**

**ARP Homeworking / Home enabled policy**